

**Topic Support Network: Sustainable Procurement
Beta Testing of Sustainable Procurement Tools**

**Monday 3rd November 2014
University of Edinburgh**



Attendees:

Barbara Morton	Sustainable Procurement Ltd.	(Speaker)
Jo Mitchell	Scottish Government	(Speaker)
Karen Bowman	University of Edinburgh	(Convenor)
Stephen Connor	APUC	(Convenor)
Rebecca Petford	EAUC	(EAUC Representative)
Kirsten Adams-Mackenzie	Glasgow Kelvin College	
Liz Cooper	University of Edinburgh	
Stephanie Gould	Heriot-Watt University	
Juliet Grimes	Scottish Government	
Kasia Janik	Napier University	
Victoria Kulczycki	APUC	
Chris Litwiniuk	University of Edinburgh	
Stuart McLean	University of Edinburgh	
Mark Mulqueeny	University of Edinburgh / APUC	
Emma Nicholson	APUC	
Esther Rodriguez	APUC	
Gemma Stenhouse	APUC	
John Thorne	Glasgow School of Art	

1.	<p>Welcome from TSN Convenor: <i>Karen Bowman, Director of Procurement, University of Edinburgh</i></p> <p>Karen welcomed everyone to the event and introduced Barbara Morton from Sustainable Procurement Ltd, who is working on behalf of the Scottish Government on developing and beta testing sustainable procurement tools.</p>
2.	<p>Introduction to the Session: <i>Barbara Morton, Sustainable Procurement Ltd.</i></p> <p>This is one of the first sessions beta testing the sustainable procurement tools around Scotland. The tools have been written with Scotland's requirements in mind, and are being refined and fine-tuned, and feedback is welcomed during the session and afterwards.</p> <p>Information on the Beta Testing Process can be downloaded here.</p>

<p>3.</p>	<p>Update on the Procurement Reform (Scotland) Act 2014 – Including the Sustainable Procurement Duty <i>Josephine Mitchell, Scottish Government</i></p> <p>Presentation available to download here.</p> <p>The tertiary education sector is a significant actor in the Scottish Procurement Landscape.</p> <p>The procurement reform commitment kicked off in 2006, and is now in Phase 3. The Vision is for Scotland to be a leader in Sustainable Procurement – we are doing really well in balancing quality, cost and sustainability, and others are interested in what we do.</p> <p>The main drive for legislation was the 2007 SNP Manifesto which committed to a Sustainable Procurement Bill, intended to improve the legislative framework for public procurement and broaden it to include both social and environmental clauses more broadly. In June this year the main act was passed, known as the Procurement Reform (Scotland) Act 2014.</p> <p>The government are now working on distinct guidance as part of the legislation, and want to knit the contents of the Act and the Directive to get the maximum policy benefit. Organisations should have a procurement strategy and do an annual report on this at the end of the year if they spend over £4m per year, and guidance around this will be created.</p> <p>The Procurement Reform (Scotland) Act 2014 led to the Sustainable Procurement Duty, and builds on the Public Service Value Act for the rest of the UK. The Duty focuses on improving the economic, social, environmental, wellbeing and reducing inequality, involving small and medium sized enterprises and 3rd sector bodies including supported businesses, and promotes innovation.</p> <p>Today’s work is to help develop the guidance that will underpin the Sustainable Procurement Duty.</p>
<p>4.</p>	<p>Prioritisation – Tools and their Enhancements <i>Barbara Morton, Sustainable Procurement Ltd.</i></p> <p>During the Enabling phase of this project, there was a review of available strategies and tools. The key question was whether public sector organisations in Scotland would be clear about what was required, how they should report, how their performance would be assessed, and what would happen if they failed to deliver, once the bill came into effect. Supporting tools needed to be available and up to the job.</p> <p>The Marrakech training on sustainable consumption and procurement outlined that sustainable procurement was good procurement, and principles from this training, as well as some from Resource Efficient Scotland and others, underpin the tools discussed today.</p> <p>We are now in the Beta Testing phase, which consists of the prioritisation methodology, updated flexible framework, guidance and case studies. People from many sectors have been</p>

involved in the development of these tools.

The Aim of Prioritisation is that time and resources are scarce, so you should use your resources where you will get the most benefit.

The Scottish National Performance Framework with its National Outcomes was kept in mind when developing the tools (this was done before there was an act), but these are so aspirational that they cover many things an organisation would want to deliver.

In terms of organisational strategies, the ideas have been successfully mapped against the University of Edinburgh's Strategic Plan for 2012-16 to produce their Procurement Strategy. This has the goal 'to procure goods and services in ways that maximise efficiency and effectiveness while minimising social, environmental and other risks.' This strategy needs to influence the way purchasing is done in all departments, not just by the main Procurement Department.

Sustainable procurement is linked to risk management, and the tools can produce graphs of overall spend priorities areas, which is often the only thing the CEO (or equivalent) will care about.

The Sustainability Test is the newest tool, and is designed to be used at a framework / contract level.

The Flexible Framework has been developed to be used with a standard or an organisation's own action plan, and has been tailored for Scotland and updated for policy. Lots of useful examples and case studies lie behind the framework, with named examples of successful adoption within Social Enterprises / Firms to date.

The tools expand on the idea of identifying life cycle impacts in practice from the Marrakech process. Life cycle mapping is useful at all stages, but perhaps most useful when you move from prioritisation to sustainability testing.

Procurement Prioritisation Tool Demonstration

The spreadsheet was explored in depth, with discussions of the use of tabs on admin, risks and opportunities, procurement categories relevant to the institution, spend figures (to allow spend to be taken into account), assessing the risk and opportunities (environmental, socio-economic and reputational risk), scope for improvement and the organisation's influence on the market. Outcomes are displayed in a status summary, spend-risk graph, risk-scope graph, influence-scope graph, and an overall graph, and can be exported to share with others.

Feedback mentioned:

- A need to ensure the guidance describes in detail how to use the bars on the graphs as well as the matrices
- National Performance Frameworks and Outcome Agreements influence Institutional Outcomes, and this may need to be discussed more within individual institutions

5. **Sustainability Test – Functionality of the Tool**

Barbara Morton, Sustainable Procurement Ltd.

Once you have decided on priorities and have to buy something you can import the relevant scores from the Prioritisation Tool and use these for assessment within a Sustainability Test.

The tool then goes into more detail assessing a specific purchase.

The tools help people ensure the right decisions are being made for them – starting discussions, resolving issues, and backing up the decision-making process.

Anything attendees feel is missing in terms of risks and opportunities can be sent to Barbara at barbara@sustainableprocurement.eu.com – more can be added. In addition, if you think more case studies or examples in the Guidance would be useful please let her know.

Feedback mentioned:

- It would be great to have the Guidance and Examples all in one place and easy to find, but it will be a challenge to keep it up to date.
- The National Outcomes are very Scotland-centric and some issues are global, so how to ‘think global’ may need to be outlined in the Guidance. However consideration of lifecycle impacts earlier in the process should highlight global issues enough.

6. **Sustainability Test – Comments and Questions**

Feedback from the group mentioned:

- The tool doesn’t work on Mac computers
- Accessibility for those with visual impairments will need checked
- Links to the Guidance doesn’t always take you to the exact right place in the document
- More examples or Case Studies would be helpful in linking risk and opportunity
- Both end users and procurement people who attend APUC User Interest Groups should be armed with this tool
- More information on the Guidance buttons would be helpful, such as ‘refer to the guidance for more information on...’
- Not everyone who uses the tool needs to understand the numbers which have been inputted, but someone needs to do the initial research. Is there a way to add local guidance so people can refer to that?
- Legislative changes will change risks and so require the tool to be updated, and this will be a large responsibility to keep up to date
- Links on the Guidance to new research would be more useful than a full downloadable Guidance document which will never be up to date
- The importance of keeping an audit trail
- The tool is easy to use as an organisation to prioritise, but when using APUC for purchasing others may not agree on the priorities, and each group will need to decide how to address such issues
- A possible pilot with one institution and one collaborative agreement would be useful
- It is good that the sustainability people within institutions can be incorporated into the research process behind the tool, and work with procurement people

<p>7.</p>	<p>Flexible Framework – Functionality <i>Barbara Morton, Sustainable Procurement Ltd.</i></p> <p>The instructions for the Flexible Framework have been changed to help the user community. Updates have kept 5 strands and 5 levels but changed the names a little – there will no longer be a compliance category. The Objectives, Strategy and Comms have changed slightly to align more with National Outcomes.</p> <p>The tool contains descriptions on what the criteria mean, includes suggested evidence, guidance and examples, states whether criteria have been met (yes / no / partial), has space to add your own ideas for meeting the criteria, and has columns for ownership, date started, date due and evidence. The Flexible Framework Action Plan then imports the data from the self-assessment into a summary, for use by teams and individuals throughout the organisation.</p> <p>100% compliance is needed at each level for green at that level.</p> <p>There is little Guidance on how to use this tool as it is more self-evident, but the tool contains Guidance including case studies and examples of good practice to support public sector organisations in implementing sustainable procurement, through their Action Plans.</p>
<p>8.</p>	<p>Guidance and Fit with Developments within the Sector <i>Barbara Morton, Sustainable Procurement Ltd.</i></p> <p>Guidance is due to be out by the end of next year, but some may be out before. APUC will train on the tools, and different institutions would adopt them in different ways.</p> <p>Beta testing is happening in other sectors too, and their sessions have brought up similar feedback.</p> <p>At the end of January the APUC Contracting Authorities Workshop would be a good opportunity to present information on the tool, but there wouldn't be time then for a run-through like today.</p> <p>Each institution needs to do its own prioritisation, and it would be good if colleges could try the tool for something college-specific such as Hair and Beauty – Stephen will investigate this.</p> <p>The Scottish Government is going through the consultation process for the directive – look out for when it is launched for consultation and submit your views.</p>

7.

Thanks and close

Barbara Morton, Sustainable Procurement Ltd.

Karen Bowman, Director of Procurement, University of Edinburgh

The tools, questionnaire and information on Beta testing will be circulated (find all documents here), along with the minutes and EAUC Survey.

Many thanks to all for their support and participation.

Next TSN to be scheduled for Spring 2015. Date TBC.

Minutes Prepared by Rebecca Petford (Scotland Programme Coordinator, EAUC)