

December 2022



# Procurement Policy 2022-2025

## Guidance and Implementation



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## 1.0 What is procurement?

- 1.1 Procurement is the process of purchasing goods, works and services to enable Eastleigh Borough Council (the Council) to fulfil its functions. The Council's suppliers are one of its key stakeholders and the Council seeks to work collaboratively for a mutually beneficial relationship with its supply chain.
- 1.2 Sustainable procurement means considering the environmental, social and economic impacts when purchasing goods and services.
- 1.3 This is achieved through addressing issues such as inequality, poverty, working conditions in the supply chain, purchasing sustainable goods, products and services and embedding circular economy principles to reduce waste. This type of procurement can bring additional benefit to the community, over and above direct purchasing, known as Social Value.

## 2.0 Purpose

- 2.1 The purpose of this policy is to introduce and inform all Council employees, procuring managers, suppliers and contractors of the Council's new expectations in relation to procuring goods and services in a more sustainable way. This includes through considering the wider environmental, social and economic benefits when procuring goods and services, and in particular our supplier's carbon emissions.
- 2.2 This guidance and implementation document outlines why this is important for the Council and how these principles should be embedded within procurement activities.
- 2.3 A flow chart checklist is presented in Appendix A which summarises the new requirements and actions that procuring officers and managers are now expected to take.

## 3.0 Aim

- 3.1 The Council recognises that it has a vital role in furthering sustainable development, through its procurement of buildings, goods, works, labour and services.
- 3.2 The Council will aim to procure goods and services in a way that balances value for money over the long term and gives value to the wider society and economy, whilst minimising its impact on the environment.
- 3.3 The Council also aim to ensure that all of its suppliers above the current contract threshold consider and actively reduce their greenhouse gas emissions and carbon footprint.

## 4.0 Our policy

- 4.1 Through our procurement process, we will favour suppliers that actively:

Reduce their environmental footprint through:

- Reducing the lifecycle carbon impact of their goods and services;
- Aligning their aims with the Council's Climate and Environmental Emergency Strategy;
- Conserving resources, including the use of energy, water and materials; and

- Reducing waste and increasing reuse within their goods, services and operations.

Deliver benefits to society through:

- Complying with International Labour Organization (ILO) principles in respect to human rights and conditions of employment. For more information on the ILO principles, visit the [ILO declaration on fundamental principles and rights at work on the ILO website](#);
- Ensuring that slavery and human trafficking is not taking place in any of their supply chains and in any part of their business;
- Ensuring that our procured goods and services, and the supply chains that our suppliers' use are ethically sourced (therefore in a morally good and correct manner);
- Ensuring that our procured goods and services are equitable and accessible to service users;
- Ensuring appropriate and positive workplace behaviour;
- Ensuring compliance with equalities legislation; and
- Aligning their aims and ambitions with the Council's Equalities Strategy.

Drive economic growth through:

- Supporting local job creation and facilitating opportunities for small-and-medium-sized enterprises (SMEs) and social businesses with local spend and employment where possible;
- Actively reducing the life-cycle cost of products; and
- Providing the living wage (at a minimum) to employees and contractors.

## 5.0 What the Council is doing

### 5.1 Climate and Environmental Emergency

5.1.1 The Council declared a Climate and Environmental Emergency in July 2019 and set three key ambitious targets to:

a) put in place measures to ensure the Council's own operations and functions achieve carbon neutrality by 2025;

b) work with partners to aim for all projects and services delivered in the borough to achieve carbon neutrality by 2030; and

c) ensure that the Council's procurement policy recognises carbon neutrality as one of its primary considerations.

5.1.2 Furthermore, the Council also recognised the declines in nature witnessed since the 1970s and committed to take this into account.

5.1.3 For more information on the Council's Climate and Environment Emergency, visit the [Climate and Environment Emergency Strategy and Action plan on the Eastleigh Borough Council website](#).

## **5.2 Recognising the Council’s wider environmental footprint**

5.2.1 Following the Conference of the Parties (COP26) in Glasgow in 2021, the Council also passed the following motion:

5.2.2 “[The] Council values global rainforests and virgin natural environments in sequestering carbon, water management and biodiversity and commits to:

(a) reaffirm its long-standing policy recognising the critical role of peatlands by not knowingly using compost that contains peat (or any other growing media containing peat) in the borough;

(b) extend this by formalising [an] established practice of banning use of unsustainably sourced materials or consumables such as palm oil and other virgin products where deforestation or natural habitat destruction has taken place for its production;

(c) require any contractor to make the Council aware of their sustainability policies when applying to contract work for the Council and for this to be taken into account in the award of contracts; and

(d) review procurement activities and in any of its operations or services it commissions, with regard to the overall contract value to encourage developers, businesses, their contractors and other partners, to adopt a proportional sustainability delivery and procurement policy, and to publish on any websites and be included in promotional material when working on projects within the borough.

## **5.3 Equality and diversity**

5.3.1 The Council recognises that as a community leader it must do more to tackle structural inequality, promote diversity and provide services in such a way that enable all its residents to participate in civic life and have an equal opportunity to flourish.

5.3.2 As such, the Council has adopted the Equality Strategy and Action Plan which sets out how the Council will not only fulfil its legal duties under the Equality Act 2010 but will work towards embedding an inclusive mindset within all its services, processes and culture in order to create an approach that values every individual regardless of their background and characteristics, thus enabling greater equality and minimising the risk of unintentional institutional bias.

5.3.3 For more information on the Council’s Equality Strategy and Action Plan, visit the [Equality Strategy and Action Plan on the Eastleigh Borough Council website](#).

5.3.4 In all procurement activity, the Council also aims to be consistent with the highest standards of integrity, ensuring fairness and transparency in awarding contracts. Equality and diversity, social responsibility and safety are important criteria in the provision of goods, services and works procured.

5.3.5 For more information on how the Council ensures modern slavery is not occurring inside supply chains visit the [modern slavery statement on the Eastleigh Borough Council website](#).

## 5.4 Supporting businesses

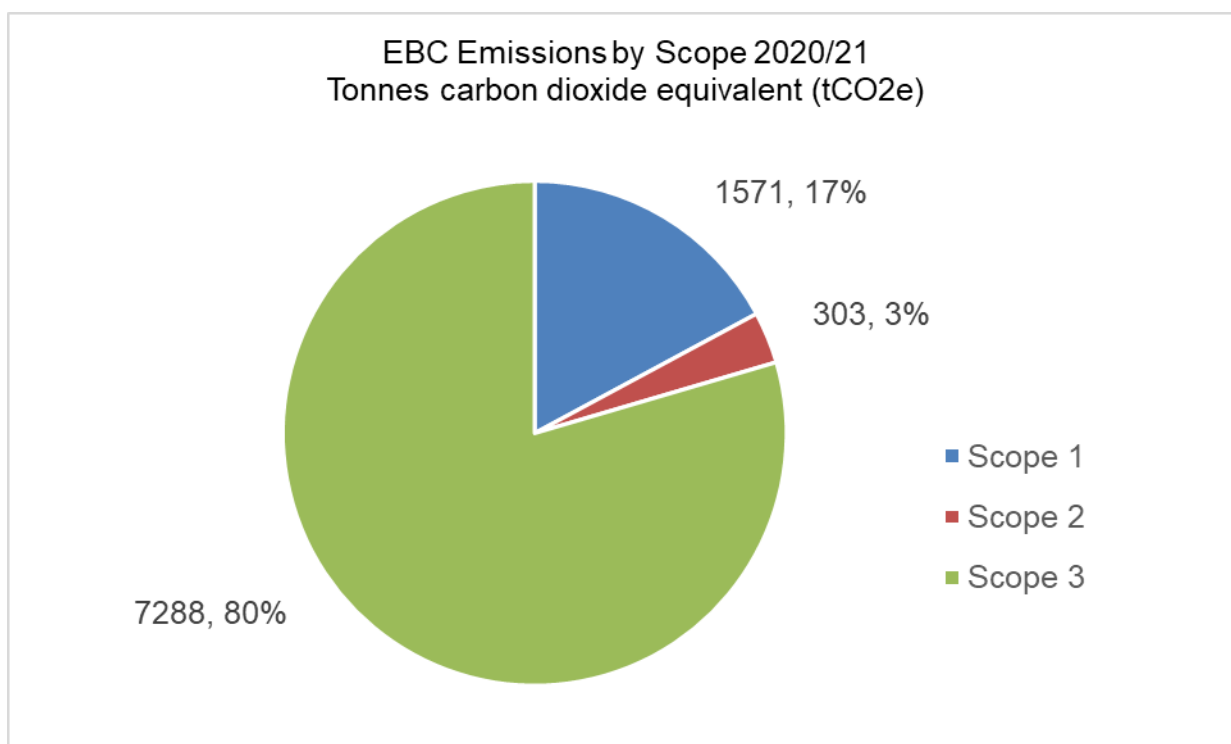
- 5.4.1 The Council provides a range of advice and services for businesses that fall into two broad categories: those already operating in the borough and those that wish to.
- 5.4.2 For the first group, the principal objective is to retain them – since a company that relocates to another area, even if it is a neighbouring one, usually involves local residents losing jobs, local suppliers losing custom and the local market becoming weaker. Typical business support activities would include interceding if there are regulatory difficulties, land or office search if the business is expanding, assistance in identifying suppliers and customers, advice and information on funding sources and help with staffing.
- 5.4.3 In general, the role of the Council is to ensure that companies can develop and adapt to new market challenges in the borough of Eastleigh, and to solve any problems that businesses may encounter along the way. There is a free live chat service, Platform4, available to local businesses as a part of this service. For more information on Platform 4, visit the [support for businesses area on the Eastleigh Borough Council website](#).
- 5.4.4 Services for the second group of companies that are interested in setting up in the borough are broadly similar but might, in addition, include information on licences, business rates and grants, networking assistance – providing contacts with potential suppliers and customers – and, potentially, help with staffing and recruitment.
- 5.4.5 Where necessary, the Council’s business support team will work with colleagues as well as external agencies and private landowners to unlock and develop more employment space in the borough, push for infrastructure improvements (access roads, broadband etc) and ensure that local education and training facilities are providing the skills our businesses need.
- 5.4.6 The Council also recognises the importance of small businesses to the local economy and has taken steps to ensure transparency that may benefit smaller businesses, such as;
- All contracts above £75,000 are advertised on Contracts Finder;
  - All smaller contracts are published on the Council’s website; and
  - Where possible large contracts will be split up into separate lots.
- 5.4.7 For more information on how the Council supports businesses, visit the [support for businesses area on the Eastleigh Borough Council website](#).
- 5.4.8 For more information on procurement, visit the [procurement area on the Eastleigh Borough Council website](#).

## 5.5 Employment and skills

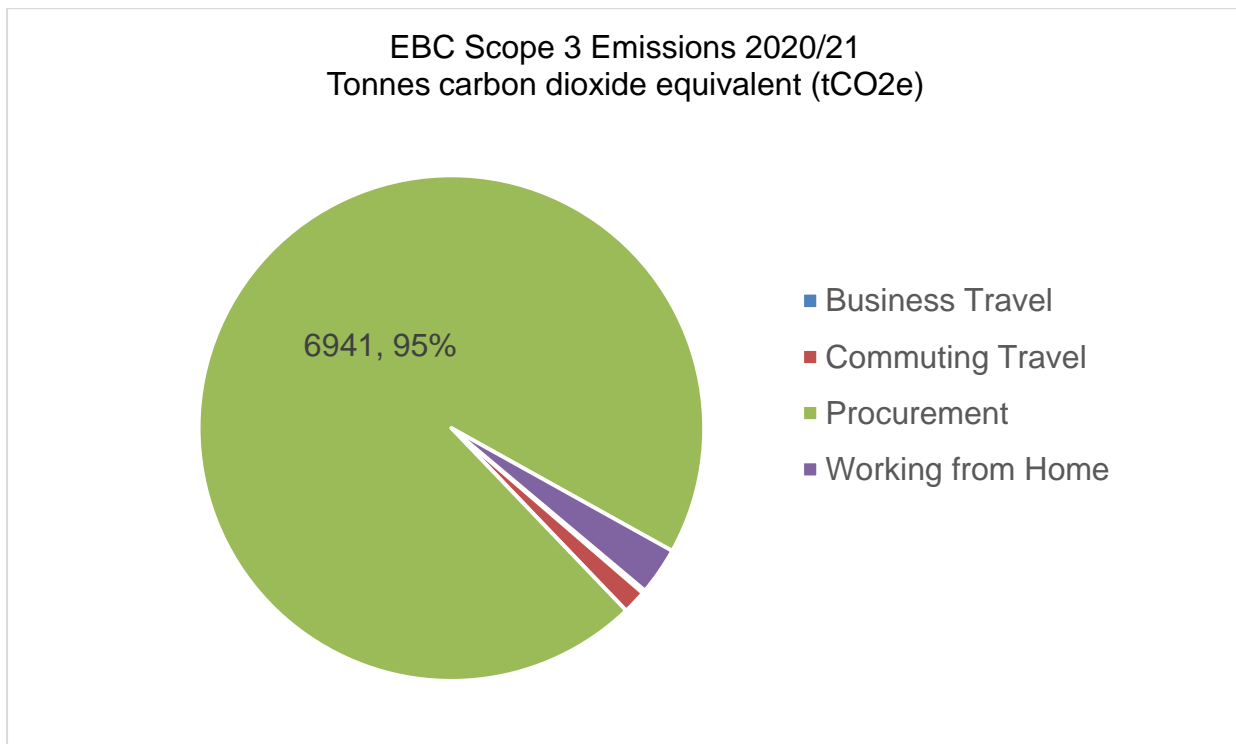
- 5.5.1 As a Local Planning Authority, the Council requires developers to create and fulfil an Employment and Skills Plan for major planning applications. The plans must outline a number of employment and skills initiatives that benefit the local community, to be financed by contributions from the developer.
- 5.5.2 The extension of the runway at Southampton Airport is one such project and the creation of a new residential and business community through the One Horton Heath project is another. The One Horton Heath Employment & Skills Team works with partner organisations to create new, local jobs, facilitate career-based education and provide sponsorship and mentoring opportunities while supporting charities, the voluntary sector and small businesses.
- 5.5.3 For more information on the Council's Social Value Toolkit, visit the [Social Value Toolkit on the Eastleigh Borough Council website](#).

## 6.0 Greenhouse gas emissions

- 6.1 In 2020/21, the Council emitted 9,163 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) from its activities, including those emitted from the goods and services it procured. For more information on the Council's greenhouse gas emissions, visit the [Council's greenhouse gas emission reports webpage](#).
- 6.2 The largest area of emissions was from 'Scope 3' activities (7,288 tCO<sub>2</sub>e, 80%). Generally, 'Scope 1 and 2' are those emissions that are owned or controlled by the Council (such as energy for its buildings and fuel for its fleet), whereas 'Scope 3' emissions are a consequence of the Council's wider activities which are not owned or controlled by the Council (for example from suppliers who the Council purchase goods and services from).

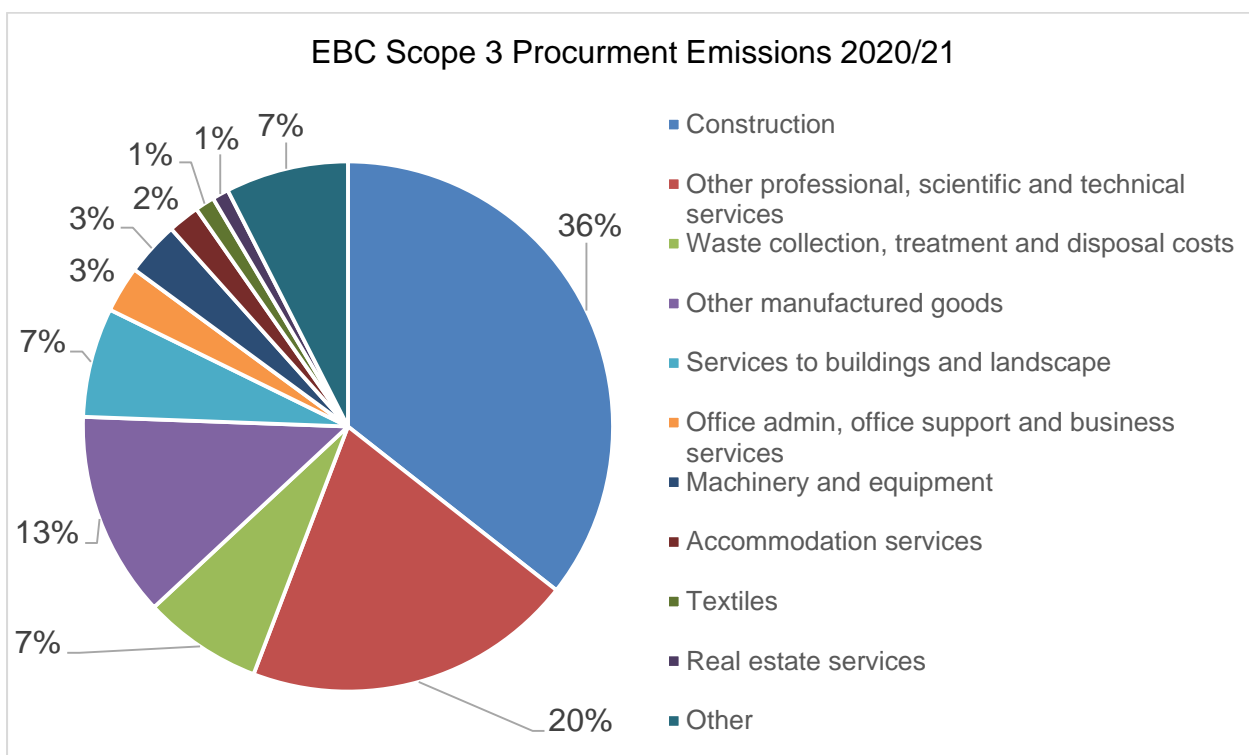


6.3 Of the total Scope 3 activities, the largest proportion was from procured goods and services (6,941 tCO<sub>2</sub>e, 95%).



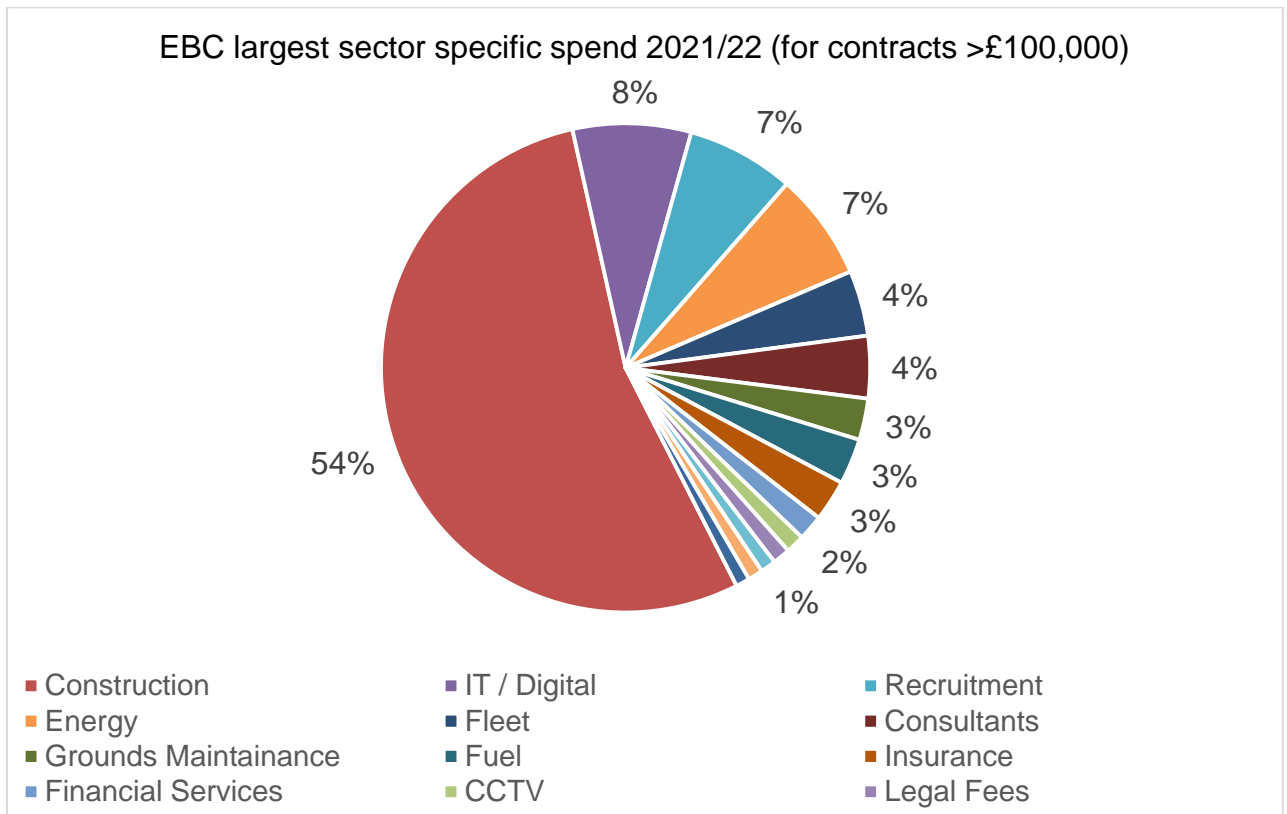
6.4 As emissions resulting from procured activity account for the largest part of the Council’s carbon footprint, it is vital that our suppliers are encouraged to reduce their own carbon emissions, even though the Council has limited direct influence.

6.5 Further analysis of the Council’s emissions from procured activities identifies that the largest area of emissions is construction (36%). This is significant as the build phases of the One Horton Heath project will significantly increase this figure.





6.6 In addition, in 2021/22, the Council spent approximately £35m on goods and services – and an analysis of spend also identifies that the largest spend by sector was construction.



6.7 To address the largest emitting sector, construction, the Council is developing a Dynamic Purchasing System (DPS) for suppliers. A DPS is a procedure for contracts for works, services, and goods whereby suppliers can join at any time. In order to access the DPS, suppliers will need to demonstrate their commitment to reporting their greenhouse emissions and working towards a carbon reduction plan. This should result in major carbon reductions over time as each supplier to the DPS also seeks to ensure their suppliers reduce carbon output so that overall, their ‘Scope 3’ emissions can be reduced through the entire supply chain.

6.8 To have the greatest impact, and therefore the largest reduction in emissions, the Council is now requiring all of its suppliers for contracts over the current contract threshold value, demonstrate a commitment to report their ‘Scope 1, 2 and 3’ greenhouse gas emissions and adopt a carbon reduction plan on a phased in, pass / fail basis as outlined below:

### **New requirements for suppliers of contracts over the current contract threshold value:**

#### **From 1<sup>st</sup> October 2023**

- Suppliers must report their 'Scope 1 and 2' greenhouse gas emissions on an annual basis

#### **From 1<sup>st</sup> April 2024**

- Suppliers must report their 'Scope 1, 2 and 3' greenhouse gas emissions on an annual basis

#### **From 1<sup>st</sup> April 2025**

- Suppliers must report their 'Scope 1, 2 and 3' greenhouse gas emissions on an annual basis and demonstrate the adoption of a carbon reduction plan for their business

- 6.9 The mandatory pass / fail questions which should now be applied to all procurements at the current contract value threshold are shown in Appendix B. Suppliers will be given a 6-month grace period to adopt the new requirements from contract award.
- 6.10 Guidance for suppliers on how to measure and report greenhouse gas emissions can be found on the [greenhouse gas protocol website](#), the [UK business climate hub website](#) and the [Carbon Trust website](#). The Council's Climate Change Manager and Sustainability Officer will also be able to assist as required and will help develop future training for the Council's suppliers.
- 6.11 In support of this approach, in June 2021, central government mandated that from the 30 September 2021 all suppliers tendering for contracts with a lifetime value of £5m or above will be unable to bid if they cannot show a baseline measure and a plan to achieve net zero with agreed timescales.
- 6.12 Procuring managers seeking to diverge from this policy will need to apply for a waiver and guidance on this can be found on the staff hub and in contract standing orders.

## **7.0 Scoring for social value and tender evaluation**

- 7.1 To design in other social value requirements during procurement activities, in addition to the greenhouse gas emission pass / fail questions, responsible officers and managers should now also select and score wider social value considerations as appropriate for the contract (in addition to service specific requirements). An example of the type of criteria that could be used is set out in Appendix C. Responsible officers and managers selecting wider social value considerations will also need to define their scoring methodology in line with their requirements.

- 7.2 The scoring of tenders should remain flexible and proportionate based on service requirements, project specific criteria and at the discretion of the project lead / manager and it is not intended for scoring to become restrictive or rigid.
- 7.3 In particular for scoring benefits to society, which may include (depending on requirements) Employment and Skills Plans (ESPs), responsible officers and managers should consider that for many contractors, ESPs may be written by a third party. This may cause friction at the start of the contract should the contractor not be aware of the commitments that were made. As such, a collaborative approach will be required.
- 7.4 Contract scoring should also be designed in such a way to ensure that contract outcomes are delivered from across the supply chain, rather than consuming a large amounts of officer time scoring submissions.
- 7.5 Where suppliers are able to provide verified Environment, Social and Governance (ESG) ratings, these could also be scored by procuring officers and managers as part of their tender evaluation. A clear scoring methodology should however be defined to establish a consistent baseline and to quantify how suppliers' differing quality standards or, for example, Fairtrade credentials, should also be assessed.
- 7.6 An example scoring matrix is provided in the table below:

<b>Example Tender Criteria</b>	<b>Example Policy weighting (%)</b>
Tiered greenhouse gas pass / fail questions	Pass / Fail
Cost	35
Quality	25
Reducing environmental footprint	20
Delivering benefits to society	10
Driving economic growth	10
<b>Total</b>	<b>100</b>

- 7.7 Procuring managers will be expected to apply tender weightings as above from 1<sup>st</sup> October 2023, +/- 5%. Managers seeking to diverge from this policy will need to apply for a waiver.

## **8.0 Desired outcomes**

- 8.1 It is anticipated that by including broader social values in the Council's procurement, the desired example outcomes identified in the table below will be realised:

Social Value	Corporate Theme	Corporate Aim	<b>Desired Outcomes</b> Procured activities should, in the delivery of the contract:
Reduce Environmental Footprint	Green Borough	Excellent environment for all	<ul style="list-style-type: none"> <li>– Provide a clean, attractive and desirable environment for residents, employees and visitors</li> <li>– Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement</li> <li>– Deliver additional environmental benefits including aligning with the Council’s Climate and Environmental Emergency targets</li> </ul>
		Minimising waste and managing resources	<ul style="list-style-type: none"> <li>– Consume less and ensure maximum value is generated from any waste produced</li> <li>– Consider the carbon and waste hierarchies, to favour options with the least associated carbon emissions and waste (reduce, repurpose, reuse, refurbish or repair)</li> </ul>
Deliver Benefits to Society	Healthy Community	Enabling healthier lifestyles / wellbeing	<ul style="list-style-type: none"> <li>– Provide better physical and mental health and wellbeing</li> <li>– Treat all employees fairly and not discriminate against any group in its employment practices</li> <li>– Demonstrate action to support the health and wellbeing of residents, workers and visitors to the Borough, including physical and mental health</li> <li>– Provide a safe work environment, abiding by laws and regulations and health and wellbeing</li> </ul>
		Tackling deprivation	<ul style="list-style-type: none"> <li>– Demonstrate action to identify and tackle inequality in employment, skills and pay</li> <li>– Consider all impacts on groups with protected characteristics</li> <li>– Demonstrate action to identify and manage the risks of modern slavery in the delivery of the contract, including in the supply chain</li> <li>– Create employment opportunities particularly for those who face barriers to employment and/or who are located in deprived areas</li> </ul>
Drive Economic Growth	Prosperous Place	Enabling the right skills and employment mix	<ul style="list-style-type: none"> <li>– Add value to the community in which the project is based</li> <li>– Support current and future business needs and stimulate sufficient economic growth</li> <li>– Demonstrate collaboration throughout the supply chain, and a fair and responsible approach</li> <li>– Influence staff, suppliers, customers and communities through the delivery of the contract to support resilience and capacity in the supply chain</li> </ul>

			<ul style="list-style-type: none"><li>- Attract businesses and skills and increased job security and satisfaction</li><li>- Create opportunities for entrepreneurship and help new, small organisations to grow, supporting economic growth and business creation</li><li>- Create employment and training opportunities, particularly for people in industries with known skills shortages or in high growth sectors</li><li>- Support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications</li><li>- Create skills and training and apprenticeships opportunities through the delivery of the contract</li></ul>
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## 9.0 Embedding social values

9.1 To be successful, relevant and proportionate social value requirements should be considered throughout the whole commissioning, procurement and contract management process.

9.2 The table below outlines when and how social value principles could also be considered when purchasing. Responsible officers and managers may not need to undertake all of the activities shown, as they are only a guide.

Procurement Stage	Where	How
Commissioning	Stakeholder consultation	<ul style="list-style-type: none"> <li>– Liaise with those impacted by the contract to identify where social value might have the greatest impact</li> <li>– Consider how previous contracts have worked / learning</li> </ul>
	Pre-market engagement	<ul style="list-style-type: none"> <li>– Liaise with the market to understand whether social value considerations are proportionate and relevant</li> <li>– Identify if there are new ways of commissioning the service</li> </ul>
	Specification	<ul style="list-style-type: none"> <li>– Link social values to the Council's corporate themes, aims and desired outcomes</li> </ul>
Procurement	Tender documents	<ul style="list-style-type: none"> <li>– The bid should detail any contractual elements in relation to social value and Key Performance Indicators (KPIs)</li> </ul>
	Evaluation	<ul style="list-style-type: none"> <li>– Ensure that social value questions are scored in accordance with the pre-defined scoring in Appendices B and C</li> </ul>
	Contract award	<ul style="list-style-type: none"> <li>– Ensure that the contract is properly prepared to embed the relevant social value commitments into the terms</li> </ul>
Post tender receipt, evaluation and contract award	Preparation of selection and award criteria	<ul style="list-style-type: none"> <li>– Tender documents should be scored in accordance with the pre-defined scoring in Appendices B and C</li> </ul>
	Key Performance Indicators	<ul style="list-style-type: none"> <li>– Ongoing contract and performance management to measure success against contract (see Monitoring below)</li> </ul>
	Review of success	<ul style="list-style-type: none"> <li>– Review areas that were successful or not to help shape future requirements</li> </ul>

## 10.0 Buying standards

- 10.1 Responsible officers and managers who are procuring goods, services and works should now also set specific standards for the products they purchase. Procurers should strive to achieve, as a minimum, the best practice standards, which go further than the mandatory standards identified within the Government Buying Standards (GBS). In some circumstances the current Council standards may exceed the best practise GBS, in which case this practise should continue.
- 10.2 The GBS are a set of dynamic product specifications which have been developed as mandatory for central government departments over time and encouraged for the wider public sector. The individual standards developed within the GBS have been done so with input from across government, industry, and wider stakeholders. In addition, the standards have been extensively reviewed with market research and analysis to establish criteria that take long-term cost effectiveness and market capacity into account.
- 10.3 The GBS are outlined by sector in Appendix D and can be accessed via [sustainable procurement: the Government Buying Standards \(GBS\) area on the Government website](#).
- 10.4 Responsible officers and managers should also consider the longer-term best value lifecycle of the products that they purchase, the principle of 'buy once, buy right', economies of scale (buying in bulk, where relevant) and should also familiarise themselves with, and request, the right to repair within their procurement exercises where possible. The right to repair regulations aim to increase producer responsibility, reduce energy usage and electrical waste, and enable consumers to identify the most energy efficient products on the market. To assist responsible officers, some sources for further information are provided below as examples:

For more information on the right to repair regulations, visit the [right to repair regulations on the Government website](#);

For more information on energy labels and lifecycle costs of products, visit the [energy label website](#).

- 10.5 Further to the GBS, and as identified in paragraph 5.2, the Council also reaffirms its long-standing policy recognising the critical role of peatlands by not knowingly using compost that contains peat in the borough and it seeks to ban the use of unsustainably sourced materials or consumables such as palm oil and other virgin products where deforestation or natural habitat destruction has taken place for its production.
- 10.6 Responsible officers, managers and procurers should therefore not knowingly purchase any compost that contains peat and should also phase out and replace any unsustainable consumables where deforestation or natural habitat destruction has taken place for its production. To assist responsible officers, some sources for further information are provided below as examples:

For more information on peat free, visit the [peat free organisation website](#);

For more information on sustainable palm oil, visit the [Roundtable on Sustainable Palm Oil website](#);

For more information on the use of sustainable timber, visit the [Forest Stewardship Council website](#).

10.7 For further assistance on buying standards please liaise with the Council's Climate Change Manager and Sustainability Officer.

## 11.0 Monitoring

- 11.1 Supplier greenhouse gas emission reports should be reported annually to the Council's respective contract manager, Climate Change Manager, Sustainability Officer and Procurement and Insurance Officer on the phased in basis out previously outlined.
- 11.2 Future monitoring will better establish a carbon baseline for which more stringent targets will be set. In the future, the Council will also seek to assess the carbon intensity of its procured goods and services.
- 11.3 Responsible officers and managers will also need to establish a meaningful and proportionate method of measuring the wider social value criteria adopted as part of the contract throughout the lifetime of a contract, to complement their usual reporting practises. The adopted indicators should be reported to the Climate Change Manager, Sustainability Officer and Procurement and Insurance Officer on a quarterly basis from contract award.
- 11.4 The table below provides examples of the types of potential measures that could be used, although responsible officers and suppliers are encouraged to adopt others as appropriate.
- 11.5 Procuring managers seeking to diverge from this policy will need to apply for a waiver.

Social Value	Example Measures / Outcomes
Reducing environmental footprint	<ul style="list-style-type: none"> <li>• Creation of green infrastructure</li> <li>• Increase of biodiversity</li> <li>• Waste reducing practices</li> <li>• Reducing the use of fossil fuelled transport</li> </ul>
Delivering benefits to society	<ul style="list-style-type: none"> <li>• Demonstrating a commitment to work practices that improve staff wellbeing</li> <li>• Diversity training offered for contractors and suppliers</li> <li>• Contracts within the supply chain which demonstrate social value commitment</li> <li>• Initiatives taken to support all groups of people to build a stronger community</li> <li>• Number of hours volunteering time provided to support local community</li> </ul>
Driving economic growth	<ul style="list-style-type: none"> <li>• Number of local people employed</li> <li>• Number of apprentices</li> <li>• Number of jobs created for those with disabilities</li> <li>• Number of training opportunities</li> <li>• Number of hours dedicated to support young people into work</li> </ul>
Employment and skills	<p>One Horton Heath suppliers with contracts valued at over £1 million will also be expected to support each of the four pillars outlined below. For more information on the One Horton Heath Social Value, Employment and Skills Toolkit, visit pages 8-12 of the <a href="#">toolkit on the Eastleigh Borough</a></p>



	<p><a href="#">Council website.</a></p> <ol style="list-style-type: none"> <li>1. New jobs</li> <li>2. Careers education enrichment programme</li> <li>3. Employability enrichment programme</li> <li>4. Charity / voluntary sector / small business enrichment programme</li> </ol>
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## 12.0 Compliance

- 12.1 The Council's Constitution was approved in November 2021 and Part 4 sets the Council's overarching principles and rules of procurement. All officers should familiar themselves with these before commencing procurement. These principles, and the Council's current procurement process will continue to operate as usual.
- 12.2 The Council's Procurement Policy incorporates principles detailed within several additional documents including the:
- National Procurement Strategy for Local Government (2018) which sets out local government's ambitions and priorities focusing on three core themes; leadership; behaving commercially and achieving community benefits. For more information [visit the National Procurement Strategy for Local Government \(2018\)](#);
  - Procurement Policy Note (PPN 06/21) which takes account of carbon reduction plans in public procurement. For more information [visit the Procurement Policy Note \(PPN 06/21\)](#);
  - Procurement Policy Note (PPN 05/21) which takes account of human rights in public procurement. For more information [visit the Procurement Policy Note \(PPN 05/21\)](#);
  - Procurement Policy Note (PPN 06/20) which takes account of social value in public procurement. For more information [visit the Procurement Policy Note \(PPN 06/20\)](#);
  - Modern Slavery Act (2015) which helps to fight against modern slavery. For more information [visit the Modern Slavery Act \(2015\)](#);
  - Social Value Act (2013) which requires all public sector organisations, and their suppliers, to look beyond the financial cost of a contract and consider how the services they commission and procure might improve the economic, social and environmental well-being of an area. For more information [visit the Social Value Act \(2013\)](#);
  - Equality Framework for Local Government which is a framework to ensure that Local Authorities are compliant with equality legislation. For more information [visit the Equality Framework for Local Government](#);
  - The Social Value: Employment and Skills Toolkit which helps to enable discussions between the Council and its partner organisations involving support for local employment and skills initiatives. For more information [visit the Social Value: Employment and Skills Toolkit](#); and
  - Transforming Public Procurement which aims to improve the way public procurement is regulated. For more information [visit Transforming Public Procurement](#).
- 12.3 As detailed within the previous Procurement Policy, all Council staff should also continue to undertake the following:
- Follow Contract Standing Orders for up-to-date guidance on procurement procedures;

- Provide free and unrestricted electronic availability of all procurement documents on the portal, as per the Contract Standing Orders; and
- Align all procurement activities to this Procurement Policy.

## **13.0 Contact details**

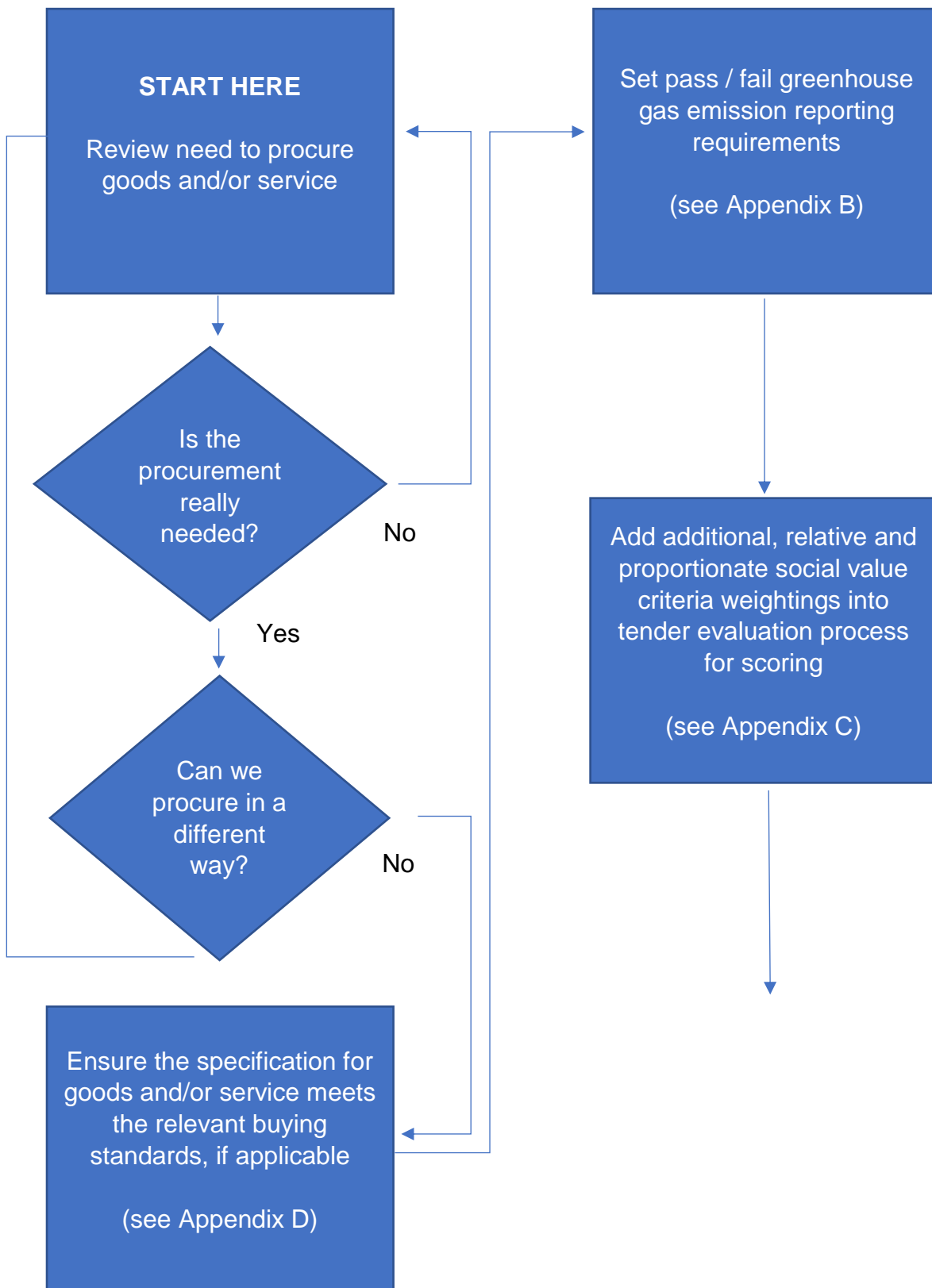
### 13.1 Council employees

For further information and assistance on the policy for Council employees, please contact the Procurement and Insurance Officer via raising a case in Salesforce to Procurement Advice.

### 13.2 Suppliers

For further information and assistance on the policy for Council suppliers, please visit the [Procurement pages on the on the Eastleigh Borough Council website](#).

# Appendix A – Flowchart checklist for procuring officers



Yes

Ensure annual greenhouse  
gas emissions reports are  
submitted

(see Appendix B)

AND

Set and report wider social  
value Key Performance  
Indicators as part of  
monitoring

(see p.16-17)

## **Appendix B – Mandatory carbon reduction assessment questions**

### **To be introduced from 1<sup>st</sup> October 2023:**

1. Have you done a Scope 1 & 2 Greenhouse Gas assessment of your business?
  - i. If yes, please provide us a copy
  - ii. If no, do you commit to doing a scope 1 & 2 Greenhouse Gas assessment of your business within 6 months?
    - a. If yes, supplier passes this question
    - b. If no – sorry, this is a pre-qualification requirement

### **To be introduced from 1st April 2024:**

2. Have you done a Scope 1, 2 & 3 Greenhouse Gas assessment of your business?
  - i. If yes, please provide us a copy
  - ii. If no, do you commit to doing a scope 1, 2 & 3 Greenhouse Gas assessment of your business within 6 months?
    - a. If yes, supplier passes this question
    - b. If no – sorry, this is a pre-qualification requirement

### **To be introduced from 1st April 2025:**

3. Have you done a Scope 1, 2 & 3 Greenhouse Gas assessment of your business and adopted a carbon reduction plan?
  - i. If yes, please provide us a copy
  - ii. If no, do you commit to doing a scope 1, 2 & 3 Greenhouse Gas assessment of your business and adopting a carbon reduction plan within 6 months?
    - a. If yes, supplier passes this question
    - b. If no – sorry, this is a pre-qualification requirement

## Appendix C – Example template for evaluation of social value

Social Value	Weighting
<b>Reduce Environmental Footprint</b>	<b>20%</b>
Conserving resources, including the use of energy, water and materials	50%
Reducing waste and increasing reuse within their goods, services and operations	50%
<b>Deliver Benefits to Society</b>	<b>10%</b>
Complying with International Labour Organization (ILO) principles in respect to human rights and conditions of employment	14.3%
Ensuring that slavery and human trafficking is not taking place in any of their supply chains and in any part of their business	14.3%
Ensuring that our procured goods and services, and the supply chains that our suppliers use are ethically sourced (therefore in a morally good and correct manner)	14.3%
Ensuring that our procured goods and services are equitable and accessible to service users	14.3%
Ensuring appropriate workplace behaviour	14.3%
Ensuring compliance with equalities legislation	14.3%
Aligning their aims and ambitions with the Council's Equality and Diversity Strategy	14.3%
<b>Drive Economic Growth</b>	<b>10%</b>
Supporting local job creation and facilitating opportunities for small-and-medium-sized enterprises (SMEs) and social businesses with local spend and employment where possible	33.3%
Actively reducing the life-cycle cost of products	33.3%
Providing the living wage (at a minimum) to employees and contractors	33.3%

## Appendix D – Buying standards

Product category	Types of products / services included	Link to relevant Government Buying Standard
Cleaning	<ul style="list-style-type: none"> <li>• cleaning products</li> <li>• cleaning services</li> </ul>	<a href="#">Sustainable procurement: the GBS for cleaning products and services</a>
Electrical goods	<ul style="list-style-type: none"> <li>• air conditioning units</li> <li>• condensing units</li> <li>• domestic gas</li> <li>• non-domestic gas</li> <li>• lamps</li> <li>• lighting</li> <li>• fridges and freezers</li> <li>• commercial refrigeration</li> <li>• covers, sliding doors, curtains for refrigeration units</li> <li>• dishwashers</li> <li>• electrical ovens</li> <li>• tumble dryers</li> <li>• washer dryers</li> <li>• washing machines</li> </ul>	<a href="#">Sustainable procurement: the GBS for electrical goods</a>
Office furniture	<ul style="list-style-type: none"> <li>• refurbishment</li> <li>• spare parts</li> <li>• materials</li> </ul>	<a href="#">Sustainable procurement: the GBS for furniture</a>
Horticulture and park services	<ul style="list-style-type: none"> <li>• soil improvers</li> <li>• media products</li> <li>• plants</li> <li>• hydraulic fluids and chainsaw lubricants</li> </ul>	<a href="#">Sustainable procurement: the GBS for horticulture and park services</a>
ICT equipment	<ul style="list-style-type: none"> <li>• computer monitors</li> <li>• desktop computers</li> <li>• inkjet computers</li> <li>• laptops</li> <li>• laser multi-functional devices</li> <li>• laser printers</li> <li>• scanners</li> <li>• workstations</li> </ul>	<a href="#">Sustainable procurement: the GBS for office ICT equipment</a>
Paper and paper products	<ul style="list-style-type: none"> <li>• envelopes</li> <li>• paper</li> <li>• tissue paper</li> </ul>	<a href="#">Sustainable procurement: the GBS for paper and paper products</a>
Textiles	<ul style="list-style-type: none"> <li>• materials</li> <li>• dyes</li> <li>• chemicals</li> </ul>	<a href="#">Sustainable procurement: the GBS for textiles</a>
Transport vehicles	<ul style="list-style-type: none"> <li>• zero/ultra-low emissions</li> <li>• safety</li> <li>• telematics</li> </ul>	<a href="#">Sustainable procurement: the GBS for transport (vehicles)</a>

<p>Construction projects and buildings</p>	<ul style="list-style-type: none"> <li>• new build construction and major refurbishment</li> <li>• air conditioning</li> <li>• central heating systems</li> <li>• combined heat and power systems</li> <li>• condensing units</li> <li>• domestic gas boilers</li> <li>• lamps</li> <li>• lighting control gear</li> <li>• lighting systems</li> <li>• non-domestic boilers</li> <li>• paint and varnishes</li> <li>• rainwater harvesting</li> <li>• showers, lamps, toilets and urinals</li> <li>• vehicle wash water reclaim units</li> <li>• water efficient industrial cleaners</li> <li>• windows</li> <li>• wood products</li> </ul>	<p><a href="#"><u>Sustainable procurement: the GBS for construction projects and buildings</u></a></p>
<p>Water using products</p>	<ul style="list-style-type: none"> <li>• dishwashers</li> <li>• rainwater harvesting equipment</li> <li>• showers, taps, toilets and urinals</li> <li>• vehicle wash water reclaim units</li> <li>• washer dryer</li> <li>• washing machines</li> <li>• water efficient industrial cleaners</li> <li>• procurers note for water-using products</li> </ul>	<p><a href="#"><u>Sustainable procurement: the GBS for water-using products</u></a></p>
<p>Food and catering</p>	<ul style="list-style-type: none"> <li>• food and catering services</li> <li>• nutrition standards</li> </ul>	<p><a href="#"><u>Sustainable procurement: the GBS for food and catering services</u></a></p>