



SUSTAINABLE PROCUREMENT POLICY

1.0 INTRODUCTION

1.1 Sustainable Procurement

Sustainable purchasing is about minimising the environmental and social impact of the purchases we make. It is simply good procurement practice that takes into account environmental, economic and social issues to ensure that human needs and a good quality of life can be ensured both now and in the future.

It means ensuring that as an organisation we 'meet our needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis, generating benefits not only to ourselves but to society and the economy, while minimising damage to the environment.'

Sustainable Procurement Task Force, June 2006

1.2 National Policy & Legislation

The UK Government's 2005 Sustainable Development Strategy set the goal to make the UK a leader in sustainable procurement within the EU by 2009. The Sustainable Procurement Task Force produced a Flexible Framework to enable organisations to assess the quality of their procurement activities and provide a clear route map to better performance. The Task Force recommends that public sector organisations should be at Level Three by December 2009. The UK Government Sustainable Procurement Action Plan (2007) has encouraged this use of the Framework and also included a wide range of plans to improve Governmental Department Purchasing Practice, to lead by example.

St Albans City & District Council have made a public commitment to reducing our environmental impacts through the signing of the Nottingham Declaration on Climate Change and the development of a Carbon Management Plan. The Council actively monitor and report greenhouse gas emissions and strive towards meeting annual reduction targets.

1.3 Impacts of Council Purchases

As a large organisation the Council recognises that its procurement decisions have an impact on the environment and sustainable development, both locally and globally. Collectively local authorities are one of the largest consumers of goods and services in the UK and have a key role in protecting the environment.

Procured goods and services can cause damage to the environment or public health through the extraction and processing of raw materials, the manufacture of goods and their distribution, use and disposal. Social impacts may also arise from items we procure both in the UK and abroad. The impacts may include

Environmental Risks: Climate change, resource consumption, pollution to air, water, land, reduction in habitat quality or biodiversity, reduction in local air quality,

Social Risks: Fair wages, minimum standards of working conditions, labour standards, child labour.

Profile Risks: Health and Safety, legal and environmental compliance.

1.4 The Needs for a Policy

Moving towards a resource efficient, climate friendly and socially responsible society makes perfect sense. The urgency of doing so has now been clearly established by scientists around the world. The Council, as community leader, must be a source of inspiration and show commitment to tackling these issues that affect us all.

The Council is therefore committed to ensuring that the all procurement activities are undertaken in an environmentally responsible manner and that any impacts are minimised where reasonably practicable. There are a number of benefits for the Council to adopt a Sustainable Procurement Policy including business benefits:

1. To fulfil our duties as a responsible community leader.
2. To encourage high environmental standards in the supply and disposal chain.
3. To minimise the risk of suppliers causing environmental impacts, which might tarnish the reputation of the Council or reduce credibility with the public.
4. To ensure that all purchases provide value for money by evaluating whole life costs.
5. To ensure legislative compliance.
6. To fulfil our corporate commitment to 'Safeguarding the Environment'.
7. To ensure we are using financial and material resources efficiently.
8. As an opportunity to enhance our corporate image

In any case, business as usual is simply not an option and improvements will have to be clearly demonstrable within a realistic timeframe.

In line with the standards set by the Sustainable Procurement Task Force St Albans Council aims to achieve Level 3 by the end of 2009 and progress up a further level at the end of each year thereafter.

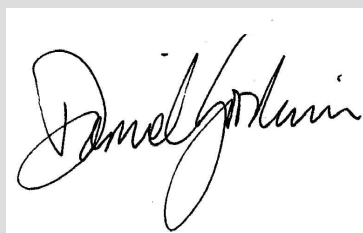
2.0 SADC SUSTAINABLE PROCUREMENT POLICY

St Albans City and District Council recognizes and is committed to incorporating the principles of sustainable purchasing within its procurement functions. Purchasing decisions have major socioeconomic and environmental implications both locally and globally and the Council aim to ensure that its activities meet the diverse needs of staff, community, economy and society both now and in the future. It will achieve this through:

- Complying with all relevant environmental legislation
- Specifying when possible and reasonably practicable, the use of environmentally sound materials, products and processes.
- Purchasing goods and services which reflect up-to-date specifications for environmental sustainability; and using whole life cost evaluation.
- Educating suppliers about the Council's sustainability objectives and encouraging them to supply products and services which support these objectives.
- Training and awareness-raising of staff and promoting best practice for sustainable purchasing to include whole life costs.
- Encouraging contractors or supplier to maintain environmental standards at least equivalent to the Council's own standards.
- Ensuring that, where appropriate, environmental criteria are used in the award of contracts.
- Ensuring that full consideration is given to the costs and benefits of environmentally preferable products and services.
- Reduce the purchase of new products by reusing, repairing or refurbishing existing products.

This Sustainable Procurement Policy must apply within all Council departments to the procurement of goods and services, tender of new contracts, the design of new buildings and the renovation and maintenance of buildings and estates.

Signed by



Daniel Goodwin

Chief Executive

St Albans City & District Council

3.0 IMPLEMENTATION OF THE POLICY

It is the responsibility of all Council staff to apply the sustainability standards that have been set out in this policy both to their contracts and general day to day procurement. However it is recognised that on occasion a balance will need to be struck between sustainability and cost. Where the cost of buying a sustainable product is unreasonably high then a decision

should be made by the Head of Service as how to proceed, documented and the information fed back to the sustainability team.

To ensure that budget holders and individual employees take full account of the Sustainable Procurement Policy and inline with the Flexible Framework, the Council will develop and implement a regular training programme to raise awareness and explain the procedures for implementing environmentally friendly procurement.

The guidance contained within this documentation will be reviewed regularly to provide information on best practice on a range of products and services and to take into account other policies and procedures adopted by the Council. Department contracts and purchase orders will be monitored on an ongoing basis to ensure that the policy is being adhered to.

4.0 MAKING PURCHASING DECISIONS

4.1 Reducing Consumption

By ensuring that we only purchase items that are essential to the provision of Council services we can conserve resources, reduce pollution and significantly reduce the amount of waste we produce.

For all purchases staff should consider:

- Is this item really needed?
- Could the need be met through existing products or equipment in the Council?
- Are there alternative ways to achieve the same outcome?
- Could the item be hired?
- Is the quantity requested essential?
- Is there an option to select a product which has a longer-life or is more sustainably made?

4.2 Selecting Environmentally Preferable Products

Council staff will need to consider environmental criteria in addition to other factors such as value for money, quality and whole-life costs when making procurement decisions.

Preferred goods are:

- Durable, reusable, refillable or recyclable
- Reused, recycled or renewable raw materials
- Energy and resource efficient
- Use minimum packaging and encourage waste reduction
- Non (or minimum) polluting
- Specify Fair Trade or ethically traded alternatives
- Free from ozone depleting substances, solvents, volatile organic compounds and other substances damaging to health and the environment
- Made from certified sustainable sources e.g. Forest Stewardship Council approved
- Certified by a recognised environmental label, standard or trademark.

- Cause minimal damage to the environment in their production, distribution, use and disposal

4.3 Value for Money and Whole Life Costs

Purchasing along 'greener' lines is not necessarily a more costly exercise. All purchasing by public services should be based on Value for Money (VfM) which includes giving full consideration to whole life costs rather than simply selecting the lowest price. This means thinking about any cost associated with the ongoing operation, maintenance, functionality, disposal, licensing or disposal of the products.

Accounting for these factors mean that by initially investing in a more expensive product or service, it is possible to achieve greater savings in the long-term, for instance through reduced maintenance costs or more efficient energy use.

4.4 Distribution and Delivery

Goods are usually distributed to the end user by road, rail, sea or air these journeys can be over a thousand of miles long, with components for a particular product coming from all corners of the globe. The use of fuel for transportation results in the production of greenhouse gasses such as carbon dioxide that lead to climate change, and other pollutants. It also requires the building of roads and associated infrastructure which all puts a strain on the environment through loss of natural resources, wildlife habitats and pollution.

What we can do:

- Choose products nearer to home, where possible*.
- Consolidate orders so fewer deliveries are required.
- Try to avoid purchasing products that require transportation by air.

** NB: All contracts over the threshold defined by the EU Procurement Rules for Supplies and Services should be capable of being tendered for by any European company who meets the initial short listing criteria. However it is acceptable to specify that the contract must be delivered from a local office if the nature of the contract is such that a local presence is desirable or for the aim of reducing transportation costs and emissions associated with contract delivery.*

4.5 End of Life

Disposing of materials to landfill wastes valuable resources, damages the local environment and contributes to climate change through the production of greenhouse gas emissions.

What we can do:

- Reduce, re-use and recycle wherever possible.
- Consider the life cycle of product when making the initial purchase
- Purchase products or materials which are long-lasting and durable thereby preventing the need for frequent replacements or maintenance.
- Require suppliers to remove and recycle the old products
- Require contractors to have a comprehensive waste management programme in place.

5.0 CONTRACT SPECIFICATION, TENDERING AND EVALUATION

5.1 Contract Specification

The Sustainable Procurement Policy will have an impact on the specification of tender and contract documents. Staff should ensure that the requirements in this policy are included in the specification of new contracts and the re-tendering of existing contracts.

Environmental and sustainability criteria must be built into the contract at the specification stage for all contracts in accordance with EU and UK legislation. The general statement given below will be included in the Standard Terms and Conditions of all new contracts where applicable. This will ensure that suppliers and contractors comply with the Council's environmental aims and objectives.

Environmental Sustainability

The Council is committed to ensuring that sustainable development is integrated into all activities and decision making within the Council.

The Council therefore requires the Contractor to demonstrate the following initiatives whilst undertaking the Services:

- a) Conserving resources such as energy, fuel, water and materials.
- b) Reducing waste produced through minimizing consumption, reuse, recycling and composting.
- c) Reducing emissions of air pollutants and noise
- d) Minimizing the release of greenhouse gases
- e) Ensuring that buildings achieve a good standard of environmental performance
- f) Ensuring that goods and materials are procured in a sustainable way, avoiding adverse effects to people or the environment and comply with EU and International trading rules

Annual Energy and Fuel Data

The Contractor may be requested to provide annual energy and fuel use data from the buildings and transport used in providing services to, or on behalf of SADC, in accordance with the annual greenhouse gas reporting requirements of Department of Energy and Climate Change. Full instructions are set out in the attached 'Supplier Guidance Document' (Appendix 1).

The Contractor will be requested to provide details and evidence of fuel and energy reduction activities that the Contractor has implemented during the course of the reporting period.

When preparing tender or contractual documents the Departments should consult the Sustainability Team, where appropriate and practicable, in order to ensure that appropriate sustainability criteria and scoring methods have been incorporated into the tender process. Sufficient time should be allocated to this within the tender timetable.

The tender evaluation process for contracts over the EU threshold and falling within the 'High Impact' Categories (see Section 6.0) should have a minimum 5% of the total score allocated to environmental and sustainability criteria. Where you are using the restricted method of tendering (i.e. Pre Qualification stage + tender to restricted number of companies) you may want to ask for environmental/sustainability information at the award stage of the tender, however you will not be able to ask the same questions at both the selection and award stages of a tender process.

The Council will review its contract specifications and assessment process to ensure compliance with changing environmental legislation and an ongoing reflection of best practice.

Under European Community Law you can:

- Define the subject matter of a contract in relation to environmental issues.
- Include environmental issues in best value for money considerations or 'economically most advantageous tender'.
- Adopt a whole life costing approach in the preparation of award criteria to improve the environmental position.
- Give organisations preference and award criteria on environmental performance providing it relates to the subject area and technical specification (performance based or functional). Criteria can be awarded in the same way as any other technical specification.
- Specify any relevant environmental production methods and materials.
- Use eco-label or Environmental Management System standards when defining technical requirements.
- Take into account production methods and materials in relation to environmental issues in the technical specification.
- Exclude companies that have acted against environmental legislation or regulation.
- Select suppliers and set environmental criteria on the basis of environmental technical competence.
- Include environmental considerations in the contract performance clauses such as the way goods are transported, waste disposal and staff training and competency.

Under European Community Law you must:

- Provide equal opportunities and act fairly.
- Only include specifications in relation to the subject matter.
- State the award of criteria on environmental issues in tender documents, as any other.
- Use criteria that are specific and objectively quantifiable. All reasonably well-informed tenderers of normal diligence should interpret them in the same way.
- Respect all standard EC Laws.

Under European Community Law you cannot:

- Set requirements for companies to have a specific eco-label or environmental management system. Although these may prove the ability to fulfil technical specifications.
- Ask for anything that does not relate to the subject matter of the contract.
- Confer unrestricted freedom of choice.

5.2 Engaging Suppliers

The Council will work with its suppliers, wherever possible and practical, by:

- Promoting environmental awareness amongst suppliers and ensuring they are aware of the Council's Sustainable Procurement Policy.
- Encouraging suppliers to introduce more sustainable goods and services at competitive prices.
- Encourage suppliers to bring forward innovative solutions to environmental and social problems.
- Encourage the purchase of products where evidence that producers are fairly paid and work in reasonable conditions is provided, particularly where the products originate from sources overseas.

5.3 Contract Management

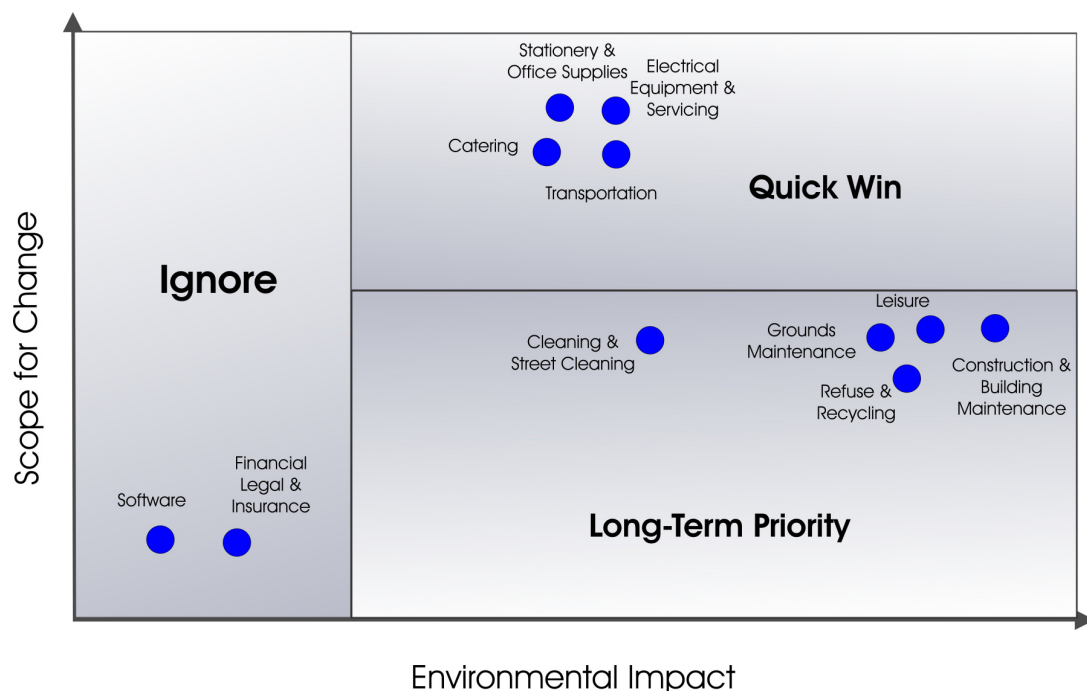
Once a contract has been awarded, environmental and social considerations should be taken into account during ongoing contract management. There are a number of ways in which contractors can be influenced to improve their sustainability performance.

- Set targets and key performance indicators related to the Councils Sustainable Purchasing objectives.
- Encourage innovation around reducing environmental and social impacts.
- Discuss alternative products & services with suppliers.
- Work with suppliers to help them achieve continual environmental improvement.
- Where it is not in the financial interest of the supplier/contractor to improve sustainability ratings of services or products, consider the introduction of an incentive system to ensure the objectives of the Council are met.

6.0 ENVIRONMENTAL ASSESSMENT

In accordance with the requirements of the Flexible Framework, the Council has conducted a preliminary identification of the impacts of its key purchasing areas in order to prioritise where action is necessary to reduce our impacts. Based upon the level of environmental impact and profile risk, each procurement area has been assigned an impact level according to the levels high, medium or low.

Consideration has also been given to the scope for change. The procurement areas with the highest impacts are currently mid-contract, thereby making it difficult to amend existing specifications. However, where feasible within existing resources, ongoing contract management will continue to minimise impacts until new specifications, designed to reduce these impacts, are developed as part of any future tendering processes. In contrast, where the Council has a greater degree of control of purchasing decisions we are able to implement more rapid improvements.



Procurement Area	Impact	Influence	Immediate	On-Renewal	Ignore
Stationery & office supplies	Medium	Direct	✓		
Promotional items	Medium	Direct	✓		
Electronic equipment & servicing	Medium	Direct	✓		
Catering	Medium	Direct	✓		
Transportation	Medium	Direct	✓		
Cleaning & Street Cleansing	Medium	Contract		✓	
Building maintenance & construction	High	Contract		✓	
Refuse and recycling	High	Contract		✓	
Grounds maintenance	High	Contract		✓	
Leisure Services	High	Contract		✓	
Software provision	Low	Low			✓
Financial, legal & insurance	Low	Low			✓

7.0 SUSTAINABLE PROCUREMENT STRATEGY

The importance of having a sustainable procurement process has clearly been demonstrated. The Council and its departments have therefore already initiated a range of positive actions with regards to sustainable procurement and are already engaging with several of its contractors in order to develop better procurement arrangements.

However, further improvements are necessary and possible. Sustainable procurement demands gradual and continuous improvements and aiming for best practice is the most effective way to ensure progress. The following sections outline consideration that should drive the long-term approach. The best available and possible solutions will have to be envisaged by all stakeholders. These are likely to change with time and so will need to be reviewed as and when appropriate (such as for contract renewal).

7.1 CONSTRUCTION, BUILDINGS MAINTENANCE AND REPAIRS

The construction industry has a major impact on the environment through the use of land, materials and the ongoing environmental impact of the buildings use.

The construction and building maintenance function of the Council has been identified to be a high risk area both environmentally and financially. Moreover, this is compounded by the fact that the Council works with a large number of contractors at any one time. Having a clear procurement framework will help Council staff to define the standard of practice required from all contractors and thus ensure a level playing field.

Though rare, any large construction projects initiated by the Council are outsourced to specialist project management, architectural and construction companies.

See also 7.4.1. Wood and Timber

The minimum requirements for refurbishment and new build works should aim to:

- Ensure that high energy efficiency standards for heating, cooling, ventilation and hot water systems and electronic devices are put in place.

- Reduce overall water consumption through the installation of high-end water saving technologies, rainwater harvesting, grey water use and during construction.
- Incorporate renewable technologies such as Combined Heat and Power (CHP), Solar Photovoltaics, Solar Thermal, Biomass, Ground Source Heat Pumps and Air Source Heat Pumps where feasible and cost effective.
- Include energy monitoring & targeting systems in all new non residential buildings over a certain size (excl. public toilets, pavilions, etc.).
- Assess the overall impact of new builds by applying the BRE Environmental Assessment Method (BREEAM) and achieve a rating of at least Very Good.
- Consider the environmental profile of the products used during construction, selecting those materials that are sustainably produced, recycled, non-toxic and low maintenance and have a long life span.
- Minimise the amount of waste sent to landfill during construction, demolition and ongoing usage through efficient use of materials, reuse and recycling.
- A Site Waste Management Plan must be completed for each site and the measure implemented to maximise reuse and recycling, and minimise the amount of waste sent to landfill.
- Incorporate passive design principles to minimise the need for heavy lighting, heating and cooling.
- Be undertaken in line with the 'Considerate Construction Scheme'.

In addition to the above the minimum sustainable requirements for refurbishment and repairs to Housing Stock:

- When replacing windows under replacement window contract, old plastic windows will be recycled.
- Suppliers who install kitchens should be responsible for removing all packaging from site.

Future Targets

- Production of a 'SADC Sustainable Construction Guide' which will lay out the above principles in further detail in order to assist contractors to undertake all building, refurbishment or maintenance works in accordance with sustainability principles.

7.2 LARGE SERVICE CONTRACTS

The Council has a number of very large service contracts running on long term agreements. For these existing contracts we are unable to insist that contractors abide by the Sustainable Procurement Policy until the contract is renewed or retendered, though there may be scope to change aspects of service delivery where there is no extra cost in doing so.

When large service contracts are due to be re-tendered the specification drawn up for the new contract must comply with all the requirements of the Sustainable Procurement Policy.

7.2.1 GROUNDS MAINTENANCE

The Council is responsible for maintaining all the green spaces and parks across the District.

Currently:

- ✓ The Council does not permit the use of residual herbicides by grounds maintenance operations.
- ✓ The use of glyphosate herbicides by contractors is only permitted with the prior approval of the Council, who is reducing the need for these by using a pulverised mulch on all its Shrub beds (excludes the existing Leisure contract)
- ✓ Reduce the use of pesticides by using biological controls and naturally occurring pesticides and fungicides.
- ✓ The Council will not permit the direct use of peat or peat-based products by its primary grounds Maintenance contractor.
- ✓ Vehicles use ultra-low sulphur diesel and are fitted with a continuous regenerating particulate trap.

Future specifications may include:

The Council will work with suppliers and contractors to try and achieve the following within specification for future contracts:

- Permanent plantings to replace seasonal planting where appropriate.
- Native species planting.
- Implementation of projects to improve biodiversity.
- Climate change adaptation (drought/flood resistant).
- Using grazing as alternative to cutting.
- Organic maintenance of grounds, including a requirement to eliminate the direct use of peat and peat based products by other grounds maintenance contractors.
- Use of alternatively fuelled vehicles
- Composting of green waste.

7.2.2 LEISURE

The Council is responsible for providing and maintaining the leisure centre facilities across the District. The management of these centres is outsourced to a single contractor.

Currently:

- ✓ Planning for the development of a new Sustainable Leisure Centre at Westminster Lodge.
- ✓ Primary contractor have set an annual target to reduce energy at all sites.
- ✓ Energy champions at each site receive regular training and awards are given quarterly to the champions achieving the most significant reductions.
- ✓ Automatic meter reading installed at all sites.

Future specifications may include:

The Council will work with suppliers and contractors to try and achieve the following within specification for future contracts:

- Installation of technological solutions to achieve greater energy and water efficiency in all buildings.
- Installation of renewable technologies.
- Usage of environmentally friendly cleaning products.
- More stringent requirements for waste management and recycling.

7.2.3 REFUSE AND RECYCLING

The Council is responsible for the collection of waste, recycling and composting from both domestic and commercial properties, on street facilities and within the Councils own buildings.

Currently:

- ✓ Alternate week collection of domestic waste and recycling reducing number of vehicles on the road and associated greenhouse gas emissions.
- ✓ Introduction of cardboard recycling to existing green waste collection.
- ✓ Use of latest specification Euro engines on across all heavy duty vehicles.
- ✓ Use of wheeled bins to replace the use of disposable plastic sacks.

Future specifications may include:

The Council will work with suppliers and contractors to try and achieve the following within specification for future contracts:

- CO² reduction from the vehicle fleet including consideration of alternative fuels.
- An increase in the range of materials accepted for recycling.
- A wider provision of recycling facilities in the public realm.
- Improved efficiency of material separation technologies.

7.2.4 CLEANING & STREET CLEANSING

The Council have contracts for the cleaning of offices, public buildings and streets.

Currently:

- ✓ The cleaning contractor at the District Council Offices has a 'no bleach policy'
- ✓ The Street Cleansing contractor employs the most fuel efficient ultra-low sulphur vehicles.

Future specifications may include:

The Council will work with suppliers and contractors to try and achieve the following within specification for future contracts:

- Cleaning contractors at other locations to avoid the use of bleach or harsh detergents unless absolutely necessary.
- Specification for biodegradable and/or phosphate free cleaning products
- Consideration of street cleansing machinery that use alternative fuels.
- Use of grey water for vehicle washing/street washing – collected from the depot buildings.

7.3 TRANSPORTATION

The Council maintains a very small general vehicle fleet. In addition under the terms of their employment some employees have the option to choose a leased car for business and private use. The Council has a statutory requirement to report to Government on the carbon emissions arising as a result of business mileage within our own operations, as well as those across the District. Influencing the vehicles we purchase and encouraging the reduction of transport required in the delivery of products and services from our suppliers will enable us to achieve our targets for reduction.

The minimum specification will be:

- All lease cars registered after 1 April 2009 must not have CO² emissions higher than 180 gkm Carbon Dioxide. The emission limit of lease cars and other environmental criteria will be reviewed annually each June/July and agreed for the next financial year.
- Any other vehicle purchased will include a consideration of its environmental impact. The Council has joined the OGC Buying Solutions vehicle purchase framework agreement. Any vehicles must be purchased through this framework unless the vehicle required is not available from a mainstream manufacturer.

Influencing Behaviour

- The current company car tax system encourages employees to choose a lease car with lower CO² emissions, as this affects the personal income tax they must pay. To assist them in making an educated decision, details of the vehicles CO² emissions and the tax implications are included with all lease car quotes. Employees can also find information about tax bands and emissions ratings on the following website <http://campaigns2.direct.gov.uk/actonco2/home/on-the-move/car-emission-comparison-tools.html>.
- Within Council offices a number of schemes are provided to encourage staff to reduce transport use. These include interest free season tickets, car share scheme, provision of shared vehicles, tax free bicycle loans and use of company bicycles within working hours.

Working with Suppliers

- When specifying vehicles for use in service contracts, staff should be requesting that contractors demonstrate efforts to reduce their fuel use where practical and use:
 - Newer vehicles as they are less polluting
 - Vehicles with low emission factors
 - Vehicles with alternative fuels (i.e. LPG, electricity, biodiesel)
- We will request annual fuel use data from our main suppliers and where practical will work with them to set annual reduction targets in order to encourage contractors to reduce transport emissions and congestion.

Future Targets

- To review the emission levels for lease cars on an annual basis.
- To evaluate the benefits of using electric pool vehicles for staff business use.
- To introduce low emissions zones in the City Centre (will impact on Contractor services provided by the Council)

7.4 SPECIFIC MATERIALS

7.4.1 Wood and Timber – materials and products

The import of unsustainable or illegal wood is one of the prime causes of deforestation.

Almost all tropical hardwoods are produced by the logging of virgin rainforest trees often by clear felling whole areas. This causes loss of wildlife, habitat, soil loss and desertification. Many alternatives exist and therefore the Council has introduced a policy to ban the use of tropical hardwoods.

The minimum specification will be:

- All timber or timber products must come from European sustainable sources and be 100% certified by the Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC).
- The Council will require suppliers of hardwood to provide a certificate showing 'chain of custody'. Environmental statements provided from suppliers are not to be used as a demonstration of sustainability and legality.
- The Council will not purchase timber produce from an unidentified source.
- The Council will seek to reuse timber reclaimed from demolition where possible.



Future Targets

To investigate the potential for timber 'style' recycled benches for use in the Conservation areas.

7.5 ELECTRONIC EQUIPMENT & SERVICING

The Council purchases a variety of electronic items such as computer, printers, photocopiers, mobile phones as well as contracting out the ongoing servicing of these products. Since the Council has direct control over the items purchased this is an area which the Council can change with relative ease and at a low cost.

The minimum specification will be:

- All printers and photocopiers must be able to work using 100% recycled paper and be capable of duplex printing.
- All machinery must have energy saving features including 'sleep mode' and 'low power mode'.
- All desktop and portable computers will be certified to Energy Star Certification level 4.
- To reduce energy costs and carbon emissions resulting from domestic appliances such as refrigeration within either offices or social housing, the Council will only purchase appliances which are marked with the Energy Saving Trust logo or be a minimum energy rating of B.
- Batteries require up to 50 times more energy to make than they produce and pose a problem in their disposal due to heavy metal pollution so wherever possible use either mains or solar powered products where available. If there is no alternative to the use of batteries, staff should use rechargeable batteries and a charger.
- Where necessary, staff should use an encrypted memory stick to reduce the need to use CDs for data storage.
- The warranty for computers will be extended to 4 years to increase the working life of electronic equipment.

Influencing Behaviour

- Desktop rationalisation programme will be undertaken to ensure that unnecessary desktop printers are removed.
- All printing will be set to duplex by default.
- A 'switch off' campaign will be held annually to include departmental scoring.
- Departments are required to justify their need for IT equipment by presenting a Business Case to the IT department.

Working with Suppliers

- 'End of life' management will be expected in all future PC purchases.

End of Life

- Consumables from network printers and multi-function photocopiers are returned to the manufacturer for recycling as part of the contract.
- Useable computers will be offered to local schools and community groups.

Future Targets and Aims

- To introduce technological solutions to ensure computers are switched off outside of office hours.
- To consolidate and rationalise the Council servers in order to reduce energy use.

7.6 STATIONERY & OFFICE SUPPLIES

Since the Council is in direct control of the office supplies it purchases, it is the easiest area to improve. In addition, the use of recycled paper and environmentally friendly alternatives also provides a strong visible message to staff.

The minimum specification will be:

- Where paper is to be used for internal printing, photocopying or purchase the Council will specify white 100% recycled paper of 80gsm weight. The paper will be ordered centrally by the Print Room
- Letter headed paper will be printed on paper made from 100% post consumer waste.
- All paper-based publicity materials and printed matter should be printed on paper with recycled content of at least 75%, non-recycled content should be from Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC) approved sources.
- All public and printed documents should be labelled to clearly show the level of recycled content.
- All paper disposables such as toilet paper and hand towels should be 100% recycled.
- Stationery purchased from the stationery contract should be selected from the 'environmentally preferred' products unless there is either no available product or it is significantly more expensive. The following is a sample selection of 'Green Globe' products that are available at an equivalent or cheaper price.
 - Banner recycled post it notes (cheaper than Post it Note brand)
 - Cambridge recycled A4 notebook (cheaper)
 - Recycled Lever Arch Files (4p more expensive)
 - Hard back A4 lined Notebook (cheaper than 'Red and Black' equivalent)
 - Cambridge Shorthand Notebook (same price)
 - Reinforced Pockets (cheaper)

Influencing Behaviour

- Staff will be encouraged to return all unused stationery to the stationery cupboards so that it can be used by other staff.
- Staff will be encouraged to send and store information electronically when possible instead of using printed materials. This includes email, web site and electronic fax.
- An electronic letter-headed template will be available for use instead of pre-printed paper.

- Recycled paper scrap pads will be made available in all stationary cupboards and staff will be encouraged to use these instead of purchased notebooks.

Working with Suppliers

- We will work with suppliers to obtain the most competitive prices for environmentally friendly alternatives.

End of Life

- The Council will provide recycling facilities for office paper at all offices.
- Paper which has been used on one side only will be returned to the print room on a monthly basis to be made into scrap pads for staff use.

Future Targets and Aims

- To reduce the number of deliveries made to the offices by suppliers.
- To increase the recycled content of colour tinted paper.
- To extend the recycled paper policy to envelopes.

Top Tips:

- ✓ *Share equipment like hole punches and staplers with the person next to you.*
- ✓ *Instead of Post-it notes, use scrap pads available from the Print Room*

7.7 PROMOTIONAL ITEMS

The Council purchases promotional items for use at public events and conferences. Items purchased for promotional purposes convey a message to the public about the Council. It is therefore important that we demonstrate our own commitment to sustainability by ensuring that the products used are 'environmentally friendly' and likely to be used for a long period of time.

The minimum specification will be:

- The Council will purchase environmentally preferable promotional items that are:
 - Durable, reusable and made from recycled or renewable raw materials
 - Energy and resource efficient
 - Use minimum packaging and encourage waste reduction
 - Non (or minimum) polluting
 - Made from certified sustainable sources e.g. Forest Stewardship Council approved

Cause minimal damage to the environment in their production, distribution, use and disposal

- Suggested items for promotional messages include: reusable shopping bag, recycled pencil, recycled pen, recycled paper notebook or keyring. The Purchasing team are able to advise on approved suppliers and prices.
- Environmentally preferable promotional items should be marked as such to promote good practice to the public (i.e. 100% recycled).
- Use of balloons will be minimised wherever possible due to their high environmental impacts and limited life-span.
- Marketing messages used on promotional give-away items have the potential to reduce the life-span of the product. Messages should avoid the use of dates, specific places or events therefore enabling left-over items to be used for other promotions and campaigns. An example of a message that will reduce the potential for the promotional product is:

X *St Albans Litter Week 2009*

X *London Colney Fun Day*

✓ *St Albans District Council – working towards a premier community*

Working with Suppliers

- Supplier will be asked to ensure that promotional items are not separately packaged and that overall packaging is minimised.

Top Tip:

- ✓ *Any promotional items no longer required should be offered to other departments via the system administrator email service.*

7.8 CATERING

The Council provides hot and cold drinks machines for staff and visitors at Council offices, and buys in refreshments at meetings and events. We can reduce the impacts of catering provision by specifying Fair trade (and ethically traded alternatives), organic, seasonal and local where possible and where costs are not prohibitive.

Products such as tea, coffee and chocolate are grown in countries where the growers find it hard to make a living. St Albans is committed to promoting Fair Trade which guarantees a fair price to producers and works to improve environmental and welfare standards of developing communities.

The minimum specification will be:

- Staff beverage vending machines will offer as many ethically-traded beverages as possible for those particular machines. Currently all drinks except for decaffeinated coffee are ethically-traded.

- Meeting room/Chamber beverage machines will offer at least one ethically branded drink (until either the machines are replaced or a greater selection of products become available).
- Wherever possible we will source regional and seasonal fruit and vegetables within catering provision.
- All serving products accompanying the current catering provision consists of recycled, compostable and PLA (starch based resin) based materials.

Influencing Behaviour

- An in-house campaign will be held to raise awareness of Fair-Trade issues.
- The Council will undertake a campaign to encourage staff to use their own washable mugs and cups rather than disposable plastic cups.

Working with Suppliers

- Caterers for all events will be encouraged to significantly reduce the amount of disposable items used for serving food and drinks (i.e. plates, cutlery, cups).
- The Council will encourage suppliers to offer a wider range of fair trade, local and seasonal products at a reasonable cost.

End of Life

- Recycling bins for single-use drinks cups are provided adjacent to each vending machine.

Future Targets

- To provide 100% fair-trade (or other ethical trade branded products) beverages at official Council meetings and events.
- To increase the selection of Fair Trade, seasonal and local products offered as part of the catering facilities it buys providing that costs are not prohibitive.
- To reduce the amount of waste associated with single-use beverage facilities.
- To investigate options for composting of food waste within Council offices and take back of used cutlery and serving equipment by caterers.



Supplier Guidance Document

Energy and Fuel Use Data from St Albans City and District Council Outsourced Services

Version 2.0

August 2011

1.0 Background

- 1.1. St Albans City and District Council (SADC) is committed to tackling climate change and to taking a lead in reducing greenhouse gas (GHG) emissions from its own operations and across the District.
- 1.2. The UK Government has, for a number of years, required Local Authorities to report on their annual GHG emissions. Initially this requirement formed part of the National Indicator set. More recently the approach to reporting was changed and became part of the Single Data List.
- 1.3 Measurement of the Councils GHG emissions requires the collection of data on energy and fuel use in SADC owned or controlled buildings and transport. Large contractors are also included where they deliver a service on behalf of the Council. We therefore require our largest contractors, or those deemed to produce a significant source of emissions, to provide us with energy and fuel use data for those services that they provide on our behalf.

2.0 Benefits

- 2.1 Reducing the amount of energy an organisation uses is one of the fastest, most effective ways to save the organisation money. The collection of data for the annual GHG report provides an opportunity for both the Council and its suppliers, to assess current energy and fuel use, and to highlight areas where further savings can be made. This is important in a time of rising fuel costs.
- 2.2 The reporting of the Council's emissions provides a welcome opportunity to recognise both our own, and our contractor's progress in reducing both environmental impacts and costs. Demonstrating that your organisation is proactive and effective in reducing environmental impacts will also improve your reputation as a socially responsible business and could help attract customers, employees and investors.
- 2.3 Finally, by monitoring and recording energy and fuel use, it may help your organisation stay ahead of new or expected Government initiatives to reduce

emissions and limit the extent of climatic changes such as the Carbon Reduction Commitment (CRC).

3.0 Information Required

3.1 If your organization is included within this reporting requirement we will ask you to provide us with data about the annual energy and fuel consumption associated with the buildings and transport used in providing your services on behalf of the Council.

3.2 The following information will be requested using the supplied spreadsheet:

Buildings and Property Data - Site Name, Energy type (select from list e.g Electricity, Gas, Oil, Coal), Amount of fuel, Unit (kWh or litres)

Transport Data Required (fleet or business travel only) – Site/group, Transport Type (select from list e.g. petrol or diesel car, rail, air, HGV), Distance travelled or fuel used, Unit (km or litres)

3.3 We will also require suppliers to provide information about any specific activities which may explain either reductions or increases in energy and fuel use in the reporting period.

3.4 The Supplier Emissions Reporting Spreadsheet is available at <http://www.stalbans.gov.uk/business/procurement/>

4.0 Gathering the Data

4.1. Buildings energy data should be available from electricity and gas bills. If your organisation has an Energy Department/Manager, then they should be able to provide you with this information as well as any information about any other fuels used.

- 4.2. Gathering data about vehicle fleet movements and business travel may be available from fuel purchase receipts, records of mileage travelled, expense claim systems, maintenance records, milometer readings.
- 4.3. The energy and fuel use data you provide should be apportioned to the services you provide to SADC only. Generally this would be done on a contract value basis but you could also apportion it by staff numbers or floor area.

5.0 Accuracy and Quality of Data

- 5.1. All energy and fuel use data provided should be as accurate as possible. The data should be robust and be accurately measured for year on year performance.
- 5.2. Electronic or paper copies of all the data that you provide to SADC and any supporting documents should be retained by your organisation and copies issued to SADC, to ensure transparency and traceability should the data be audited.
- 5.3. If emissions are shown to be unexpectedly high or low, then the source data and supporting documents may need to be checked to confirm the emissions.

6.0 Timescales and Contact

Reporting Frequency:	Annual
Reporting Year:	1 April - 31 March
When we need this data by:	1st June every year
Contact Details:	Candice Luper
Email:	candice.luper@stalbans.gov.uk
Tel:	01727 819466