



Ramsgate Town Council

PROCUREMENT & GREENER WORKING POLICY

Adopted	21st February 2024
Due to review	As required.

Procurement Policy

Ramsgate Town Council procures goods and services to a value of circa £400,000 each year.

This policy is intended to complement, but not replace the Town Council's Standing Orders and Financial Regulations. The purpose of this policy is to provide additional guidance on the factors that will be taken into account when purchasing goods and services. Moreover, the policy emphasises the Council pursuit of sustainability and continual improvement is a key goal of the Procurement Policy.

The Council strives to attain best value for the goods, materials and services that it purchases. Best Value is defined as a balance of price, quality of product and supplier services.

The Council operates a transparent procurement process in accordance with its Financial Regulations and Standing Orders, which cover, amongst other things the number of quotations required and tender rules.

The Town Council has declared a Climate Emergency and is working to reduce its carbon footprint to net zero. As such, as well as cost and efficiency factors, procurement decisions will also take into account the environmental impact of goods and services purchased, and the environmental credentials of our suppliers. The Council acknowledges that improving our procurement performance and becoming fully sustainable is an ongoing process and will take time to achieve.

Sustainable Procurement

1. Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.



2. Council is required to consider social value in all services contracts above the EU threshold but recognises that this is good practice for all contracts.
3. The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty the Council will wherever possible purchase products or specify working methods that protect biodiversity.
4. Council will, wherever possible, purchase goods that meet Fairtrade standards (or similar).
5. Council will consider the whole life cost of products when selecting a supplier (Energy efficient products for example often have an increased capital cost that is more than offset over time by the reduced operational cost)

Local Procurement

1. Council recognises the benefits to the economy of using local and SME businesses and, where appropriate, the voluntary sector. The Council will seek out local contractors and suppliers wherever possible.
2. Council will encourage the purchase of locally sourced products and, where possible, ensure that products and materials originate from sustainable sources and accredited sustainable companies. In order to:



- I. minimise waste and maximise efficiency
- II. minimise travel
- III. minimise energy consumption
- IV. promote greater use of new sustainable technologies
- V. keep material consumption to a minimum.

General

1. Council pays a living wage to its employees and will encourage its suppliers to do the same.
2. Council understands the importance of paying suppliers promptly and will wherever possible settle accounts within a maximum of 30 days, or earlier, by agreement.
3. All contractors and suppliers working on Council sites will be required to comply with Council's Health & Safety policy and any rules specific to the site of operation.
4. Provision of suitable risk assessments and method statements may be a condition of contracts involving work on Council properties or sites.
5. Council will clearly communicate its sustainability and environmental objectives to suppliers.
6. Council shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.
7. Council shall where appropriate and allowed, ensure sustainability and ethical criteria are part of the suppliers evaluation process and are used in the award of contracts.

Greener Working Policy

Ramsgate Town Council is highly committed to diminishing the negative impacts on the surrounding environment as well as actively focusing efforts to achieve net zero carbon emissions. This policy serves as an official record of Ramsgate Town Council's dedication to continual improvements as well as its drive to establish gaps and barriers in sustainable practices and prioritise actions based on impacts.

Thus, we have created this policy to ensure that the environmental impact of our offices are significantly reduced wherever possible. The areas highlighted in this policy document are not exhaustive but serve as a manual and guide for all employees in making informative decisions about their day-to-day operations.

This policy builds on the areas specified in the Council's Climate Action Plan. The relevant section of the Plan deals with Business Operations, which are the day-to-day running of parts of the council. It takes into account the work the council does and the various supplies that are utilised and purchased. This document should be read in

conjunction with other relevant policies including Financial Regulations and Procurement Policy.

1. Use of Consumables

Ramsgate Town Council's overall aim is to reduce the amount of paper and prioritise more sustainable office supplies that are utilised in daily operations.

- Adjustments to daily operation through storing more documents online which reduces paper usage and optimises organisation.
- If printing is required, it can be done in a more sustainable manner by printing on both sides of the paper and adhering to appropriate recycling procedures.
- Use recycled paper as a default for all printing, unless specific requirements call for a grade of paper for which there is no recycled option. Look for labels which are FSC 100% recycled or FSC mixed.
- Use reusable cups, crockery and cutlery and no single-use plastics in relation to refreshments.
- Prioritise purchasing ecological cleaning products and materials based on biodegradable ingredients.

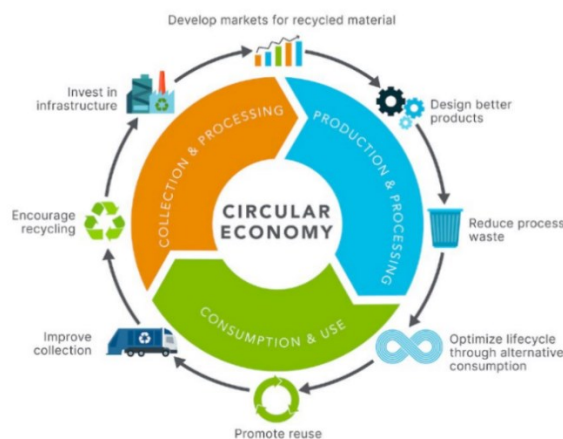
2. Purchasing

Where possible Ramsgate Town Council will embed sustainability in all decision-making regarding purchases and acknowledge that a strong relationship exists between purchasing and waste management. Measuring against sustainability and not simply costs.

- Promote local service delivery, reduce road miles and help the supply chain achieve net-zero carbon.
- Where appropriate, specify second-hand goods or recycled materials.
- Events - Source local food products which are farmed, fished or grown in a sustainable way preferably within a 25-mile radius of Ramsgate where at all possible.
- Consider embodied energy, eventual disposal by recycling and avoid (or, where impracticable, seek to reduce) use of any unsustainable materials.

3. IT and other office equipment

Ramsgate Town Council will promote the circular economy model of consumption in order to significantly minimise waste production as well as carbon emissions to ensure optimization of IT and office equipment.



- Reduce energy consumption.
- Provide collect bins for old electronics (computers, printers and phones) and ensure these as disposed of by a certified recycling company or centre.
- Ensure that when new IT and office equipment is purchased that consideration is given to life cycle analysis to ensure environmental and ethical standards are met.
- Recycling/ re use office furniture and equipment where possible.
- Energy use and manufacture/procurement.

4. Travelling

Ramsgate Town Council will encourage reduced unnecessary carbon-intensive travel and transportation as well as create awareness among staff of the impacts of traveling.

- Enable staff to minimise their need to commute and travel for business by working flexibly and embracing technology to meet business needs.
- Allow hybrid working for staff where possible.
- Encourage staff to walk, cycle or make use of public transportation systems or car-share where possible.

5. Optimizing employee knowledge and training

Ramsgate Town Council will provide adequate training for all staff in order to raise awareness and increase knowledge about sustainability as well as environmental impacts and boost morale as well as retention rates. This will reinforce the values of sustainability and environmental stewardship among staff.

- Provide staff with training on implementation of green and sustainable office measures and procedures. [Commodious “Online Environmental Awareness Training Course (covering preventing, reducing, recycling, recover, disposing of waste)”
- Provide online training where possible to limit travel.

6. Energy Consumption

In an attempt to significantly reduce the absolute energy consumption of Ramsgate Town Council offices which in turn will reduce both costs as well as carbon emissions.

- Reminding as well as encouraging staff to ensure that lights and other electrical office equipment and appliances are switched off when not in use and overnight.
- Replace incandescent light bulbs with energy efficient LED bulbs and instal PIR Sensors for lighting in some areas.
- Minimise energy use in all activities and buildings.
- Maximise the use of renewable energy and minimise waste, pollution and use of fossil fuels and other non-renewable resources.

7. Energy Procurement

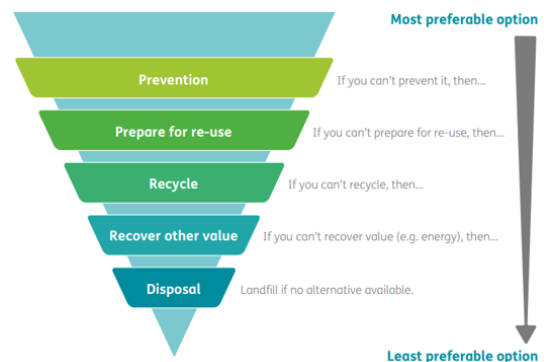
Ramsgate Town Council acknowledges that renewable energy procurement is a vital aspect of energy management and achieving net-zero carbon emissions. As such the councils focus shall be on:

- Where possible and reasonable sourcing all energy from 100% renewable sources.
- Explore how to retro-fit energy saving measures and photovoltaic solar panels to The Custom House and Radford House.

8. Waste & Recycling

Ramsgate Town Council will commit to prioritisation of the waste hierarchy and preventing waste generation through strong attention to detail and careful consideration of purchases made and better utilisation of materials. In addition, to providing staff with adequate recycling bins.

- Provide more paper, card & plastics recycling bins in the council offices.
- Investigate providing domestic battery and other product recycling in the Town Hall foyer for disposal usage by staff as well as the public.
- Providing clearly labelled and accessible disposal bins in the staff kitchen and the Festival Hall kitchen for waste such as glass, paper, plastic and metal.
- Providing clearly labelled and accessible disposal bins in the Festival Hall bar for waste such as glass, plastic and metal.
- Offer surplus equipment to Community Groups where the item is in a safe usable condition [See disposal policy].



9. Council Estate and Facilities

Ramsgate Town Council acknowledges its duty to promote nature recovery as well as the conservation of species and biodiversity.

- Manage land and activities using environmentally friendly practices that promote biodiversity and enhance habitats, in line with already documented policies and procedures.
- Avoid impacts on biodiversity through the promotion of a circular economy.
- Mitigate the Council's direct and indirect effects as well as maximise positive contributions and improvements to biodiversity.
- Promoting Biodiversity Net Gain Strategy in an attempt to leave the natural environment in a state that is measurably better than before where possible.
- Promoting a Nature Positive approach that contributes significantly towards both national and local conservation targets as well as having an overall measurable net positive impact on the surrounding environment.