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**Report by the Chief Constable**

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**SUSTAINABLE PROCUREMENT DELIVERY PLAN****1. Introduction**

- 1.1 The Scottish Sustainable Procurement Action Plan was launched in 2009 and provides guidance on embedding sustainability in the procurement process. It is the Scottish Government's desire that every public sector body produce its own Delivery Plan to give effect to this generic guidance.
- 1.2 The purpose of this report is to notify the Board of publication of a Delivery Plan for Lothian and Borders Police.

**2. Background**

- 2.1 The Scottish Government published the Scottish Sustainable Procurement Action Plan in 2009. This national framework sets out high-level targets, outcomes and indicators that will assist us to build sustainable procurement into our corporate culture, take proper account of sustainability in procurement activity, and to be able to demonstrate how this is being achieved.
- 2.2 The Action Plan outlines a whole organisation approach to successful sustainable procurement. A whole organisation commitment to making more sustainable choices is required to deliver sustainable procurement. Adoption of the Action Plan and fulfilling its 10 steps will contribute to successful progress against not only Best Value obligations, but also both the Procurement Capability Assessment and the Best Practice Indicators. Improved sustainability in procurement activity will also make a significant contribution to Climate Change targets.
- 2.3 The Public Procurement Reform Board (PPRB) drives sustainable procurement across the public sector. It recognises the significance and potential impact of procuring our requirements in a more sustainable way and believes that as a minimum we should produce a Delivery Plan to chart improvement. The PPRB will promote improvements through the Centre of Expertise for Police Procurement.
- 2.4 Accordingly, ACPOS through its Procurement Management Group (PMG), incorporating the Centre of Expertise for Police Procurement, drafted a generic Delivery Plan that was agreed by all Scottish police forces.
- 2.5 Lothian and Borders Police then prepared its own Delivery Plan that sets out the 10 key steps, which will guide us to effective sustainable procurement. Annex A contains the full details of our Delivery Plan.

- 2.6 Lothian and Borders Police recognises its responsibility to carry out its procurement activities in an environmentally and socially responsible manner. In accordance with our Environmental Policy and Corporate Procurement Strategy we shall strive to incorporate environmental and social considerations into our goods and services selection process. We recognise that it is our responsibility to encourage our suppliers and contractors to minimise negative environmental and social effects associated with the goods and services they provide. We shall also strive to ensure that Small and Medium Enterprises (SMEs) are not discriminated against in the procurement process and specification.
- 2.7 The above intent combined with our Sustainable Procurement Action Plan will ensure that Lothian and Borders Police is able to fulfil the obligations set by the Scottish Government on these matters.

**3. Recommendation**

- 3.1 That the Board note the Sustainable Procurement Delivery Plan.



David Strang  
Chief Constable

18 January 2011

## **Lothian and Borders Police Sustainable Procurement Delivery Plan**

### **Introduction**

ACPOS created a sustainable procurement delivery plan to assist each force to build sustainable procurement into their corporate culture based upon the Scottish Government Sustainable Procurement Action Plan for Scotland, published on 28 October 2009.

Sustainable procurement can be defined as:

**'A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits not only to the organisation, but also to society, the economy and the environment'**

### **Statement of Intent**

Lothian and Borders Police recognises its responsibility to carry out its procurement activities in an environmentally and socially responsible manner. In accordance with force environmental policy and corporate procurement strategy they shall strive to incorporate environmental and social considerations into their goods and services selection process. It is recognised that it is a responsibility to encourage suppliers and contractors to minimise negative environmental and social effects associated with the goods and services they provide. They shall also strive to ensure that small and medium enterprises (SMEs) are not discriminated against in the procurement process.

### **Specifically we aim to:**

- Encourage all internal purchasers to review their consumption of goods and services in order to reduce usage where possible and develop business cases on sustainable principles.
- Give preference to goods and services that can be manufactured, used, and disposed of in an environmentally and socially responsible way.
- Ensure that sustainability criteria are included in specifications to suppliers.
- Ensure that sustainability criteria are used in the award of contracts.
- Consider whole life costs when assessing product suitability and in the award of contracts.
- Enhance employee awareness of relevant environmental and social effects of purchasers through appropriate training and guidance.
- Provide guidance and relevant product information to staff members to allow them to select sustainable goods and services.

- Work with existing and potential suppliers to investigate and introduce environmentally friendly processes and products.
- Ensure that supplier's environmental credentials are considered in the supplier appraisal process.
- Ensure non-discrimination against SMEs.

**To allow Lothian and Borders Police to meet its aims we shall:**

- Develop clear objectives and tools, with all their stakeholders, to minimise the environmental and social effects associated with the goods and services they purchase.
- Identify the mechanisms intended to be used to incorporate environmental and social factors into their procurement process.
- Develop a process to measure their progress.
- Clearly specify the role that purchasing staff play in the identification and selection of sustainable products and services.
- Identify and implement necessary changes to the procurement process and specifications to ensure non-discrimination against SMEs.

**Environmental Guidance in Practice**

Before buying any products or service, ask yourself the following questions:

Q: Do you need it?

Q: Do you need to buy it? Could you borrow, hire or share?

Q: Are you buying the right amount?

Q: Are you going to use the product or service long enough to justify the purchase?

Q: Have you considered demand management?

**The easiest way to help the environment is to minimise consumption.**

If you have asked the questions above and your decision is to buy a product or service it is important to look at the alternatives available and choose those that are less environmentally and socially damaging.

When looking at the different options it is important to take a '**cradle to grave**' approach. Consider the environmental effects of its production, transport, maintenance costs, running costs, durability, and at the end of its life, disposal costs. Consider suppliers and contractors environmental performance; ask for their Environmental Policy; ask if they have an environmental management system and if so, is it accredited? Do any of their products carry recognised environmental label?

Criteria to consider when determining the potential environmental impact of a product should include:

- Energy efficiency.
- Maximum use of recycled materials-minimal use of virgin materials.
- Durability, easily upgraded, repairable.

- Minimum packaging.
- Re-usable, rechargeable.
- Recyclable.
- Non or low polluting.
- Biodegradable.
- Fair trade/ethical procurement.

When these true ‘**cradle to grave**’ costs are taken into consideration, environmental-friendly products seldom cost more. Also, we may be able to help drive the cost of these products down by our purchasing power within the market.

Adoption of this plan will help the Police Board to implement the guidance produced by the Best Value Task Force. Chapter Four (Sound Management of Resources) states ‘that the authority should have a strategy for procurement and the management of contracts and contractors that treats procurement as a key component in achieving its objectives, including those relating to sustainable development, equalities, and health and safety’.

**The following 10 steps have been implemented or a date given when they will be implemented:**

#### **1. COMMITMENT WITHIN THE ORGANISATION**

The Force has nominated a senior management champion.

#### **2. MAKING THE COMMITMENT PUBLIC**

The Chief Constable has made this commitment.

#### **3. ORGANISATIONAL BUY-IN**

The Force will implement awareness of sustainable procurement via their intranet web sites, which will be tailored to appropriate staff requirements by **31 March 2011**

#### **4. BENCHMARKING AND PROGRESSION**

ACPOS Procurement Management Group (PMG) has formed a sub-group to look at benchmarking and progression. The views of this sub-group will be translated into local measures by **30 September 2011**.

#### **5. PRIORITISING**

The Force priorities will be added on an individual basis within this Delivery Plan.

Further collaboration opportunities will be considered during the quarterly ACPOS PMG meetings, which will supplement the significant progress made to date.

Adoption of the quick wins within procurement will continue.

## **6. SPECIFYING SUSTAINABILITY**

A sustainability test will be established by **30 April 2011** using the template attached as Appendix 1.

The test will be carried out separately on the following areas:

- Social aspects
- Supported Businesses and Factories
- Fair and Ethically Traded Products
- Economic aspects
- Environmental aspects.

## **7. SUSTAINABILITY IN THE PROCUREMENT PROCESS**

The Force specifies sustainability requirements tailored to contract requirements including those that are advertised in OJEU.

## **8. WORKING WITH SUPPLIERS**

The Force participates in local 'meet the buyer' events.

The Force has adopted the Supplier Charter as a set of business rules for engaging with suppliers.

The Force uses the Public Contracts Scotland National Advertising Portal.

## **9. MEASURING PERFORMANCE**

Commitment to the Best Practice Indicators (BPIs) has been made by the Force. Participation in the Procurement Capability Assessment model will continue and will be utilised as a measure of progress being achieved in respect of sustainability objectives.

## **10. PUBLICISING YOUR SUCCESS**

The Force will publish success in Sustainable Procurement to senior management and the Police Board by **30 June 2011**.

### Sustainable Procurement – Sustainability Test

The Purchasing Officer must provide details of the social, economic and environmental elements of the proposed procurement that should be addressed through the Evaluation Criteria / Key Performance Indicators.

<p><b>What legislation could affect the specification of this procurement?</b></p>
<p><b>Do Government Buying Standards specifications apply?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, insert details)</p>
<p><b>Are there any relevant mandatory or voluntary standards that can be specified? (See further information on <i>eco-labels and ISO Standards</i>)</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, insert details)</p>
<p><b>Are purchasing cards and appropriate method of payment for this procurement?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Are Community Benefits achievable as a result of this procurement? (See further information on <i>Community Benefits and Ready for Business</i>)</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, insert details)</p>
<p><b>Are there any diversity issues that this procurement could address to ensure the delivery of the goods and/or services meets the needs of more than just the end user?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, insert details)</p>
<p><b>Is this procurement suitable as a reserved contract? (See further information on <i>reserved contracts</i>)</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

## Examples of Procurement Activities with Positive Sustainability Impact

<b>Social</b>	
<b>Procurement Activity</b>	<b>Sustainability Impact</b>
Advertise contract opportunity of <i>Public Contracts Scotland</i>	Ensures contract opportunity is advertised widely to maximise participation and increase supplier diversity
Procurement as a reserved contract	Restricts the contract opportunity to supported businesses only
Specification of <i>Community Benefits</i> Clauses	Delivers a wider social benefit in addition to the core purpose of the contract, particularly through targeted training & recruitment outcomes in the local community
Consultation with <i>Ready for Business</i>	Ensures realisation of maximum value from procurement opportunities through: <ul style="list-style-type: none"> <li>▪ Use of Community Benefits</li> <li>▪ Encourage best practice in social enterprise procurement</li> <li>▪ Facilitate consortia development</li> <li>▪ Encourage collaboration between social enterprise and SMEs</li> </ul>
Specification includes consideration of diversity issues	Ensures contract can be accessed by all potential end-users i.e. regardless of gender, ethnicity, religion, disability

<b>Economic</b>	
<b>Element of Procurement</b>	<b>Impact</b>
Use a geographical lotting strategy	Makes opportunity more available to maximise participation and increase supplier diversity
Request the provision of options for Fairtrade or equivalent certification scheme in contract specification	Helps to minimise the potential for unethical standards in employment and working conditions throughout the supply chain
Advertise contract opportunity on <i>Public Contracts Scotland</i>	Ensures contract opportunity is advertised widely to maximise participation and increase supplier diversity
Specify that the successful Contractors are to advertise any sub-contracting opportunities on <i>Public Contracts Scotland</i> rather than allowing them to appoint sub-contractors directly	Ensures contract opportunities are advertised widely to maximise participation from local small to medium enterprises

<b>Environmental</b>	
<b>Element of Procurement</b>	<b>Impact</b>
Use of <i>Government Buying Standards</i>	Sets out minimum criteria that must be followed when buying a range of different products and services and ensures that products which fulfil the criteria provide better value for money over the whole life of the product than products that do not
Use of <i>Eco-Labels / ISO Standards</i> in specification	Ensures products / services with the lowest environmental impact are identified
Assess procurement on a Whole Life Cost basis	Ensures that all costs associated with the contract are identified and fully accounted for as part of the procurement process to minimise "over specifying" the products/services being procured i.e. costs for disposal. Also ensures that costs associated with performance are more visible so trade-offs can be made between performance and cost so wastes can be minimised
Assess the <i>carbon impact</i> of the products or services	Ensures that products / services with the lowest carbon footprint are identified
Consideration of <i>waste reduction and disposal options</i>	Ensures that hazardous and packaging wastes are kept to a minimum. Also ensures that alternative waste streams are considered throughout the supply chain i.e. waste to energy, <i>industrial symbiosis</i> etc