



Sheffield Health  
and Social Care  
NHS Foundation Trust

# Policy:

## FIN 009 Sustainable Procurement

<b>Executive Director Lead</b>	Executive Director of Finance
<b>Policy Owner</b>	Head of Procurement
<b>Policy Author</b>	Head of Procurement

<b>Document Type</b>	Policy
<b>Document Version Number</b>	Version 3.0
<b>Date of Approval By PGG</b>	July 2024
<b>Date of Ratification</b>	August 2024
<b>Ratified By</b>	FPC
<b>Date of Issue</b>	August 2024
<b>Date for Review</b>	30/06/2027

### Summary of policy

SHSC has committed to [achieving net zero by 2045](#) for all emissions, including those embedded in the supply chain aligning to the Delivering a Greener NHS Delivery plan, statutory guidance. This policy outlines SHSCs commitment to our net zero emissions targets in addition to how we aim to provide transparency across the supply chain to eliminate Modern Slavery and facilitate local economic growth in-line with the Social Value Model.

<b>Target audience</b>	(1) All full-time and part-time staff within the Trust including those on temporary or honorary contracts as well as Bank staff and students. (2) Individuals working on behalf of the Trust, such as Independent Contractors, Sub-Contractors and representatives from other Partner organisations.
------------------------	---

<b>Keywords</b>	Procurement, purchasing, buying, supplies, suppliers, sustainable, sustainability, social, economic, environmental, social value, net zero, whole life costing, Net Zero NHS supplier roadmap, Carbon reduction plan, scope 3 emissions, expenditure, non-pay, acquisition, tenders, contracts, NHS Goods and Services
-----------------	--

### Storage & Version Control

This is version 3.0 of the Policy. It replaces and supersedes the previous published

Procurement Sustainability Policy (version 2.0) dated 2018.  
 This policy will be available to all staff via the Sheffield Health and Social Care NHS Foundation Trust Intranet and on the Trust's website. The previous version will be removed from the Intranet and Trust website and archived. Any copies of the previous policy held separately should be destroyed and replaced with this version.

### Version Control and Amendment Log

<b>Version No.</b>	<b>Type of Change</b>	<b>Date</b>	<b>Description of change(s)</b>
1.0	Draft document created	July 2015	Under former Interim Head of Procurement
1.0	Consultation on draft	Dec 2015	Under former Interim Head of Procurement
1.0	Ratifications	Jan 2016/Apr 2016	Under former Interim Head of Procurement
1.0	Policy issued	May 2016	Under former Interim Head of Procurement
1.0	Extension of Ratification Period	May 2017	Ratification period extended by EDG to October 2018
2.0	Policy re-drafted	March 2018	Re-write of policy
2.0	Consultation on draft	August 2018	N/A
2.0	Submission to Policy Governance Group	October 2018	N/A
2.0	Submission to EDG	November 2018	N/A
2.0	TBA	TBA	Launch through Policy Governance Group
3.0	Review of Policy	February 2024	Updated with new PPN requirements
3.0	Submission to Policy Governance Group	June 2024	Hyperlink amendments and wider circulation of policy
3.0	Submission to Policy Governance Group	July 2024	All requested amendments by June PGG have been completed

## Contents

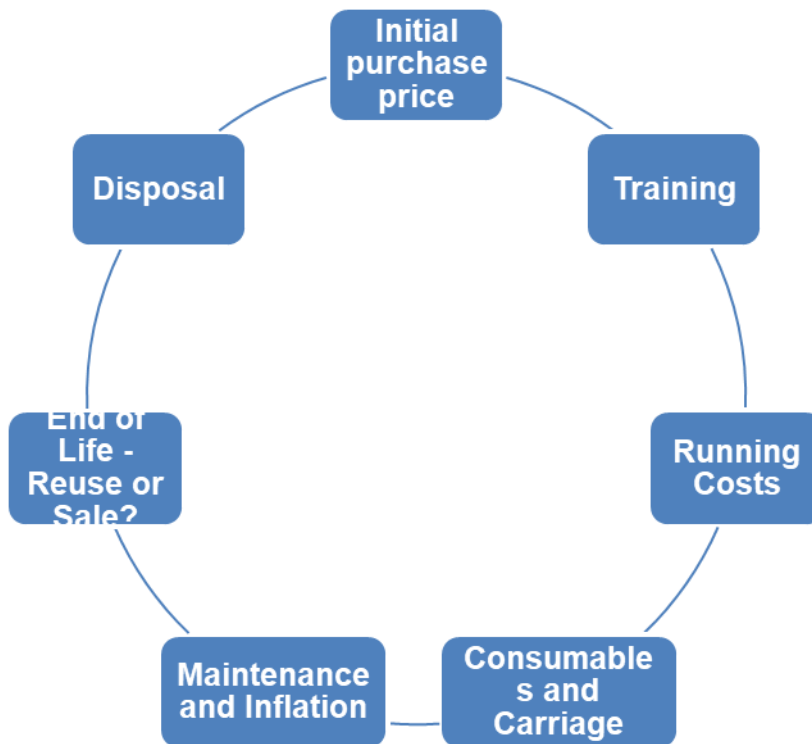
<b>Section</b>		<b>Page</b>
	Version Control and Amendment Log	
	Flow Chart	1
1	Introduction	2
2	Scope	3
3	Purpose	4
4	Definitions	4
5	Details of the policy	4
6	Duties	5
7	Procedure	7
8	Development, consultation and approval	14
9	Audit, monitoring and review	15
10	Implementation plan	16
11	Dissemination, storage and archiving (control)	16
12	Training and other resource implications	18
13	Links to other policies, standards, references, legislation and national guidance	18
14	Contact details	19
	<b>APPENDICES</b>	
	Appendix 1 – Equality Impact Assessment Process and Record for Written Policies	20
	Appendix 2 – New/Reviewed Policy Checklist	22
	Appendix 3 – NHS Net Zero Supplier Roadmap	23
	Appendix 4 – The Government Buying Standards	24
	Appendix 5 – Decision flow of CRP and Net Zero Commitment reporting mechanisms	26

## Flow Chart – Consideration of Whole Life Costing

All procurements will be evaluated on the basis of long-term value for money, using whole life costing to assess (where appropriate):

- Purchase, installation, transportation and commissioning costs
- Operating costs, including labour, maintenance, recycling, energy, water and consumables
- Management costs, including training, insurance, health and safety and environmental costs.
- Spend to save initiatives.
- Disposal

The approach below will be used to review the lifecycle.



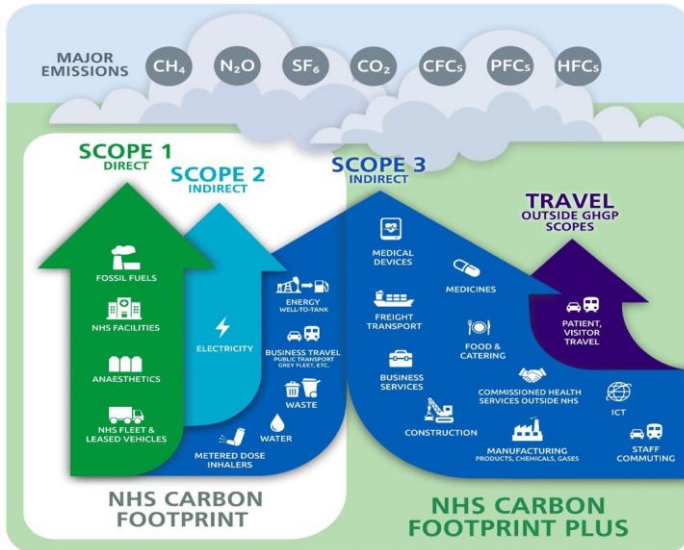
# 1 Introduction

## NHS England Net zero Commitments and Central Governments Social Value Model

With the publication of the NHS Net Zero report, delivering a 'Net Zero' National Health Service, the NHS affirmed the need to act on climate change and committed to ambitious reduction targets. The NHS is committed to delivering the worlds first net zero health service, responding to climate change and improving health now and for future generations. On the 1<sup>st</sup> of July 2022, NHS England became the first health system to embed net zero into legislation, through the Health and Care Act 2022. The Delivering a Net Zero National Health Service report is now issued as statutory guidance. Two clear and feasible targets emerge for the NHS net zero commitment, based on the scale of the challenge posed by climate change, current knowledge, and the interventions and assumptions that underpin this analysis:

- for the emissions we control directly (the NHS Carbon Footprint), net zero by 2040, with an ambition to reach an 80% reduction by 2028 to 2032.
- for the emissions we can influence (our NHS Carbon Footprint Plus), net zero by 2045, with an ambition to reach an 80% reduction by 2036 to 2039.

Figure 1: Greenhouse Gas Emissions protocol (GHGP) scopes in the context of the NHS



Sources of carbon emissions come from all areas of every care setting. Figure 2 demonstrates the sources of carbon emissions by proportion of NHS carbon footprint plus.

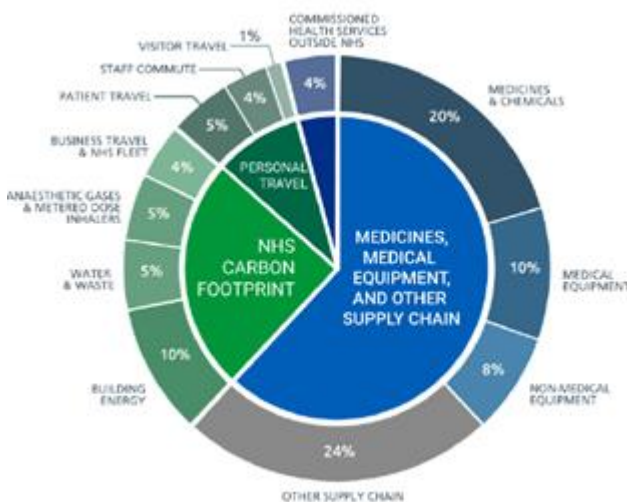


Figure 2: Sources of carbon emissions by proportion of NHS Carbon Footprint Plus

The NHS Carbon Footprint Plus considers a wide scope of emissions, covering the products procured from its 80,000 suppliers. The non-medicines supply chain makes up 42% of the NHS Carbon Footprint Plus. While the NHS does not control these emissions directly, it can use its considerable purchasing power to influence change. By 2030, the NHS has committed to no longer purchase from suppliers that do not meet or exceed our commitment to net zero. This policy outlines the broad range of interventions that SHSC can implement to reduce our supply chain emissions. These interventions can be split into 3 types:

- Interventions that encourage more efficient use of supplies
- Interventions that prioritise low carbon substitutions/ alternatives and encourage innovation.
- Ensuring (and supporting) our suppliers to decarbonise their own processes.

By 2045, as well as being Net zero, the NHS aims to have a fair and transparent supply chain free of modern slavery and facilitating local economic growth.

The SHSC Green Plan is a Board Approved strategic document, which sets out SHSC's commitment and approach to achieving net zero to improve the sustainability of the Healthcare Services we provide. This includes an ambitious commitment, going beyond the NHS target for the emissions under our direct control (the NHS Carbon Footprint), to be net zero by 2040, to go beyond and meet net zero by 2030. The Green Plan identifies 9 focus areas aligned to the main drivers of change and sources of carbon emissions. One of these focus areas is Supply Chain and Procurement with a focus to reduce emissions in the supply chain and purchasing more sustainable products and services.

## **Ethical Procurement**

Procurement will consider the Ethical Procurement guidelines when procuring on behalf of the Trust.

- Ensure fair pay and working conditions exist across the supply chain.
- Work with suppliers to identify and minimise ethical issues in supply chains, including but not limited to:
  - Modern slavery.
  - Corruption.
  - Bribery.
  - Human trafficking

## **2 Scope**

This Policy applies to all procurement activities (clinical and non-clinical) within the Trust. It applies to all full-time and part-time staff within Sheffield Health and Social Care NHS Foundation Trust including staff on temporary or honorary contracts as well as Bank staff and students. This Policy also covers individuals working on behalf of the Trust, such as Independent Contractors, Sub-Contractors and representatives from other Partner organisations.

The Policy should be read in conjunction with those policies listed in the Associated Documentation section.

### 3 Purpose

The Trust's Procurement Department is responsible for procurement activities for a wide range of goods, supplies and services for the Trust, and is committed to pursuing the principles of sustainable procurement.

Sustainable procurement should consider the environmental, social and economic consequences of design; non-renewable material use; manufacture and production methods; logistics; service delivery; use; operation; maintenance; reuse; recycling options; disposal; and suppliers' capabilities to address these consequences throughout the supply chain.

The adoption of a Sustainable Procurement policy can assist to reduce costs, manage risk, sustain resource, secure supply, and ensure compliance with relevant legislation.

The SHSC Green Plan sets out our commitments to become more sustainable and deliver on the NHS Net Zero targets at Sheffield Health and Social Care NHS Foundation Trust, for the benefit of our service users, the local community, and the climate.

This policy sets out the parameters for meeting objectives laid out in the SHSC Green Plan and wider legislative requirements, through all procurement activities under the team's influence.

### 4 Definitions

<b>CRP</b>	<b>Carbon Reduction Plan</b>
<b>Evergreen Sustainable Supplier Assessment</b>	<b>The Evergreen Sustainable Supplier Assessment is an online tool for suppliers to engage with the SHSC on their sustainability journey and understand how to align with the NHS net zero and sustainability ambitions, including those set out in the NHS Net Zero Supplier Roadmap</b>
<b>NZC</b>	<b>Net Zero Commitment</b>
<b>PPN</b>	<b>Procurement Policy Note, provides guidance on best practice for public sector procurement</b>
<b>Sustainable procurement</b>	<b>The process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis. This means generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment.</b>
<b>SDG</b>	<b>Sustainable Development Goals</b>
<b>The 5 Rs of Procurement</b>	<b>Reduce, Reuse, Reprocess, Renewable, Recyclable (see Fig 6 page 13)</b>

### 5 Detail of the Sustainable Procurement policy

**Trust aims and objectives towards achieving sustainable procurement.**

Procuring goods and services in a more sustainable way offers the Trust the potential to deliver whole-life cost savings, support Good Corporate Citizenship and to safeguard its positive reputation in the local and wider community.

To achieve this, the Trust will seek to:

- Comply with all relevant legislation, including NHS Net Zero emissions targets and develop a structured and systematic approach to the management of the environment and sustainable issues through considering these aspects in all purchasing decisions that Procurement can influence.
- Establish baselines for all relevant activities and set measurable objectives and targets using national systems where available.
- Reduce resources use by supporting the development and implementation of policies and strategies to:
  - Reduce the unnecessary and wasteful use of energy and water.
  - Make more economical and effective use of products such as paper, glass, plastic, cans, batteries, and other similar products.
  - Reduce the amount of single use plastics and find sustainable alternatives (e.g. gloves)
- Support the development of strategies and controls to protect the environment including discharges to drains, emissions to atmosphere, land management and bio-diversity action plans.
- Consideration of whole life costing in all procurements to review social, economic, and environmental value of the produce/service lifecycle to assess:
  - Upstream implications: where item is manufactured, materials used, access to raw materials, assembly, and distribution.
  - Purchase, installation, transportation, and commissioning costs.
  - Operating costs, including labour, maintenance, recycling, energy, water, and consumables.
  - Management costs, including training, insurance, health and safety and environmental costs.
  - Disposal/ removal from site
- Adopt the minimum mandatory Government Buying Standards when procuring goods and services (see Appendix 4)
- Support the implementation and promotion of schemes to increase reuse, such as the Trust's 'Warp-It' scheme.
- Support the implementation of SHSC travel plan and promote or support staff to select low emission travel options include walking, cycling, use of public transport, car sharing initiatives and home working.
- Work with partners - especially NHS organisations and local authorities - in developing whole community solutions to carbon emissions. Also work closely with regional and national agencies to develop leading sustainability practice.
- Provide training for employees, partners, and contractors especially in terms of sustainability, climate change and carbon literacy as these relate to procurement processes and decisions.
- Pursue an active communications initiative to engage our suppliers, staff, patients, visitors, and others who visit or use the Trust's facilities.

## 6 Duties

Roles	Responsibilities
Board of Directors	Responsible for ensuring the Policy is implemented effectively and the strategic context of the Policy is



Roles	Responsibilities
	appropriate and meets the needs of the Trust
<b>Chief Executive</b>	Has overall responsibility for the Trust's Procurement compliance and to ensure that the appropriate management systems are in place and working effectively.
<b>Director of Finance</b>	Responsible for ensuring the adherence to and implementation of the Sustainable Procurement Policy and for co-ordinating any corrective action necessary to further the Policy. This includes ensuring that detailed procurement procedures and systems relating to procurement activity are maintained.
<b>Procurement Team</b>	<p>The Procurement Team will work with Budget Holders, Budget Managers and Authorised Signatories as maintained in the Directorate's approved Scheme of Delegation to improve adherence to good procurement practices and to ensure compliance with the Policy.</p> <p>Responsibilities of respective Procurement managers will include:</p> <ul style="list-style-type: none"> <li>• Conducting procurement activities in accordance with the Standing Orders/Standing Financial Instructions/Scheme of Delegation framework and any other relevant governing legislation.</li> <li>• Managing the evaluation and assessment of goods and services in accordance with this Policy.</li> <li>• Managing communications between the Trust's clinical and non-clinical areas and the Procurement Team regarding the introduction of new products and services to ensure they adhere to this Policy.</li> <li>• Acting as the interface between the Trust's clinical and non-clinical areas and the Supplier to ensure that goods and services procured are in accordance with this Policy.</li> <li>• Managing supplier engagement with particular emphasis on contract and performance management of suppliers via regular review meetings to ensure adherence to this Policy is maintained, supporting clinical and non-clinical colleagues.</li> </ul>
<b>Clinical/Corporate Executive Directors (Budget Holders)</b>	<p>Budget Holders are responsible for ensuring that the Delegated Budget Holders and Budget Managers for whom they are responsible are aware of and adhere to this Policy. They are also responsible for ensuring Delegated Budget Holders and Budget Managers are updated regarding any changes in this Policy.</p> <p>Budget Holders/Delegated Budget Holders will be</p>

Roles	Responsibilities
	expected to ensure Procurement activity carried out in their area is compliant with the policy.
<b>Deputy Directors to Clinical/Operational Directors or Deputy Directors to Corporate Executive Directors (Budget Managers)</b>	Budget Managers are responsible for ensuring that the Authorised Signatory staff for whom they are responsible are aware of and adhere to this Policy, alongside the Trust Scheme of Delegation. They are also responsible for ensuring such nominated and approved staff are updated regarding any changes in this Policy. Budget Managers will be expected to incorporate understanding and expected future compliance of this Trust policy into local induction procedures.
<b>All Personnel (Including Permanent, Temporary or Honorary Staff. Also includes individuals working on behalf of the Trust including Independent Contractors)</b>	It is the individual's responsibility to comply with this and any other associated policies. A failure to comply may result in disciplinary action.
<b>Supplier Representatives</b>	Representatives visiting Sheffield Health and Social Care NHS Foundation Trust are expected to comply with this Policy and the Supplier Representatives Policy <sup>1</sup> , as well as the Trust's Medicines Management Policy and Managing Conflicts of Interest in the NHS Policy, and codes of practice of the ABHI for other goods and services.

## 7 Procedure

### Net zero supplier road map (see Appendix 3)

Achieving our 2045 carbon footprint plus target requires collaboration with suppliers, clear long-term expectations, and a framework to benchmark, communicate and celebrate achievements against these targets. A phased approach will support suppliers with their net zero progress and reflect steadily increasing ambitions. NHS England have set out an ambitious road map to help our suppliers align to Net zero ambitions between now and 2030 called the Net Zero Supplier Roadmap.

In September 2021, one year on from the publication of the [Delivering a net zero NHS report](#), the NHS England Public Board approved a roadmap to help suppliers align with our net zero ambition between now and 2030. This approach builds on UK Government procurement policy ([PPN 06/20](#) and [PPN 06/21](#)).

### The Social Value Model

<sup>1</sup> Currently being drafted

The roadmap also aligns NHS Organisations to, Central government’s Social Value Model, including net zero emissions requirements, as outlined in Procurement Policy Note (PPN) 06/20 adopted by NHS England and applied since 1 April 2021.

The purpose of PPN 06/21 is to drive additional social and environmental benefits, including reaching net zero for our carbon footprint plus by 2045, through the delivery of NHS contracts. The social value model is intended to include net zero and social value in all procurement in ways such as:

- A mandated minimum of 10% weighting for net zero and social value is required in all NHS procurements. (including NHS contract and tendering for in-scope frameworks)
- Net zero and social value question(s) embedded into Invitation to Tenders (ITT)
- A commitment made by supplier(s) as part of their tender bid.
- Successful suppliers then deliver on commitment through contract management.

Social value, when incorporated effectively, will help reduce health inequalities, drive better environmental performance, and deliver even more value from procured products and services. Strong social value responses must be additional (additional commitments through contract delivery), proportionate, measurable, and relevant to the subject matter of the goods, service or contract being tendered for.

Social value and net zero criteria relevant to either the individual tender and/or in support SHSC’s strategic priorities, can be defined by selecting one of the social value themes outlined in the Central Government Social Value Model. To support the delivery of net zero carbon across the NHS, the Social Value Model theme of ‘Fighting Climate Change’ should be included in all NHS procurement either in the technical specification, through the social value criteria or a combination of these. Table 1, taken from the NHS England, applying net zero and social value in the procurement of NHS goods and services guidance, outlines some examples of where each model theme aligns to NHS priorities and examples of opportunity areas.

Social Value Models Themes are:

- Fighting Climate Change
- Wellbeing
- Equal Opportunity
- Tackling Economic Inequality
- Covid 19 Recovery

Table 1 Examples of incorporating social value model themes into procurement.

Social Value Model theme	NHS priority areas	Example opportunity areas
<b>Fighting climate change (must be included in all procurement)</b>	Reduce emissions. Reduce air pollution. Promote circular economy principles. Reduce consumption and waste	Demonstrate reduced greenhouse gas emissions. Initiatives to reduce environmental impact with the redesign of the product or service. Source materials from and manufacture products within the UK (or relevant region) to reduce carbon emissions and improve supply chain transparency. Delivery optimisation and use of low/zero carbon vehicles Reduce single use plastics, packaging and increase recyclability of products. Support environmental protection and improvement through the delivery of the contract. Biodiversity initiatives developed or supported in

		the local area
<b>Wellbeing</b>	Support physical and mental health	Programmes to support physical and/or mental wellbeing for staff. Volunteer hours protected for staff in hospitals, mental health or other health and care charities. Enhancement of the quality of the built environment for community benefits, such as access to greenspace for staff and the community
<b>Equal opportunity</b>	Support a diverse workforce. Equity by design Eliminate modern slavery	Pre-employment programmes, apprenticeships or training opportunities targeting local communities. experiencing inequality Opportunities for training and skills development Ethnic minority representation within contract provision Commit to equality, diversity, and inclusion activities to increase representation for marginalised groups. Demonstrate a commitment to equity in pay levels among different staff demographic groups doing equivalent roles Compliance with the Modern Slavery Act 2015, with suppliers signing a supplier code of conduct and those with an annual turnover of £36m to publish an annual statement setting out steps being taken to prevent modern slavery in their business and supply chain. Further initiatives to eradicate modern slavery including on-site modern slavery audits and factory checks, Modern Slavery Assessment Tool (MSAT) usage, and provision of victim support
<b>Tackling economic inequality</b>	Employment as an economic and health intervention Living wages	Work opportunities for those with a disability or long-term health conditions Pay workers a living wage, offer living hours and support a commitment to ensure no workers experience in-work poverty Improving the living conditions of staff and providing access to quality housing Support for career progression and social mobility Support for working policies above statutory requirements, such as flexible working for those looking after dependents or with caring responsibilities
<b>COVID-19 recovery</b>	Support individuals affected by COVID19	Work opportunities for those disproportionately impacted by COVID-19, including 16–24-year-olds, over 50s, and people from ethnic minorities. Volunteer hours protected for staff that support people affected by COVID-19

## Carbon Reduction Plans and Net Zero Commitments

In addition to, aligning to PPN 06/21, from April 2024, the NHS has adopted a proportionate approach to all procurement to ensure Carbon Reduction Plan (CRP) requirements are being met. CRPs or Net Zero Commitments (NZN) are intended to baseline sustainability performance on the NHS 80,000 supplier base and support suppliers on their own sustainability journey. From April 2024, for suppliers bidding for contract above PCR thresholds for tendering for in scope frameworks are to share their CRP or NZC via a two-tiered approach as follows:

- a full CRP, is required for procurements of high value (£5m per annum exc. VAT and above) and new frameworks operated by in-scope organisations, irrespective of the value of the contract, where relevant and proportionate to the framework.

- an NZC, is required for procurements of lower value (below £5m per annum exc. VAT and above £10k exc. VAT).

The requirements outlined in table 2 require disclosure by bidding suppliers.

Table 2 CRP and Net zero Commitment requirements

Requirements	CRP (aligned with PPN 06/21)	NZC
Confirm the bidding supplier's commitment to achieve net zero by 2050*	X	X
Outline their baseline emissions*	X	
Outline their reporting year emissions*	X	
Set out the environmental management measures in effect	X	
Be board approved or company director approved if no board is in place	X	X
Be clearly signposted and published on the supplier's website	X	X
Be updated regularly –at least annually	X	
Template or similar format needed	X	

\* At a minimum for their UK operations on the sources included in scope 1 and 2 of the GHG Protocol, and the defined subset of scope 3 emissions

CRPs and Net zero commitments will be assessed on a pass/fail basis and will not be compared to another suppliers CRP or net zero commitment. CRP and net zero commitment will be applied within the following procurement processes:

#### Selection Questionnaire Stage:

- CRPs and NZCs will be assessed as a pass/fail as part of the SQ.
- SQ questions are already built into the standard selection questionnaire template in Atamis.
- When a CRP is required, a link to the CRP will need to be provided at the SQ stage.

#### Contract Award

- When a NZC is required, a link to the NZC will need to be provided as part of contract award.

A decision Flowchart has been designed to aid contracting authorities understand which CRP or Net Zero Commitment reporting mechanism should be applied for their procurement. **(Appendix 5)**

#### Evergreen Sustainable Supplier Assessment

The [Evergreen Sustainable Supplier Assessment](#) is an online tool for suppliers to engage with the SHSC on their sustainability journey and understand how to align with the NHS net zero and sustainability ambitions, including those set out in the NHS Net Zero Supplier Roadmap.

After completing the assessment, suppliers receive a sustainability maturity score against NHS priorities, which signposts their current position and pathway to progress.

The assessment is voluntary and is currently not mandatory. There are two exceptions where completion of the Evergreen Assessment is required: NHS Supply Chain tenders and NHS England [Medicines Tenders](#).

For SHSC this will allow:

- An improved understanding of our supply chain and its progress towards sustainability targets.
- One conversation with suppliers, providing a central source for supplier sustainability information with maturity scoring aligned to the NHS Net Zero and wider sustainability priorities.
- Supported contract management, providing information to inform contract management conversations with suppliers to promote alignment with the NHS sustainability priorities, where emissions reductions form part of key performance indicators (KPIs)

The components of the assessment are outlined in Table 3 below.

SHSC procurement will use the Atamis contract management system to rank their suppliers on a bronze, silver, and gold basis. Sustainability is one of the elements which would contribute to this ranking.

Table 3 Components of the Evergreen Supplier Assessment

Net Zero	Social Value	Modern Slavery
Emissions reduction targets and target validation Global parent company emission reduction targets and target validation (if different) Emissions and emissions verification Emissions reduction programmes Electric fleet and use of renewable energy Sustainable shipping Circular economy Carbon foot printing approach Transparency reporting	Corporate social value programmes and alignment to the NHS priority areas UN Sustainable Development Goals e.g., UN SDGs that form part of corporate strategy and KPIs/metrics of benefits achieved against UN SDGs Transparency reporting	Modern slavery statement Supply chain mapping Supply chain auditing Approach to identifying modern slavery risks and mitigating such risks in supply chain. Transparency reporting

### Waste minimisation and Circular Economy

Sustainable procurement is the purchasing of products and services that deliver environmental and social value and is fundamental in applying the circular Economy (Figure 4) and waste hierarchy (figure 5). It involves agreeing contractual measures with suppliers and contractors to deliver environmental benefits, such as waste prevention, packaging reduction and takeback of end-of-life products for reprocessing.

The NHS Clinical Waste Strategy is clear that procurement plays a vital role in working towards the target of reducing waste arisings by 15% by 2030 because it helps control the first step of the waste hierarchy (prevention). When considering procurement options, attention should be made to reducing product demand, reviewing options to reduce consumption, and identifying opportunities for reuse, redistribution, or refurbishment.

Definition of a circular economy: a circular economy aims to move beyond the traditional concept of a “take, make, waste” society (see figure 4) to one that decouples economic activity from the consumption of finite resources and designs waste out of the system. It is based on three principles:

- regenerate natural systems
- design out waste and pollution.
- keep products and materials in use.

Figure 3 Linear Economy

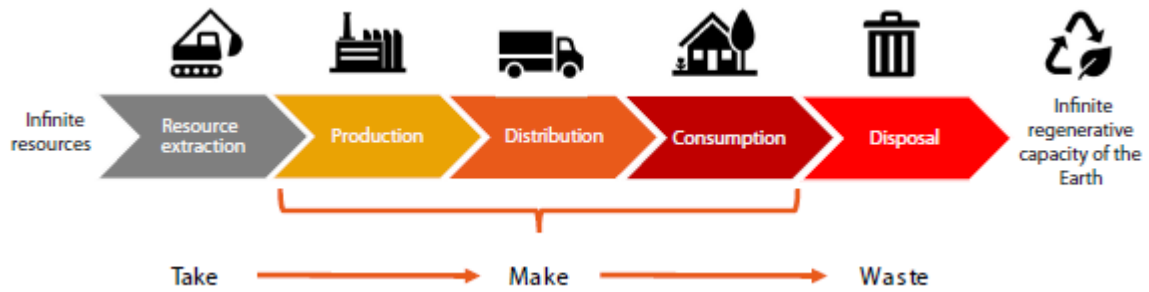


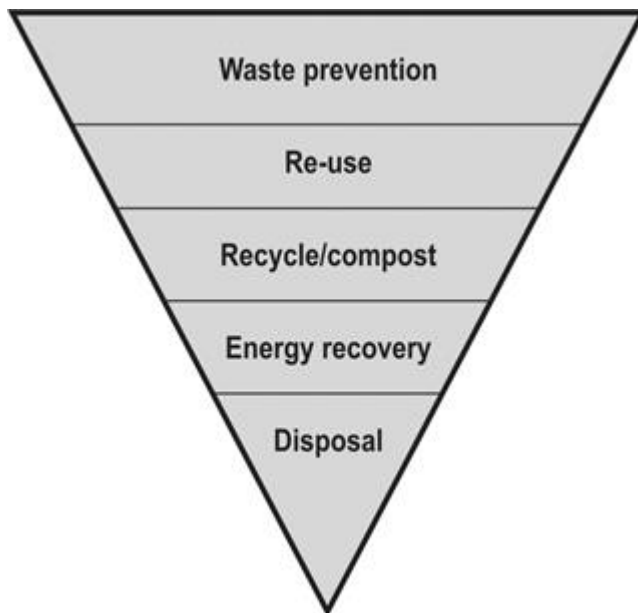
Figure 4 Circular economy (based on definition by the Ellen MacArthur Foundation)



Examples of key areas where circular economy principles can be applied to SHSC could include:

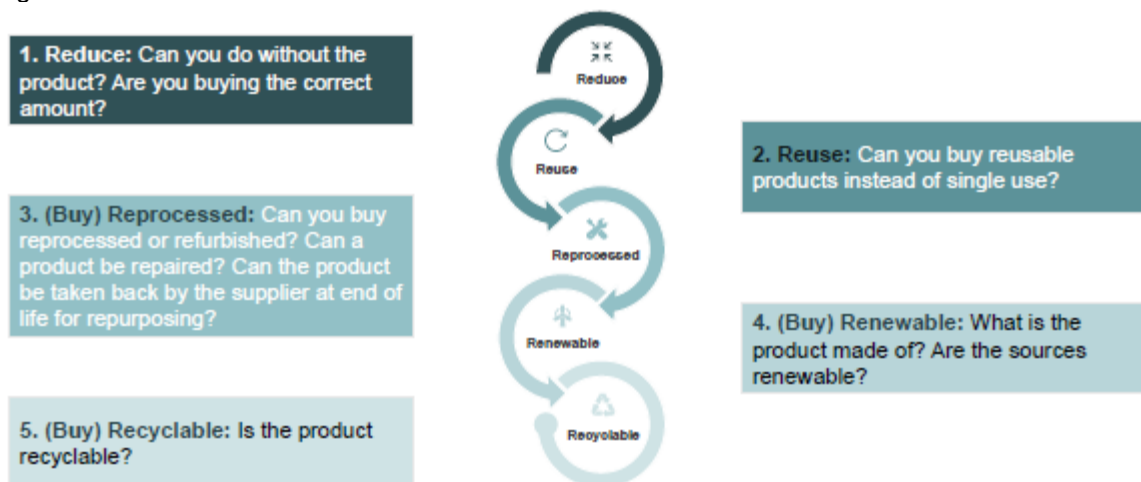
- reducing consumables, in particular single-use plastics prioritising reusable equipment
- over single-use, leasing or hiring equipment where appropriate.
- purchasing remanufactured devices
- refurbishing furniture or equipment
- digitalisation over print (where possible/applicable)
- purchasing materials that are recyclable and composed of recycled/ reuse content.

Figure 5 Waste Hierarchy



NHS Procurement has developed the “5 Rs” (figure 6) to guide sustainable procurement good practice as summarised in Figure 5. It provides a framework for considering waste minimisation and materiality in purchasing decisions. The 5 Rs approach, will be followed to reduce consumption and subsequent waste at SHSC.

Figure 6 The 5 Rs of sustainable Procurement



## Environmental Impact and Social Outcomes

SHSC have a duty to minimise environmental impacts, eliminate or minimise the use of harmful substances and ensure that procurement exercises are contributing to overall health and wellbeing of our communities (see Social Value)

When procuring or purchasing healthcare products, SHSC will consider the following approaches to help minimise potential environmental harm and improve environmental performance during a procurement and in the contract management phase:

- delivery optimisation and use of low/ zero carbon vehicles (also applicable for waste management logistics)



- sourcing materials from and manufacture products within the UK (or relevant region) to reduce carbon emissions and improve supply chain transparency.
- reduction of single-use plastics and packaging and increase recyclability of products.
- initiatives to reduce environmental impact with the redesign of the product or service.
- selection of products with no harmful substances (including in the packaging)
- selection of products with smaller quantities of harmful substances
- applying an effective stock control system to limit the number of products with harmful substances stored on site.
- Reduce transactional costs of procurement activity by, when practicable implementing digital processes such as eProcurement, eTendering and eCatalogues.

## **Ethical Standards**

It is the intention of the Trust that all suppliers must be treated fairly and equitably, and purchasers and Trust staff engaged in the procurement process must always act with integrity and honesty. To support the importance of ethical behaviour, Trust staff should have an awareness of the seven Principles of Public Life - known as the Nolan principles - which can be accessed here: <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

SHSC Procurement shall publish their procurement opportunities on Contract Finder to ensure that all small and medium sized enterprises are not disadvantaged and are made aware of upcoming tenders.

## **8 Development, Consultation and Approval**

This Policy has been updated by the Head of Procurement in line with relevant legislation, standards, guidance, and policies appertaining to public sector procurement that were applicable at the time of drafting the document.

Consultation was sought with the Trust's Sustainability Lead (Estates and Facilities Support Officer), Directorate Leads, Facilities and Finance representatives. Updates received have been incorporated into the policy.

Further reviews and investigations will be made to potentially incorporate this policy into the Trusts Procurement Policy in the future.

The Policy was formally submitted to the Policy Governance Group (PGG) to their June 2024 meeting for management review.

## 9 Audit, Monitoring and Review

The Procurement Department will monitor the application of the Policy via its monthly dashboard reporting. Procurement may also undertake its own audit of compliance using historic spend data and contract management information controlled by Procurement.

The appropriateness of the Policy will also be monitored and reviewed as required, considering any agreed changes which may be made by the Sustainability Group, working with all procurement services of all Trusts across the South Yorkshire ICS.

<b>Monitoring Compliance Template</b>						
Minimum Requirement	Process for Monitoring	Responsible Individual/group/committee	Frequency of Monitoring	Review of Results process (e.g., who does this?)	Responsible Individual/group/committee for action plan development	Responsible Individual/group/committee for action plan monitoring and implementation
Policy to be reviewed in line with Trust's normal review process and in line with public procurement legislation	To be reviewed after any major sustainability changes	Sustainable Development Group/Head of Procurement/Trust's Sustainability Lead.	To be reviewed after any major sustainability changes or procurement legislation	Head of Procurement	Sustainable Development Group	Head of Procurement

*Policy documents should be reviewed every three years or earlier where legislation dictates or practices change. The policy review date should be written here.*

## 10 Implementation Plan

All policies should include an outline implementation plan (this will summarise sections 7, 8 and 9 above). It should include consideration of:

Action / Task	Responsible Person	Deadline	Progress update
Once ratified, upload new policy onto intranet and remove old version	Communications Manager	September 2024	Progress dependant on ratification
Agree communication to be sent from Head of Procurement via Communications Bulletin informing them of the new Policy	Procurement Team Manager	September 2024	Progress dependant on ratification

## 11 Dissemination, Storage and Archiving (Control)

This policy will be posted on the Sheffield Health and Social Care NHS Foundation Trust website and will be available to all staff and governors. It will be accessed via the intranet and available on SHSC Policies page. An email will be sent to budget holders/managers within the Trust informing them that the policy has been updated and will include a summary of the main changes.

The previous version will be removed from the Intranet and Trust website and archived. Any copies of the previous policy held separately should be destroyed and replaced with this version.

Version	Date added to intranet	Date added to internet	Date of inclusion in Connect	Any other promotion/ dissemination (include dates)
1.0	2016	2016		
2.0	December 2018	December 2018		
3.0	August 2024	August 2024	August 2024	

## 12 Training and Other Resource Implications

The Procurement Department offers training and support to managers and staff in the implementation of this Sustainable Procurement Policy. An awareness is also included in training to new users of the Trusts procurement system.

## 13 Links to Other Policies, Standards (Associated Documents)

### Associated Documents (Trust documents are located on the intranet site)

- Trust Procurement Policy
- Trust Declaration of Interests and Standards of Business Conduct Policy
- Trust Standing Orders Reservation and Delegation of Powers and Standing Financial Instructions
- Trust Anti-Bribery Policy
- Trust Counter Fraud Bribery and Corruption Policy
- Trust Engaging Individual Self-Employed Contractors (Procurement Policy)
- Trust Sustainable Development Management Plan (2015)
- Trust 'Warp-It' scheme (details on Facilities page of Trust intranet)
- Trust Transport Policy
- Trust Waste Management Policy
- NHS Procurement & Commercial Standards (2013, revised 2016)
- NHS eProcurement Strategy (2014)
- NHS Procurement Transparency Guidance (2017)
- Code of Conduct for NHS Managers

### External Documentation

- [ISO 20400 - Sustainable Procurement guidance standard \(2017\)](#)
- [The Public Contracts Regulations 2015 \(S.I. 102\)](#)
- The Light Touch Regime (Regulations 74 to 76 of the Public Contracts Regulations 2015)(See above)
- [The Light Touch Regime \(Regulations 74 to 76 of the Public Contracts Regulations 2015\)](#)
- [Guidance on the Light Touch Regime for Health Social Education and Certain other Service Contracts \(Oct 2016\)](#)
- [The Health Care Services \(Provider Selection Regime\) Regulations 2023](#)
- [Bribery Act 2010](#)
- [CIPS Code of Conduct](#)
- [Freedom of Information Act 2000](#)
- [Data Protection Act 2018](#)
- [Environmental Protection Act 1990](#)
- [The Government Buying Standards \(GBS\)](#)
- [Environment Act 2021](#)
- [The Management of Health and Safety at Work Regulations 1992](#)
- [The Control of Substances Hazardous to Health \(Amendment\) Regulations 2004](#)
- [The Environmental Protection \(Duty of Care\) Regulations 1991](#)
- [The Environmental Information Regulations 2004](#)
- [Modern Slavery Act 2015](#)
- [Public Services \(Social Value\) Act 2012](#)
- [Greener NHS » Sustainable Development Unit archive \(england.nhs.uk\)](#)

- [NHS England – A Sustainable Development Strategy for the NHS, Public Health and Social Care 2014-2019](#)
- [Climate Change Act 2008](#)
- [Third National Adaptation Programme to Climate Change \(NAP3\)](#)

## 14 Contact Details

<b><i>Title</i></b>	<b><i>Name</i></b>	<b><i>Phone</i></b>	<b><i>Email</i></b>
Head of Procurement	Julie Rice	0114 271 1490	<a href="mailto:julie.rice@shsc.nhs.uk">julie.rice@shsc.nhs.uk</a>
Deputy Head of Procurement	Lisa Tearney	0114 271 8126	<a href="mailto:lisa.tearney@shsc.nhs.uk">lisa.tearney@shsc.nhs.uk</a>
Sustainability Lead	Sarah Ellison		<a href="mailto:sarah.ellison@shsc.nhs.uk">sarah.ellison@shsc.nhs.uk</a>

## Appendix 1

### Equality Impact Assessment Process and Record for Written Policies

**Stage 1 – Relevance** - Is the policy potentially relevant to equality i.e., will this policy potentially impact on staff, patients or the public? This should be considered as part of the Case of Need for new policies.

**NO** – No further action is required – please sign and date the following statement.  
**I confirm that this policy does not impact on staff, patients or the public.**

*I confirm that this policy does not impact on staff, patients or the public.*  
 Julie Rice

**YES, Go to Stage 2**

**Stage 2 Policy Screening and Drafting Policy** - Public authorities are legally required to have ‘due regard’ to eliminating discrimination, advancing equal opportunity and fostering good relations in relation to people who share certain ‘protected characteristics’ and those that do not. The following table should be used to consider this and inform changes to the policy (indicate yes/no/ don’t know and note reasons). Please see the SHSC Guidance and Flow Chart.

**Stage 3 – Policy Revision** - Make amendments to the policy or identify any remedial action required and record any action planned in the policy implementation plan section.

SCREENING RECORD	Does any aspect of this policy or potentially discriminate against this group?	Can equality of opportunity for this group be improved through this policy or changes to this policy?	Can this policy be amended so that it works to enhance relations between people in this group and people not in this group?
Age	No	N/A	N/A
Disability	NO	N/A	N/A
Gender Reassignment	NO	N/A	N/A
Pregnancy and Maternity	No	N/A	N/A

<b>Race</b>	<b>NO</b>	<b>N/A</b>	<b>N/A</b>
<b>Religion or Belief</b>	<b>NO</b>	<b>N/A</b>	<b>N/A</b>
<b>Sex</b>	<b>NO</b>	<b>N/A</b>	<b>N/A</b>
<b>Sexual Orientation</b>	<b>NO</b>	<b>N/A</b>	<b>N/A</b>
<b>Marriage or Civil Partnership</b>	<b>NO</b>		

Please delete as appropriate: - Policy Amended / Action Identified (see Implementation Plan) / no changes made.

Impact Assessment Completed by:  
Name /Date JULIE RICE 10<sup>TH</sup> JUNE 2024

## Appendix 2

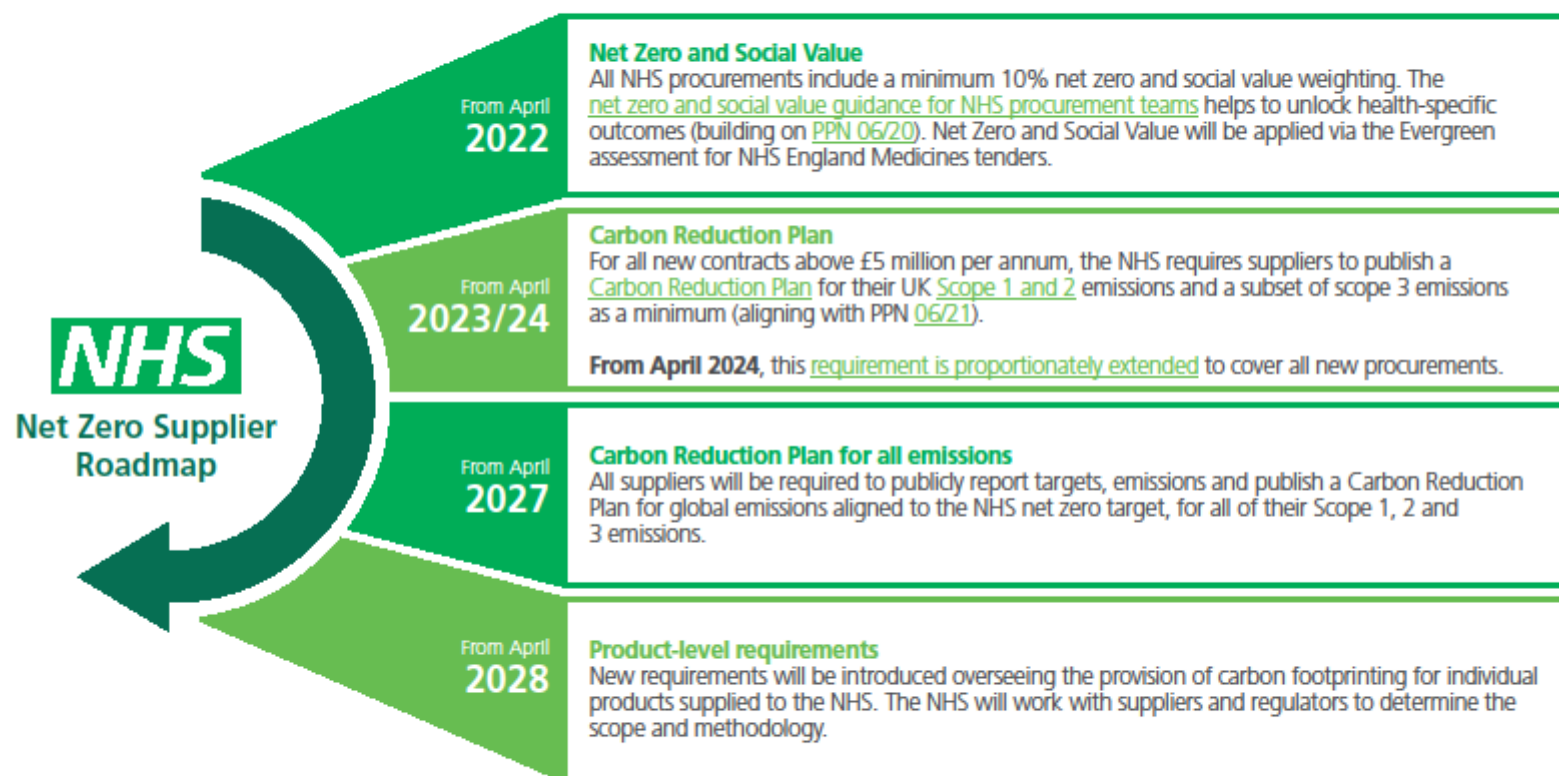
### Review/New Policy Checklist

This checklist to be used as part of the development or review of a policy and presented to the Policy Governance Group (PGG) with the revised policy.

		Tick to confirm
<b>Engagement</b>		
1.	Is the Executive Lead sighted on the development/review of the policy?	Yes
2.	Is the local Policy Champion member sighted on the development/review of the policy?	Yes
<b>Development and Consultation</b>		
3.	If the policy is a new policy, has the development of the policy been approved through the Case for Need approval process?	N/A
4.	Is there evidence of consultation with all relevant services, partners and other relevant bodies?	N/A
5.	Has the policy been discussed and agreed by the local governance groups?	Yes
6.	Have any relevant recommendations from Internal Audit or other relevant bodies been taken into account in preparing the policy?	N/A
<b>Template Compliance</b>		
7.	Has the version control/storage section been updated?	Yes
8.	Is the policy title clear and unambiguous?	Yes
9.	Is the policy in Arial font 12?	Yes
10.	Have page numbers been inserted?	Yes
11.	Has the policy been quality checked for spelling errors, links, accuracy?	Yes
<b>Policy Content</b>		
12.	Is the purpose of the policy clear?	Yes
13.	Does the policy comply with requirements of the CQC or other relevant bodies? (where appropriate)	N/A
14.	Does the policy reflect changes as a result of lessons identified from incidents, complaints, near misses, etc.?	N/A
15.	Where appropriate, does the policy contain a list of definitions of terms used?	YES
16.	Does the policy include any references to other associated policies and key documents?	YES
17.	Has the EIA Form been completed (Appendix 1)?	YES
<b>Dissemination, Implementation, Review and Audit Compliance</b>		
18.	Does the dissemination plan identify how the policy will be implemented?	YES
19.	Does the dissemination plan include the necessary training/support to ensure compliance?	YES
20.	Is there a plan to i. review ii. audit compliance with the document?	YES
21.	Is the review date identified, and is it appropriate and justifiable?	YES



# NHS Net Zero Supplier Roadmap



## Appendix 4

### The Government Buying Standards

First published in February 2012 by the Department for Environment, Food and Rural Affairs, the Government Buying Standards (GBS) were drawn up to provide government procurers with a set of minimum mandatory standards (specifications) for goods and services to be used when procuring (e.g., in tender documents). The GBS were mandated for use by all government departments and their related organisations, although the wider public sector (including NHS Trusts) was encouraged to use them.

The current list of GBS documents is given below with the date of when the document was last updated (readers should refer to [the GBS website](#) for the latest updates/additions/amendments).

Each document includes:

- The scope of goods/services included in the GBS.
- A set of “mandatory” and “best practice” standards (specifications) relating to the goods/services in the GBS.
- Links to additional information (e.g., international and EU standards, additional guidance produced by governmental or trade bodies, other source information).

The Trust will seek to adopt and use the GBS wherever it is practicable to do so.

<b>Goods/Services Covered (Link to GBS Document)</b>	<b>Last Updated</b>
<a href="#">Cleaning Products and Services</a> Includes requirements for sprays, packaging and details of banned chemicals	December 2015
<a href="#">Electrical Goods</a> Includes ovens, dishwashers, refrigeration units, washing machines, tumble dryers	December 2015
<a href="#">Furniture</a> Includes office furniture, seating, dining room furniture etc: rules for refurbishment and reusability	January 2012
<a href="#">Horticulture and Park Services</a> Includes plants, soil products, fertilisers, garden machinery, hydraulic fluids and chainsaw lubricants.	December 2015

<b>Goods/Services Covered (Link to GBS Document)</b>	<b>Last Updated</b>
<a href="#">Office ICT equipment</a> Includes computers, printers, scanners and workstations	January 2012
<a href="#">Paper and Paper Products</a> Includes office paper and envelopes: bleaching, recycled content, mill broke content	January 2012
<a href="#">Textiles</a> Includes textiles used for uniforms, furnishings and dishcloths: banned dyes, retardants, pesticides	January 2012
<a href="#">Transport (Vehicles)</a> Includes cars, light commercial and all vehicles: standards for emissions, safety, telematics; also, zero/ultra-low emission vehicles	December 2017
<a href="#">Construction Projects and Buildings</a> Includes construction/refurbishment projects and products: heating, lighting, taps, paint, timber, etc.	December 2015
<a href="#">Water-Using Products</a> Includes performance standards of water consumption rates for systems that use water: dishwashers, rainwater harvesting equipment, showers/taps/toilets/urinals, vehicle wash water reclaim units, washer dryers, washing machines, water-efficient industrial cleaners	December 2015
<a href="#">Food and Catering Services</a> Includes production/processing/distribution, animal welfare, environment, variety and seasonality, nutrition, resource efficiency, socio-economic (ethical trading, inclusion of SMEs, equality & diversity)	August 2021

## Appendix 5

### Decision flow of CRP and Net Zero Commitment reporting mechanisms

The below diagram has been designed to aid contracting authorities understand which CRP or Net Zero Commitment reporting mechanism should be applied for their procurement.

