

Date: Wednesday 30th August 2017
Time: 9:45–13:00
Venue: University of Strathclyde
Resources: [Available here](#)



MINUTES:
EAUC-S Sustainable Procurement Topic Support Network

Attendees:

Magda	Bamford	Procurement Officer	University of Strathclyde
David	Charles	Energy Engineer	University of Strathclyde
Stephen	Connor	Process & Best Practice Co-ordination Manager	APUC Ltd
Dean	Drobot	Energy & Environmental Manager	University of Strathclyde
Iain	Gordon	Head of Facilities and Environmental Sustainability	Glasgow Kelvin College
Sharon	Griffin	Procurement Manager	University of Strathclyde
Claire	Guerin	Sector Manager – Sustainable Procurement	Zero Waste Scotland
Sam	Hartley	Scotland Team Administrator	EAUC
Lindsey	Johnston	Senior Procurement Officer	University of the West of Scotland
Denise	Kyle	Procurement Officer	University of Strathclyde
Cara	Labuschagne	Sustainability & Climate Change Officer	Keep Scotland Beautiful
Anne	Martin	Head of Category - HR	APUC Ltd
Clement	McGeown	Campus Cycling Officer	University of Strathclyde
Kate	Murray	Procurement Manager	Edinburgh Napier University
Spela	Raposa	Environmental Awareness and Recycling Officer	University of Strathclyde
Ester	Vasallo	Supply Chain Manager	Forth Valley College
Gordon	Whittaker	Procurement Manager	University of Edinburgh

Apologies:

Helane	Gannicliffe	Head of Procurement	University of Aberdeen
Tracey-ann	Don	Procurement Manager	University of Stirling
Stewart	Miller	Energy Efficiency and Carbon Reduction Officer	University of Glasgow
Paolo	Cruz	Sustainability Officer	Glasgow Caledonian University

SUMMARY OF RESOURCES

- **Sustainability Benefits Tracker – BT14 guidance.**
Stephen Connor, APUC
PRESENTATION AVAILABLE [HERE](#)
- **HEPA National Working Group Update**
Sharon Griffin, University of Strathclyde
PRESENTATION AVAILABLE [HERE](#)
- **Case Study: Embedding equality into recruitment contracts**
Anne Martin, APUC
PRESENTATION AVAILABLE [HERE](#)
- **Public Bodies Reporting Procurement Section – Feedback and Performance Improvement**
Cara Labuschagne, SSN
PRESENTATION AVAILABLE [HERE](#)
- **Zero Waste Scotland: Circular Economy and Mentoring Opportunity**
Clare Guerin, Zero Waste Scotland
PRESENTATION AVAILABLE [HERE](#)

	SUMMARY OF DISCUSSIONS	ACTIONS
1	<p>Welcome, Apologies and Introductions <i>Kate Murray, Edinburgh Napier University</i> <i>Stephen Connor, APUC</i> Everyone was welcomed to the event and invited to introduce themselves to the room.</p>	
2	<p>Sustainable Procurement Leaders Group Update <i>Stephen Connor, APUC</i></p> <ul style="list-style-type: none"> • The Sustainable Procurement Leaders Group (SPLG) was set up by APUC • The intention is for those with a distinct interest in sustainable procurement to participate • There were 17 attendees from Universities and Colleges at the first meeting from across the HE/FE sectors. • The key issues covered are; Engaging with stakeholders/end users, Measuring and reporting benefits around sustainability, Straightforward ways of embedding sustainability into procurement, tackling the constraints of procurement legislation, lifecycle costing and finding ways to demonstrate value of sustainable procurement. • There is an SPLG/TSN crossover • SPLG is a steering group that feeds into the TSN where specific topics can be discussed that bring along a range of people, not just procurement. 	

<p>3</p>	<p>HEPA National Working Group Update <i>Sharon Griffin, University of Strathclyde</i> PRESENTATION AVAILABLE HERE</p> <ul style="list-style-type: none"> • The first meeting took place on 26th July • There was Scottish representation from APUC, University of Strathclyde and the University of Edinburgh • The major remit of the group is to work out how can responsible procurement be defined? • <i>The definition arrived at is available in the slides</i> • The group is looking to extend an old definition • Runs along LUPC's definition • This definition gives a baseline to give to clients for what is required in sustainable procurement • The group will be disseminating good practice in the sector • It is a group that seeks to drive change by providing practical information for example to identify what technical questions can be asked and how they should be evaluated. • The group will be attempting to tap in to academics for up-to-date research • HEPA will be issuing a survey to gather a baseline and identify where best practice sits. • The next meeting is 10th October 2017 <p><i>Comments from the group:</i></p> <ul style="list-style-type: none"> • Will compliment both groups 	
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- Is there plans to have external academic speakers to come? Definitely. However, they want the group to consist of a small group of interested parties
- Universities do not tap into their academic resources as much as they should. There are people on the payroll who are experts in the field but not used effectively. There is a large separation between teaching and support services
- Manchester University is a Flexible Framework level 5 institution who use academics regularly
- Is the Flexible Framework still useful? Similarly the ISO framework needs to be understood a bit more.
- Does the Flexible Framework help with annual reporting? There are very few people who have bought into it, as there is so little follow through on it. For it to work properly it has to be embedded across the whole institution – including within the academic areas. To make it work it is a job in itself. The terminology is very out of date.

4 Sustainability Benefits Tracker – BT14 guidance

Stephen Connor, APUC PRESENTATION

AVAILABLE [HERE](#)

- Social, economic and environmental areas are enabled or achieved through the procurement process.
- Scottish Cross Public Sector Benefits Guidance - Procurement Benefits Reporting Guidance lays out types of benefits that can be reported from procurement activities
- There is guidance on how to measure each but there are different ways to state these
- The results are collected by the Scottish Government
- Last year the Procurement Strategy Group decided they needed BT14 to push to find out the benefits of procurement in terms of sustainability.
- The reason to develop BT14 is to calculate benefits that had no previous outlet to be measured. There was a desire to formalise these. BT14 was also to comply with legislation. This was to align with wider initiatives signed up to (UCCCFs), BT14 is to compliment these. A measurable value of procurement beyond the pounds and pence savings.
- Set up in December 2016 with guidance published earlier on this year
- 5 headings that reflect legislation categories - Socio-economic, Environmental, Community Benefits, SME, Supported Businesses
- Captured by Hunter and Award recommendation reports
- There is no standardised approach, just a way to capture all and any benefits you can think of that would be missed through other reporting.
- This is a first draft, there will be a review after 12 months.

Comments from the group:

- Would it be useful to develop a menu of sustainable benefits? This would place procurement managers in a position to know what could be delivered and be able to ask for that to be delivered by bidders for public sector tenders. This would help when there are two close contenders in a tender to make a decision.

	<ul style="list-style-type: none"> • There is still a nervousness around claiming, quantifying or documenting benefits, hopefully this will improve. There is another issue with not recognising benefits. • Hunter provides a platform for top level benefits but there is nowhere for how these are delivered. • The sector is missing a contract management tool to track the timeline for delivering BT14 benefits within the contract as the benefits are not always delivered at the contract award stage. Some way to collate information, track and gain feedback. • Examples of what kind of things would go into BT14 would be helpful. A prompt of what is possible. • Need to start becoming better at showing non-monetary benefits to senior management and portraying how important these aspects are 	
5	<p>Public Bodies Reporting Procurement Section – Feedback and Performance Improvement <i>Cara Labuschagne, SSN</i> PRESENTATION AVAILABLE HERE</p> <ul style="list-style-type: none"> • SSN are supported by the Scottish Government to support the public sector in climate change reporting • 181 public bodies will be reporting to SSN. SSN looks after the publishing of the reports. • Their key objective is to find out how public bodies are contributing to climate change duties. • 42 educational institutions reported last year. Stats on what each included are available in slides. • There are quantifiable aspects of procurement (Upgrading fleet to EV's impact) that can be listed • The reporting from the education sector is strong from procurement • Able to identify areas where support is needed from reporting. In terms of support that SSN can provide, they have published a report with recommendations as well as a populated example template. • SSN conference 5th October – Early Bird rate is available for members until Friday 1st. Becoming a member is free • Most reporting is qualitative, but there is large potential for quantifiable information • There is a problem with quantifiable information being available but communication between departments could stop that reaching procurement • This year's analysis report will be focused on sector level advice 	
6	<p>Case Study: Embedding equality into recruitment contracts <i>Anne Martin, APUC</i> PRESENTATION AVAILABLE HERE</p> <ul style="list-style-type: none"> • Previous Executive Recruitment framework agreement – there was a need to provide something better as part of the new iteration of this framework agreement which covers senior academic and professional services roles • The process was to engage with companies pre-tender 	

	<ul style="list-style-type: none"> • Recruitment companies can deliver on paper but it is difficult to track whether this actually is delivered • Athena Swan highlighted that there was an issue with equality and diversity in institutions. • This was an attempt to encourage women to go for senior roles and find out what contractors were doing to encourage this. • Anne received help to prepare a technical question for suppliers on methods to achieve long lists with female and black and ethnic minority (BAM) candidates, this was originally 2 pages long. It was a challenge to condense this and be mindful that suppliers don't know everything, yet still provide a challenge. • Results from suppliers available in slides • General consensus was that it was quite challenging. It was weighted quite highly, so it was not considered an added extra (more an essential component) • In the future there will hopefully be a dashboard on ratings or 'scoreboard'. Hopefully this will be able to show progress through contracts • Most suppliers are keen to provide information, there is just a need to collate it to make sure it is of use to every department 	
7	<p>Zero Waste Scotland: Circular Economy and Mentoring Opportunity</p> <p><i>Clare Guerin, Zero Waste Scotland</i> PRESENTATION AVAILABLE HERE</p> <ul style="list-style-type: none"> • Zero Waste Scotland are funded by the Scottish Government. Key sponsors are the waste strategy team (soon to be headed by an economist). They have also received significant funding from the EU. • Circular Economy: (There is a modified butterfly for specific sector being released soon) At each stage of manufacturing there is a lot of waste. Only 5% of critical elements are recovered from current economy. The circular economy offers a new way. It maximises the value of materials and products, giving as many use cycles as possible, then at the end of the life cycle the elements can be recovered easily and be recirculated. Key aspect of ensuring the function of this economy is changing the design of products. • The circular economy is trying to disrupt sustainable development approach as sustainable development is compliant with the linear economy. (Bottle example in slides) • How do we change our Green Public Procurement (GPP) criteria to reflect a circular economy? • How does this fit into procurement? The mentoring programme is underpinned by research. This prioritises areas of focus for effective change • Guide on website: "Procuring for: Repair, Reuse and Remanufacturing" (includes examples of previous tenders) • Hoping to gain feedback on this and improve • New BSI standard on circular economy has just been released. BS8001. 	

	<ul style="list-style-type: none"> • It is essential to have circular economy champions as general knowledge is patchy • The key recommendations for embedding circular economy are very early involvement with suppliers (due to the need for design to be circular economy applicable) and that life-cycle costing is essential. • Optimum model for CE is a product service system. • Pilots in Netherlands on Green deals – Reports on this with good practice examples and guidance. • Once the suppliers are responsible for their products' life cycle this will influence design. • ZWS are trialing a keepecup with the NHS – Looking at an SME supplier. Looking for prospective partners. Let ZWS know if you would like to be involved with this. • Currently working with Edinburgh Napier University, Edinburgh University, Strathclyde University • There is lots of engagement around CE in Europe. • A circular economy mentoring programme is still available and is fully funded for public sector bodies until March 2018. The mentoring can include anything from sending over drafts, suggestions or face to face for more detailed engagement. Contact claire.guerin@zerowastescotland.org.uk at ZWS for any queries around this. • Each piece of current work will become a case study that will be shared with the sector. 	
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8	<p>AOCB</p> <ul style="list-style-type: none"> • How do institutions dispose of duvets left by students? Donations to animal shelters. A lot of the time this is more of a local solution. The University of Edinburgh's SHRUB Swap and Reuse Hub operate a free shop at the start of term for students where such items are given away. • The disposal of Mattresses was also highlighted as an issue along with Duvets. This could potentially be an area to explore implementing circular economy. 	
9	<p>Future Meetings Planning</p> <p><i>Kate Murray, Edinburgh Napier University</i> <i>Stephen Connor, APUC</i></p> <ul style="list-style-type: none"> • Contract management linked in Sustainable Procurement • Whole life-costing – Travel input • Circular Economy – Case Studies – Practice through procurement cycle 	All: Advise of future TSN content
11	<p>THANKS AND CLOSE</p> <p><i>Kate Murray, Edinburgh Napier University</i> <i>Stephen Connor, APUC</i></p> <p>Thanks to all contributors.</p>	

Minutes prepared by Samantha Hartley, EAUC-Scotland Programme Administrator, August 2017

