

Procurement Sustainable Development Action Plan **Aims and Actions**

Policy and Communications

Develop policies to facilitate and promote sustainable procurement and communicate progress to achieve sustainable procurement objectives to stakeholders

- Update procurement operating procedures, policy and strategy to incorporate sustainable development and CSR
- Develop and adopt a clear structure for sustainable procurement policies that is clear and accessible for procurement professionals and wider stakeholder groups
- Contribute to NHSS and public sector sustainable procurement initiatives and working groups
- Report progress to the health board sustainability working group and communicate to all staff through bulletins and Athena
- Establish procedures for publicising successes in Sustainable Procurement
- Public commitment to Sustainable Procurement by Chief Executive or equivalent to appear on websites and relevant internal and external communications
- Sign up to the 'Suppliers Charter'
- Establish published supplier engagement programme including 'meet the buyer' events

People

To deliver training and development activity that helps embed sustainable procurement activities within the Board

- Awareness raising and training plan (accessing either local or centrally arranged courses) on sustainability in procurement to be developed
- Engage with DPO's to ensure sustainable procurement is built into governance structures
- Publish guidance and information to help develop sustainable procurement practices within the organisation
- Work with other public sector organisations to identify and share best practice.
- Explore the integration of sustainable procurement into personal objectives, appraisal processes and competency profiles

Processes

Develop and embed tools that enable sustainability objectives to be addressed in the procurement process

- Ensure the Public Contracts Scotland portal is adopted across the organisation
- Ensure that tender specifications utilise “quick wins” and meet minimum government standards, e.g. sustainable timber, recycled paper
- Develop a strategy for awarding at least one contract to a Supported Business or Factory and implemented the guidance on supporting Fair and Ethically traded products
- Provide support to procurement teams in the prioritisation of sustainability issues in the development of specifications and evaluation.
- Establish a formal "Sustainability Test" which confirms customer requirements have been tested for sustainable social, economic and environmental factors
- Develop a sustainability risk assessment tool furthering the outcomes of the current environmental risk assessment procedure and implement for all contracts (to inform strategy and business case development)

Engaging Suppliers

Work with suppliers to improve sustainability performance through the supply chain and stimulate innovation

- Develop communications which inform all suppliers to NHS Ayrshire and Arran of the boards policy on sustainable development and the importance it places on sustainable development issues in its purchasing decision making process
- Ensure that sustainable performance is measured as part of the management process for key suppliers and categories
- Develop and initiate a supplier recognition programme structured to directly identify achievement and contribution from suppliers to sustainable development working with the organisation
- Facilitate the establishment of supplier sustainability programmes focussing on driving efficiency, innovation, risk management and increased opportunity.

Measurement and Results

Develop and utilise indicators of sustainable procurement performance

- Undertake self-assessment against the Flexible Framework
- Measure performance against sustainable procurement criteria in the Best Practice Indicators and the Procurement Capability Assessment model