



ORKNEY
ISLANDS COUNCIL

**Orkney Islands Council
Draft Sustainable Procurement Policy
2021**

Consultation Questionnaire

Overview

This policy sets out the general principles that the Council will follow across all of its procurement and commissioning activities to ensure that it is undertaken in a sustainable manner. It sets out how OIC will plan and manage its procurement activities to meet the Council's corporate aims and objectives and comply with regulatory and legislative requirements. This policy supports the commitment to sustainable procurement which is set out in the [Council's Corporate Procurement Strategy 2021](#).

It is intended for all of those who are involved in, or affected by, the Council's procurement activities throughout our community and beyond.

Orkney Islands Councils spends tens of millions of pounds each year on a diverse range of goods, services and works from third parties. It is important therefore that this spending power is used to support key Council objectives. This sustainable procurement policy has been developed to help the Council to meet its legal duties and to deliver its key strategic objectives.

Sustainable procurement supports the Council's values, as outlined in in [Orkney Islands Council's Delivery Plan 2018 to 2023](#).

Procurement cuts across all Council services and forms an integral part of the Council's ability to achieve its declared strategic priorities as detailed below:

- Connected Communities.
- Caring Communities.
- Thriving Communities.
- Enterprising Communities.
- Quality of Life.

Whilst procurement is a key enabler across all the Council's priorities; Caring, Thriving and Enterprising Communities are those where a direct impact can be made.

The Council's values guide the way in which it procures supplies, services and works:

- Resilience.
- Enterprise.
- Equality.
- Fairness.
- Innovation.
- Leadership.
- Sustainability.

We are keen to hear your views on the Consultative Draft Sustainable Procurement Policy. To make it easier for you to comment the following questionnaire has been produced. We welcome your

feedback on what we are proposing and would be grateful if you could complete the survey either using this document or by email, by close of business **19 August 2021**.

Consultation Timetable

Description.	Commencement Date.	Completion Date.
Launch Draft Sustainable Procurement Policy Consultation via Council Website, OIC Facebook and direct emailing.	28 July 2021.	19 August 2021.
Collation of responses and revisions to Policy and consideration via the committee cycle.	20 August 2021.	21 September 2021.
Publication of Sustainable Procurement Policy.		5 October 2021.

Contact

Please send completed Consultation Questionnaire by 19 August 2021 to the following contact person:

Rosemary Colsell, Procurement Manager MCIPS

Procurement Services

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Strategic Context

Are there any strategic issues which the policy has not considered? If yes please identify them below and give details of how the Sustainable Procurement Policy should address them.

The revised Sustainable Procurement Policy has been put in place to ensure a consistent, efficient and best practice approach to sustainable procurement across the Council. It is being updated as part of this process. Are there any specific issues which relate to the way in which the Council carries out sustainable procurement which you would like to see covered by this policy?

The Council's Approach to Sustainable Procurement

The following 12 commitments have been identified in the Policy to describe the Council's approach to Sustainable Procurement:

- We will ensure that our procurement of goods, services and works contributes to achieving our vision of a truly sustainable supply chain.
- We will ensure that our procurement minimises its contribution to climate change and supports goods, services and works that are well-adapted to the consequences of a changing climate.
- We will deliver value for money by realistically assessing, where appropriate, the whole life-cycle costs of our procurement and not simply considering the initial purchase price.
- We will ensure that what we intend to purchase is necessary and that, where appropriate, there is a business case for doing so. We will specify our requirements so as to meet the needs of users and to avoid purchasing more than is needed.
- We will carry out sustainable procurement activities whilst complying within the public procurement legal framework which is intended to promote fair and open competition.
- We will ensure that when developing our requirements for goods, services and works we assess the possible social, economic and environmental impacts of our procurement and actively seek to contribute to the social, economic and environmental well-being of our remote and fragile island communities. Where appropriate to the subject matter of the contract, this to be undertaken as part of pre-market engagement and consultation.
- We will not knowingly procure goods, services and works that impact negatively on places, people and other species both locally and elsewhere.
- Where appropriate, we will consult with the people whose needs we aim to meet through our procurement to ensure that we procure goods, services and works that meet their needs.
- We will not intentionally discriminate against specific groups of people when undertaking our procurement activities and will promote equality in line with legislative requirements.
- We will support the aims of the Modern Slavery Act 2015 and ensure that our suppliers provide us with confirmation of their compliance with the Act.
- Where it is appropriate and proportionate to do so we will procure goods and services in line with the best practice guidance set out in the Scottish Government Procurement Journey and any other relevant best practice guidance.
- We will consider the effects of island proofing where appropriate and in light of anticipated guidance issued by the Scottish Government.

Are you happy with these commitments? Do you think we need any more?

The following 4 Outcomes have been identified;

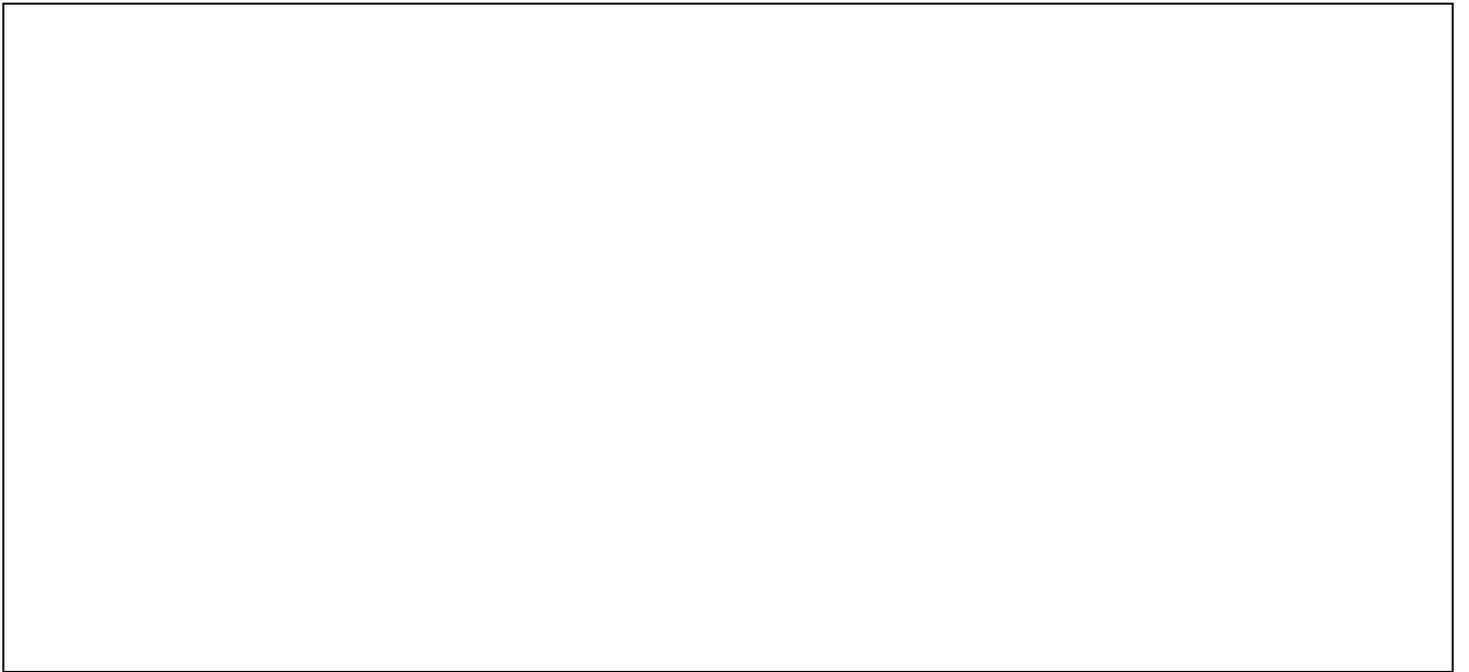
- Outcome 1: the social and economic benefits from our sustainable procurement are maximised
- Outcome 2: the environmental impacts are minimised and the environmental benefits maximised from our procurement
- Outcome 3: Orkney Islands Council has a more sustainable supply chain
- Outcome 4: sustainable procurement is embedded within the Council

For more detail on these, see below;

Outcome 1: the social and economic benefits from our sustainable procurement are maximised

- 8.1 We will, where appropriate, build into the procurement process options for suppliers to offer training, employment, work experience placements, apprenticeships and volunteering opportunities for members of our local communities including people experiencing long-term unemployment and young people not in employment, education or training.
- 8.2 We will encourage suppliers to communicate to our local communities, employment opportunities arising from our procurement activities.
- 8.3 In accordance with the requirements of the Sustainable Procurement Duty of the Procurement Reform (Scotland) Act 2014, we will consider how, in conducting the procurement process, we can facilitate the involvement of small and medium enterprises and third sector bodies.
- 8.4 We will, where possible, reserve contracts for supported businesses under Regulation 21 of the Public Contracts (Scotland) Regulations 2015 where their prices and capacity to deliver is comparable to the rest of the market.
- 8.5 We will not knowingly purchase goods and services from suppliers that trade in slavery, prostitution, and illegal drugs. We will not knowingly work with suppliers who breach International Labour Organisation conventions.
- 8.6 We will, where practicable and where it is sustainable, purchase fair trade options as a means of helping excluded and disadvantaged producers, including independent small farmers, to access international markets and receive a fair price for their products.
- 8.7 In accordance with the requirements of the Procurement Reform (Scotland) Act 2014 in relation to the provision of food, we will take measures to improve the health, wellbeing and education of the local community. We will, where practicable and where it is sustainable, specify fresh, seasonal and nutritious food.
- 8.8 We will not knowingly purchase genetically modified food or food with genetically modified ingredients.
- 8.9 We will specify Protected Geographical Indication and Protected Designation of Origin standards where they are justified by menu requirements.
- 8.10 In line with the requirements of the Procurement Reform (Scotland) Act 2014 in relation to the provision of food, we will promote the highest standards of animal welfare through our procurement. We will consider animal welfare when making procurement decisions, and wherever possible, will not purchase goods which have been developed using animal testing.
- 8.11 In accordance with Regulation 47 of the Public Contract (Scotland) Regulations 2015, we will consider dividing contracts into small lots to encourage the active participation of our local businesses in the procurement process.

Would you propose any additional or alternative outcome(s)?



Outcome 2: the environmental impacts are minimised and the environmental benefits maximised from our procurement

- 8.12 We will procure goods, services and works that minimise carbon-based energy use and its associated emissions, use of non-renewable resources, waste creation and pollution to air, water and land. In doing so, we will consider all stages of the life-cycle including design, resource extraction and sourcing, manufacturing and production, transportation, service delivery, operation and maintenance, reuse, recycling and disposal.
- 8.13 We will, where appropriate and where it is sustainable, purchase fewer new goods by re-using, repairing, refurbishing or remanufacturing existing goods, in line with Scotland's 2016 Circular Economy Strategy 'Making Things Last'.
- 8.14 We will, where appropriate and where it is sustainable, specify goods and materials made with a high content of recycled material and/or goods and materials that can be re-used or recycled.
- 8.15 We will specify minimum packaging, reusable packaging and packaging take-back.
- 8.16 We will specify energy efficient goods, services and works in line with current best practice standards and specifications.
- 8.17 We will ensure that the vehicles we purchase, lease or hire have low emissions of greenhouse gases and air pollutants.
- 8.18 We will procure timber and timber-based goods from verifiable sustainable sources that evidence clear chains of custody.
- 8.19 We will, in exercising our procurement function, meet the duty to further the conservation of biodiversity arising from the Nature Conservation (Scotland) Act 2004. We will, where appropriate, specify through our procurement processes requirements which protect and enhance green spaces, habitats, species and biodiversity both locally and globally. In particular, we will protect and enhance priority habitats and species in Orkney.

Would you propose an additional or alternative outcome(s)?

Outcome 3: Orkney Islands Council has a more sustainable supply chain

- 8.20 We will work with suppliers and encourage them, whenever possible, to use more sustainable goods, processes and working practices in their own business operations and encourage them to engage in sustainable procurement activities within their own supply chains.
- 8.21 We will encourage suppliers, through the inclusion of sustainability criteria in our tendering process, to develop innovative and competitively priced sustainable goods, services and works.
- 8.22 We will ensure suppliers comply with their commitments to the sustainability criteria within our specifications and their tender submissions by building in proportionate, effective monitoring and management into contract arrangements.

Would you propose an additional or alternative outcome(s)?

Outcome 4: sustainable procurement is embedded within the Council

8.23 We will establish clear leadership to drive the embedding and continuous improvement of sustainable procurement within the Council.

8.24 We will communicate this policy and accompanying guidance to all Council staff.

8.25 We will undertake an assessment of third party expenditure to identify those contracts associated with the highest risk and greatest opportunity for improvement. This will be based on an analysis of spend, risk, scope for improvement and our influence of the market.

8.26 We will develop and continuously improve the sustainable procurement skills and knowledge of Council staff involved in procurement activities. This will include those responsible for identifying a need to procure goods, services and works, those involved in evaluating tenders and those responsible for contract and supplier management.

8.27 We will subject all major requirements for goods, services and works to a sustainability test during the development of procurement plans. This will question whether requirements can be reduced or avoided altogether by delivering outcomes in other ways; that social, economic and environmental impacts and benefits have been identified and that whole life-cycle costs have been considered.

8.28 Where relevant, we will include sustainability criteria in tender documentation and our tender evaluation process.

8.29 We will measure and report on our progress in embedding and continuously improving sustainable procurement and its contribution to delivering sustainable outcomes annually.

Would you propose an additional or alternative outcome(s)?

Comments

Are there any other comments you would like to make about the draft updated Policy?

Your Details:

Please complete

I am responding as an individual YES/NO

I am responding on behalf of an organisation YES/NO

Your name (can be left blank)

Contact Details (can be left blank)

Organisation name (if applicable)

Thank you for taking the time to take part in this consultation.