UCLH Actions – Optimising Procurement Policy Aims

(source: UCLH Carbon Reduction and Sustainability Management Plan, 2010)

Procurement	
Procurement Policy	48.1 Produce updated sustainable procurement policy. Refer to NHS/ DH sustainability and procurement strategy for inclusion. Where appropriate refer to wider local and national policy for incorporation into the Updated Waste Management Policy

48.2 Follow OJEU guidelines for procurement tenders and incorporate sustainable procurement where possible and compliant with the OJEU guidelines

48.3 Implement sustainable procurement policy into other policy i.e. energy and carbon management, low carbon travel, water, waste, design and the built environment, organisational and workforce development, role of partnership and networks, governance and finance

48.4 Identify and agree definitions, scope and baseline for targets on sustainable procurement and consider a mechanism for reporting carbon savings in addition to economic savings and clearly identify which activities and aspects are included/ excluded

48.5 Policy and associated targeted action plan should be endorsed by the to the Board suggested improvements and considerations

48.6 Senior Management Endorsement

48.7 Publication and distribution |
| Procurement Awareness | 49.1 Review and formally identify key members of staff with responsibility for delivery in the reduction of both cost and carbon from procurement and supply chain related activities

49.2 Produce sustainable procurement awareness material, both generic and specific to departmental/ group activities

49.3 Launch a reduction programme

49.4 Produce a staff induction briefing for all staff and sub contractors

49.5 Produce regular reports for staff showing both progress towards carbon reduction and the actual costs |

Procurement Management	50.1 Review strategic monitoring and reporting programme for procurement related carbon costs
	50.2 Develop a function based monitoring and reporting Programme for procurement related emissions and cost savings
	50.3 Establish realistic baselines for more sustainable procurement in general, and on the specific needs of groups, departments
	50.4 Identify and agree strategic and functional benchmarks for goods consumption
	50.5 Identify and agree strategic and functional targets on goods consumption
	50.6 Introduce trend analysis reporting
	50.7 Produce executive summary reports for senior management and board members
	50.8 Assess feasibility of sustainable procurement of specialist goods on a department by department basis
	50.9 Identify where there are large costs both in terms of carbon and monetary value, and research and implement ways to reduce these costs
	50.10 Encourage partners to reduce costs in terms of carbon and expenditure who supply to, or work in line with the Trust
General Procurement	51.1 Review items for impact prior to purchase and put requirements in place as part of a comprehensive system to ensure full evaluation of all sustainability impacts (energy and carbon management, low carbon travel, water, waste, design and the built environment, organisational and workforce development, role of partnership and networks, governance and finance)
	51.2 Use flexible framework to ensure organisational infrastructure can deliver the best sustainable outcomes
	51.3 Identify priority areas of spend
	51.4 Use Quick Wins and Common Minimum Standards
	51.5 Implement Management Information Systems which can measure sustainability benefits
	51.6 Consider alternative goods/ services to deliver sustainable outcomes
	51.7 Sustainable procurement should be measured through the process, practice and performance against government targets and self set targets
	51.8 The importance of sustainability and sustainable procurement should be

	promoted through appropriate training and provision of literature
	51.9 Aim to achieve 'Excellent' in the Good Corporate Citizen Assessment model with the procurement parameters
Building Materials	52.1 Look at reducing construction material costs, and the costs associated with these i.e. delivery etc
	52.2 Encourage the reuse of materials i.e. demolition material used for foundation
	52.3 Refer to, and aim to meet the procurement requirements in the BREEAM For Healthcare guidance for the procurement of construction materials and energy
	52.4 Ensure that any timber procurement is in line with Central Government Policy on Sustainable Timber Procurement
	52.5 Refresher training with estates on sustainable materials procurement
Building Services	53.1 Encourage the specification of a building and building services that can be easily maintained throughout their lifecycle
	53.2 Implement a system for evaluating the total costs of acquisition, operation, maintenance and disposal of a building
Energy Procurement and Reducing Carbon	54.1 Reduce carbon from fuel and electricity within the Trust used in all buildings
	54.2 Assess energy demands, and review energy procurement requirements and confirm that correct rates and supplied capacity are being used
	54.3 Purchase proportion of electricity through 'green tariff'
	54.4 Introduce programme to vet new and existing suppliers against electricity usage and efficiency requirements
	54.5 Review energy procurement requirements with NHS PASA and confirm that correct rates and supplied capacity are being used
	54.6 Identify if TRIAD periods apply, how they are notified and whether mitigation is possible
	54.7 Establish reporting and verification requirements and responsibilities with NHS PASA
	54.8 Assess energy procurement schemes and programmes between OGC and Defra for possible application within the Trust
	54.9 Buy Sustainable – Quick wins to apply energy saving activities to the Trust

	with an immediate effect 54.10 Make time provisions for the assessment and viability of new and low profile technologies in procurement appraisals
Waste	55.1 Look into reducing waste at the beginning of the supply chain looking at whole life costs 55.2 Identify a procedure to identify total usage of all items, the lifespan and associated waste 55.3 Liaise with facilities management with regard to waste, aiming to integrate procurement and waste management 55.4 Identify and audit waste management contractors 55.5 Liaise with waste management contractors that can provide robust data on quantities of waste collected and disposed of as a result of Trust activities 55.6 All waste disposal/ management contractors should be vetted to ensure safe and secure disposal of none recyclable items 55.7 All items should be reviewed for their potential to provide financial return and a systematic process put in place to review the economic, social and market forces to re-use and recover all items 55.8 Waste minimisation should start at procurement level with the acquisition of goods with minimum packaging and assess no cost/ low cost opportunities for minimising waste or waste recovery 55.9 Adoption of Buy Sustainable Quick wins which will reduce wastage within the Trust on paper and envelopes
Water	56.1 Assess water demands, and review water procurement requirements, look into the costs of water efficient technologies 56.2 Introduce programme to vet new and existing suppliers against water usage and efficiency requirements 56.3 Begin the phasing out of bottled water and look into other efficient methods of providing drinking water across the Trust 56.4 Refer to water management quick wins to determine mandatory and best practice specification for water efficient equipment

Pharmaceuticals	57.1 Assess the carbon footprint of pharmaceuticals in order to better understand and to inform actions to reduce this
	57.2 Ensure suppliers disclose measures taken to reduce their carbon footprint and impact on the environment and work in partnership with pharmaceutical companies/ suppliers to improve sustainable and low carbon pharmaceutical/ medical procurement
	57.3 Assess and implement a scheme to reduce pharmaceutical and medicinal waste
	57.4 Work with staff to assess the costs of single use items versus decontamination procedures
Travel	59.1 Travel Assess viability of switching Trust fleet vehicles to a more efficient, low carbon alternative
	59.2 Apply quick wins to passenger cars and light duty vehicles
	59.3 Initiate fleet initiatives and targets
	59.4 New car procurement targets of 130g/km CO_2
ICT	60.1 Reduce carbon emissions from ICT operations by a minimum of 40% against December 2008 baseline
	60.2 Implement green governance in the ICT programme commissioning lifecycle and progress report.
	60.3 Aim to reduce e-waste through the adoption of the MOD waste – asset scheme or adopt own scheme
	60.4 Assess the 'Freecycle' type scheme for Trust "Waste E-Bay" idea for cross-organisation Implementation
	60.5 Supplier disclosure and working in partnership Implement a procedure whereby records are kept for all suppliers of the Trust on measures to reduce their carbon footprint and impact on the environment
	60.6 The Trust should implement a plan to further work in partnership with suppliers to improve sustainable and low carbon procurement
New/ Modified Processes	61.1 Sustainability consideration for new and modified processes
	61.2 All new and/or modified processes undergo a sustainability impact assessment and this should be documented in a feasible fashion
Procurement Innovation	62.1 Provide additional procurement strategy that innovates in the field of sustainability.

UCLH Actions – Whole Life Costing Policy Aims

Lifecycle Costs	63.1 Economic reviews of lifecycle costs should be reviewed based upon existing knowledge and capabilities
	63.2 A procedure should be implemented to review lifecycle costs, technologies, materials for projects and activities
	63.3 Implement a feedback mechanism to capitalise on best practice
	64.1 Monitoring Develop viable monitoring tool which assesses carbon footprint of goods and whole life costs in terms of both economics and CO2 emissions

UCLH Actions – Healthy Eating Policy Aims

Food	58.1 Aim to procure a proportion of the Trust's food from local producers and suppliers
	58.2 Focus on the provision of sustainable, low carbon, healthy Food for staff and visitors
	58.3 Achievements should be assessed and highlighted to develop a more sustainable food system within the Trust
	58.4 Work with PSFPI for catering and consumption and promotion of healthy food and sustainability