



SUSTAINABLE PROCUREMENT POLICY

1.0 POLICY STATEMENT

It is the policy of Hadleigh Town Council to practice a continuous improvement approach to understanding and taking appropriate responsibility for any adverse environmental, social, and economic impacts of its purchasing. In doing so, Hadleigh Town Council shall consider impacts on a life-cycle basis and prioritise actions according to: alignment with the Hadleigh Town Council's values, magnitude of impact, and compliance with any applicable regulations or Health & Safety legislation.

2.0 PURPOSE

This Policy is adopted in order to align the Hadleigh Town Council's purchasing with its values and goals in its adopted Sustainability Policy (2022) and Climate Change Action Plan (2022). In doing so, Hadleigh Town Council seeks to harness the influence of its purchasing to support markets for, and increase accessibility to, more sustainable goods and services.

Buying sustainable products and purchasing from green suppliers and vendors promotes resource efficiency. Often green supplier policies instruct businesses to purchase products that consume less resources such as energy efficient light bulbs or low-flow faucets or recycled and recyclable paper. Further, purchasing from a supplier who offers products with eco-friendly packaging or no packaging at all reduces the waste stream. These improvements in efficiency translate into cost savings and resource conservation at large.

3.0 IMPACTS OF COUNCIL PURCHASES

Procured products and services have an impact on environmental, social and economic development. Impacts from the manufacturing and supply chain of purchased products may include:

1. **Environmental** – climate change, resource consumption, pollution, reduction in habitat quality or biodiversity, reduction in local air quality
2. **Social** – fair wages, minimum standards of working conditions, labour standards and child labour
3. **Economic** – health and safety, legal and environmental compliance, "best value".

This means it is only possible to meet the aims of, and comply with, this policy by considering all three sustainability pillars.

4.0 POLICY IMPLEMENTATION

In order to practice a continuous improvement approach to understanding and taking appropriate responsibility for reducing the adverse environmental, social, and economic impacts of its purchasing, this policy establishes the following implementation hierarchy:

1. **Core Strategies.** These establish overarching sustainable procurement strategies to implement over time. They provide value-aligned direction to take into account during project and program planning, and direction from which to build minimum requirements, best practices, and related implementation tools.
2. **Minimum Requirements.** These are the specific mandatory requirements for a particular good or service category. They are the actions that support sustainable procurement Core Strategies.



All Hadleigh Town Council employees shall review the Core Strategies and follow the Minimum Requirements when planning and designing projects and operations budgets, developing asset management plans, writing product and service specifications or standards, selecting materials, making, purchasing or supplier decisions, and developing and managing Hadleigh Town Council contracts and price agreements as applicable to their roles and responsibilities and/or to a specific project.

5.0 CORE STRATEGIES

For any of the following Core Strategies, it is understood that they shall be undertaken in conjunction with traditional purchasing considerations, such as budget, product/service performance requirements, and availability. Core Strategies provide direction for decision-making with mandated actions implemented through the Minimum Requirements, but also as needed in the absence of specific Minimum Requirements.

Prior to making new purchases, employees are also expected to consider: the need for the purchase; opportunities to extend the life of the existing item or material; and meeting the operational need through a different means (e.g. renting vs. purchasing).

1. Utilise processes, technologies, products, or services that reduce consumption of natural resources or chemicals.
2. Employ processes, technologies, products, or services that reduce waste.
3. Invest in energy and fuel-efficient products, services, and technologies that result in simple paybacks of 5-10 years or less, based on Total Cost of Ownership.
4. Invest in processes, technologies, products, or services that reduce the sourcing and use of Carbon-Based Fuels.
5. Seek processes, technologies, products, or services that support a Circular Economy.
6. Seek processes, technologies, products, or services that support biodiversity and healthy, resilient natural habitats.
7. Consciously design procurement processes and related programming to support a diverse contractor base, including small, minority, and/or women-owned businesses.
8. Seek out processes, technologies, goods, or services that support transparency in either or both the Hadleigh Town Council's supply chain or product disposal endpoints regarding compliance with environmental regulations and Core Labour and Human Rights in the Workplace.
9. When using social or environmental product labels, seek out social/ecolabels that demonstrate that the product or service was independently certified to a reputable third-party environmental and/or social product or service leadership standard, preferably a multi-attribute standard that evaluates products or services along their entire life cycle.

6.0 MINIMUM REQUIREMENTS

Minimum Requirements shall be based off well-researched and tested practices that are readily accessible and have been confirmed to reduce an adverse impact when well-implemented. They can be adopted from other reputable sources (other public agency, nonprofit, subject matter experts, etc.), or developed through a multi-stakeholder engagement process.

1. All contracts must ensure compliance with all relevant, current environmental legislation.
2. Government Buying Standards (GBS) are mandatory for central government departments and organisations and encouraged for the wider public sector. Hadleigh Town Council should follow the mandatory standards, and apply the best practice standards wherever possible, in sustainable procurement and specify them in tenders. Hadleigh Town Council shall adopt the mandatory guidelines, or best practice where applicable, set out under 6.4 below and these will



be reviewed or enhanced at reviews of this policy document.

3. Encourage suppliers to go beyond Government Buying Standards (GBS) and offer solutions that represent best practice wherever possible.

4. a) **Paper and Envelopes** – must have 100% recycled content and be recyclable; be Elemental Chlorine Free; and meet the criteria for European Ecolabel for 'tissue paper'.

b) **Cleaning Products** – products must be delivered with clear dosing instructions to avoid over-application; sprays containing propellant must not be purchased; primary packaging must be easily separable; products must not contain paradichlorobenzene or alkylphenol ethoxylates (APEs); products must be supplied as concentrates requiring dilution before use to refill trigger-sprays; cardboard packaging shall consist of at least 80% recycled material, EU Ecolabel criteria shall be met for those products which fall within their scope.

c) **Cleaning Services** - products utilised by a third party must comply with at least the mandatory GBS for cleaning products; reporting should be six-monthly of all cleaning products used; the contractor should use reusable microfiber cloths and apply dry-cleaning techniques where appropriate.

d) **Lamps** – wherever practicable, LED lighting should be used; compact fluorescent lamps must have EU Energy Label class A; pin based compact fluorescent must have EU Energy Label class A; white Light emitting diode lamps must be at least A+ rated. White Light emitting diode lamps replacing reflector halogen lamps must use no more than 25% of the power of the lamp they are replacing, with less than 5% loss of total light output. Other lamps: High pressure sodium lamps should be 'plus' types, metal halide lamps should be 'ceramic' types and low-pressure sodium lamps should be 'Eco' types, where possible. High-pressure mercury lamps should be replaced with high-pressure sodium 'H' types or metal halide lamps where appropriate.

e) **Lighting Systems** - For general lighting, total system efficacy must exceed 60 luminaire-lumens per circuit watt. Luminaires to be dimmable. For amenity, accent and display lighting, total system efficacy must exceed 46 luminaire-lumens per circuit watt. Compact metal halide or light emitting diode systems should be considered.

f) **Horticultural and Park Services (including for contractors)** – soil improvers and growing media must not contain peat or sewage sludge; all products and services procured should comply with the latest version of the Horticultural Code of Practice covering invasive non-native plants; plants delivered in reusable, recyclable or biodegradable containers and returnable or recyclable crates or boxes; fuel types for garden machinery shall be biofuel-based or at worst unleaded petrol with a benzene content of <1% by volume with noise emissions per the GBS table.

g) **Rainwater Harvesting Equipment** – monitoring and control equipment, rainwater filtration equipment and rainwater storage vessels should all meet the criteria of the Government's Enhanced Capital Allowances (ECA) scheme. All products listed under the Water Technology Scheme product list meet the requirements of the ECA scheme.

h) **Showers, taps, toilets and urinals** – flow rates of between 4 to 6 litres / minute with all mixers having a clear indication of hot and cold with a hot tap or lever position to the left; bathroom flow rates less than 4 litres/minute delivered through either automatic shut off, screw down/lever, or spray taps (non flow rate elements shall meet the ECA Water Technology List Criteria); showers must have a flow rate of 6 litres/minute; urinals should be waterless (odour controlled air vacuum units or biodegradable materials) or 1.5 litre/flush user sensor or <10 litre/hour max auto control flush with the choice of flush to be determined by the user numbers.



i) **ICT** – all elements of products falling under ICT per the GBS standards shall follow the mandatory guidelines as a minimum and strive for best practice.

7.0 ROLES AND RESPONSIBILITIES

1. Hadleigh Town Council's Officers are responsible for developing and maintaining up-to-date Minimum Requirements.
2. Hadleigh Town Council shall periodically review and update this policy through Full Council.
3. All employees are responsible for following the Core Strategies and Minimum Requirements when planning and designing projects, developing project and operations budgets, developing asset management plans, writing product and service specifications or standards, selecting materials, making purchasing or supplier decisions, and developing and managing Hadleigh Town Council contracts and price agreements as applicable to their roles and responsibilities and/or to a specific project.
4. Hadleigh Town Council is responsible for developing and providing sustainable procurement training to Hadleigh Town Council employees.

8.0 DEFINITIONS

Carbon-Based Fuels - means coal, natural gas, renewable biomass, petroleum products, and any other product that contains carbon and emits carbon dioxide, methane, nitrous oxide, or other greenhouse gases when combusted, that are used for fuel, heating, cooling, or industrial processes, which processes shall include electricity generation.

Circular Economy - economy that is restorative and regenerative by design, and which aims to keep products, components and materials at their highest utility and value at all times, distinguishing between technical and biological cycles

Core Labour and Human Rights in the Workplace - International Labour Organization (ILO) Conventions that the ILO Governing Body has identified as "fundamental" Conventions, covering subjects that are considered to be fundamental principles and rights at work.

Life Cycle - Consecutive and interlinked stages of a goods or services system, from "cradle to grave", e.g. from resource generation and raw material acquisition through production, use, and final disposal.

Sustainable Procurement - A process whereby organizations meet their needs for goods, services, works and utilities in a way that achieves value for money on a life cycle basis in terms of generating benefits not only to the organization, but also to society and the economy, while minimizing damage to the environment.

Total Cost of Ownership (TCO) – a method for calculating the full direct cost of a good or service to an organization. It includes the initial cost/price of a good or service, as well associated maintenance, operating, and end-of-life costs.