

Sustainable Procurement Policy – Appendix A

Draft North Norfolk District Council Sustainable Procurement Policy

North Norfolk District Council recognises it has a vital role to play in becoming an environmentally sustainable organisation, through its procurement of buildings, goods, works and services. Procurement decisions have major environmental and socio-economic implications, both locally and globally, now and for future generations.

We will strive to minimise the negative environmental, social and economic impacts of the goods and services we purchase.

In order to help achieve this we will adopt the following standards:

Ban the use of environmentally damaging products and processes where a less environmentally damaging alternative is available. Specifically banned are:

- CFCs and other ozone depleting chemicals
- All timber or timber products which do not have Forest Stewardship Council or equivalent certification
- Asbestos

Restrict the use of the following products by using practical alternatives

- Peat and peat-based products
- PVC and PVC based products
- Chlorine bleach
- Aerosol containers
- Solvent-based products

Reduce the purchasing of new products by re-using, repairing or refurbishing existing products

When procuring goods we will **specify** products which;

- are made from recycled material
- can be recycled
- are the most energy efficient available, both in their manufacture and operation
- are the most water efficient available, both in their manufacture and operation
- cause minimal damage to the environment in their manufacture, distribution, use and disposal

We recognize that in particular sectors we are a high consumer and so we will ensure the following standards are met:

1. Paper:

- Where practical the % recycled content of paper purchased should be maximized, and all paper must have minimum 65% recycled content. Of

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the non-recycled content (35% or less), any virgin fibre used must be sourced from a sustainably managed forest, with external certification (e.g. FSC or PEFC), or at a minimum with a defined internal management system.

- Where possible Totally Chlorine Free (TCF) paper should be used, with Elemental Chlorine Free (ECF) paper required as the minimum standard.
- Tissue paper must have 100% recycled content

2. IT equipment:

All IT equipment must carry the Energy Star logo (or equivalent). In addition

2.1 PCs:

- Must consume 4W or less in sleep mode
- Must consume 2W or less in off mode (standby)
- Must consume 95W or less in an Idle state

2.2 Monitors:

- Must consume 3W or less in sleep mode
- Must consume 1W or less in off mode

2.3 Laptops:

- Must consume 1.7W or less in sleep mode
- Must consume 1W or less in off mode (standby)
- Must consume 22W or less in an Idle state

2.4 Laser printers, scanners, photocopiers and faxes:

- Must be capable of duplexing
- Must be able to use paper with a minimum 65% recycled content
- Must have a power management function to enable sleep mode to be entered after a period of inactivity
- Must consume 95W or less in sleep mode

3. Buildings

All Council funded construction projects will achieve the relevant BREEAM 'excellent' rating, or equivalent. They will also undertake a feasibility study to incorporate renewable technologies into the design wherever possible.

4. Vehicles

- All new fleet vehicles must not exceed 165g per km (equivalent to a D tax band) max average CO₂ emissions
- All new fleet vehicles must comply with the current emissions standards EURO 5

We will provide guidance and tools to staff to enable them to translate this policy into practice; we want to set a good example to other organisations and our residents. Further guidance, including how to write a specification can be found in the 'Sustainable Procurement' guide available within the procurement section of the intranet (http://intranet.northnorfolk.org/corporate/finance_legal/procurement.asp).

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All specifications must be sent to the Sustainability Coordinator prior to the tender process commencing, to check whether use of this policy is relevant to the subject matter of the contract and for an assessment to be made into the extent to which the policy can be applied. North Norfolk District Council's sustainability policy and questionnaire will be sent out with tender papers in all appropriate cases. The completed questionnaire should be sent to the Sustainability Coordinator prior to the contract being awarded to check compliance with this policy.

The Sustainability Coordinator is also available for help and advice at any point in the procurement process.