

**Date:** Thursday 11<sup>th</sup> March 2021  
**Time:** 10:00–12:00  
**Resources:** [Available here](#)

**MINUTES:**  
**Sustainable Procurement Topic Support Network Meeting**

**Attendees:**

Amy	Ledger	Advanced Procurement for Universities and Colleges (APUC)
Catriona	Lawson	Advanced Procurement for Universities and Colleges (APUC)
David	Stutchfield	University of St Andrews
Deborah	Fagan	City of Glasgow College
Derek	Cowie	Inverness College UHI
Eleanor	Wills	Bournemouth University
Fiona	Hughes	University of Strathclyde
Helene	Gannicliffe	University of Aberdeen
Helen	Baker	University of the West of England
Jessica	Mottershaw	Lancaster University
Johannes	Schamp	University of Stirling
Kathleen	Harper	Ayrshire College
Lucy	Stuart	University of Leeds
Martin	Webb	Edinburgh College
Peter	Finch	University of Surrey
Sarah	Whelan	Queen Margaret University
Scott	Bryson	University of Strathclyde
Sharon	Dewar	Fife College
Steven	Turnbull	Zero Waste Scotland
Steven	Hogg	Newcastle University
Susan	Gothard	New College Lanarkshire

**Apologies:**

Claire	Guerin	Zero Waste Scotland
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	SUMMARY OF DISCUSSIONS	ACTIONS
<b>1</b>	<p><b>Welcome and Introductions</b></p> <p><i>Kate Murray, TSN Co-Convener, Queen Margaret University</i></p> <p>Everyone was welcomed to the event and asked to introduce themselves and briefly share what they have been working on.</p>	

**2 Sustain Supply Chain Code of Conduct**

*Ricarda Bieke, TSN Co-Convener, APUC*

[Updated Sustain Supply Chain Code of Conduct](#)

Covers social compliance, working environment & terms, ethical compliance & economic development and environmental compliance. Previous version agreed March 2020. Review to make minor changes and get UKUPC consortia a chance to feedback prior to adoption - UKUPC consortia agreed to adopt and will start to roll out.

Key changes:

- Wording 'shall' to 'must'
- Improved readability of clauses
- Added clauses on water
- Updated clause on Climate Change

Clause on climate & ecological emergency:

*"4.7 HE and FE institutions are increasingly setting ambitious targets encompassing all three scopes of the Greenhouse Gas Protocol, often specifying 2030 as their net zero target, and require their suppliers to support them in this task. The Supplier must support the aims of the sectors in reducing the climate emission impact of their supply chains, including having clear and verifiable plans and actions in place, where to do so is reasonable and proportionate to the nature of the goods and services provided."*

**Supply chain evaluation tool**

- Known as SCM Responsible Procurement – Section 2 Supply Chain Evaluation Tool
- Due diligence tool with a social audit theme
- Dedicated supplier Portal (University and Colleges Supplier Portal – UCSP)
- Link through the SCM system
- Sustain Equiano Question Set – based on requirements within the UN Global Compact, ETI Base Code and the ILO Core Conventions reaching beyond legal UK requirements

	<ul style="list-style-type: none"> <li>• Aim is to work with suppliers to improve their current practices</li> </ul> <p>It is not a pass or fail exercise but a visualisation of a suppliers journey to best practice.</p> <p><b><u>Questions</u></b></p> <p>How is the SCM requirement written into procurement documents?</p> <p>APUC say that they might ask suppliers to participate in the process. This is a clause in the Framework Agreements but you could add to local contracts.</p> <p>Is this process bespoke to APUC or is it available more widely?</p> <p>No, the other consortia can use it and some of them are signed up.</p> <p>Any further questions to Steve Connor, Senior Supply Chain Manager / Maternity Cover for Head of Responsible Procurement (<a href="mailto:sconnor@apuc-scot.ac.uk">sconnor@apuc-scot.ac.uk</a>)</p>	
<p><b>3</b></p>	<p><b>Roundtable on Scottish Government SPPN – Taking Account of Climate &amp; Circular Economy in Public Procurement</b></p> <p><i>Kate Murray, TSN Co-Convenor, Senior Supply Chain Manager, QMU</i></p> <p>The Scottish Government recently published a policy note on <a href="#">Taking Account of Climate &amp; Circular Economy in Public Procurement</a>.</p> <p>Comes on the back of change to PBCCD which now has a requirement to report and set targets for scope 3 emissions.</p> <ul style="list-style-type: none"> <li>• Asks for cross-departmental working – procurement teams should work with budget holders and senior leaders directly.</li> <li>• Procurement Managers need to increase their knowledge of climate &amp; circular economy and how that links into procurement.</li> <li>• Recommends using the updated Sustainable Procurement Tools.</li> <li>• Recommends new <a href="#">etraining in Carbon Literacy</a>.</li> <li>• Talks about working more with the supply chain to understand where the carbon hotspots and opportunities are.</li> <li>• Asking public sector bodies to include comments on how climate and circular procurement are included in annual reports.</li> </ul> <p>Some key points to consider are:</p>	

- Early planning/ design stage and demand management for goods and services bought by institutions
- Common climate change goals and shared knowledge between procurement teams, other institutional departments and suppliers
- Use of national or sectoral tools for prioritisation and decision making on climate change priority areas

**Poll: Does your institution have a clear process for considering alternative options to buying new e.g. reuse or redesign/remanufacture of existing goods or leasing/hiring goods rather than buying?**

25% Yes 75% No

University of Strathclyde is using [Warp-it](#) to do inventory of furniture for reuse and is keen to look at hiring furniture that is used occasionally such as exam desks.

The current APUC Framework doesn't have scope to hire but does include aspects of circular economy.

Could also look at a take-back service for furniture.

These resources from Zero Waste Scotland may be of interest:

- Circular furniture [factsheet](#) and [webinar](#).
- Guide on [procuring for repair, reuse and remanufacturing](#).

**Poll: Are there cross-functional discussions in your institution on topics relating to climate change and circular economy e.g. setting a timeline for carbon emission reductions?**

67% Yes 33% No

Mostly via Sustainability Committee and Responsible Procurement Group with Procurement, Estates, Academics, Students etc.

COP26 has also helped to gain buy in.

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**Higher Education Supply Chain Emissions Tool (HESCET) Update**

*Ricarda Bieke, TSN Co-Convenor Head of Responsible Procurement, APUC*

**HESCET Update**

Simple form of calculating Scope 3 emissions based on institutional non-pay spend (ProcHE). Tool used for EMR (Estate Management Report) returns with a breakdown into HESA categories and Public Bodies Climate Change Duties (PBCCD) reporting.

UK Working Group got the DEFRA conversion factors updated. Changes taken into account:

- Materials, methods of production and in some cases logistical methods of delivery
- Distinguishing into more geographical zones
- Increase from 75 categories to 311 categories.

Further information regarding year-on-year changes to conversion factors is available [here](#).

Institutions that are HEPA members can download a copy of the updated HESCET tool [here](#). EAUC Members can download a copy of the updated HESCET tool [here](#).

**APUC Scope 3 Emissions report**

Overview report shows a breakdown of carbon emissions per procurement category and by supplier. Available for institutions who provided non pay spend via Contract Uptake Website. Access via Contract Uptake Website – Reports – Scope 3 Emissions Report.

Caveats:

- Updated codes will have an impact on previous report results
- Higher Spend = higher emissions due to lack of breakdown
- Impact of supplier coding against correct ProcHE in finance systems
- General shift from industrial to domestic focus within the DEFRA factors
- Mapping ProcHE to DEFRA not always 1:1
- HESA categories not specific to HEFE sector

Any questions to Steve Connor, Senior Supply Chain Manager / Maternity Cover for Head of Responsible Procurement ([sconnor@apuc-scot.ac.uk](mailto:sconnor@apuc-scot.ac.uk))

5	<p><b>EAUC Update</b></p> <p><i>Jill Burnett, Carbon &amp; Estates Project Officer, EAUC-Scotland</i></p> <ul style="list-style-type: none"> <li>• <b>Carbon Literacy Training (from April)</b> – 2 x half day sessions in small groups of up to 15. E-mail <a href="mailto:scotland@eauc.org.uk">scotland@eauc.org.uk</a> for further information.</li> <li>• <b><a href="#">Spring Forum &amp; AGM (24th March)</a></b> – Going to be hearing from several Green Gown Award Finalists and Creative Carbon Scotland are joining to tell us about their COP26 Beacons Project and how you can get involved.</li> <li>• <b><a href="#">Green Gown Awards Ceremony (24th March)</a></b></li> </ul>	
6	<p><b>AOCB</b></p> <p>Scottish Government has just launched 1.5 hours of self-directed e-learning for procurement professionals - <a href="#">Scottish Government Climate Literacy eLearning for Procurement Professionals</a></p>	
7	<p><b>Next meeting</b></p> <p>Please e-mail any suggestions for topics or speakers at our next meeting to <a href="mailto:jburnett@eauc.org.uk">jburnett@eauc.org.uk</a>.</p>	
8	<p><b>Thanks and close</b></p>	