



Warwick District Council

Environmental Procurement Policy and Guidance

January 2002

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PART 1 : Environmental Procurement Aims and Policy

1.1 Aims

- 1.1.1 **Aim** The Council aims to purchase goods in a way which minimises the impact on the environment by :
- a) minimising the amount we purchase (only purchasing goods which are necessary for the successful delivery of Council services)
 - b) striving to ensure that the environmental impact of production, transportation, use and disposal is minimised for all purchases. Specifically the Council will strive to assess and minimise the environmental impacts of the following when making a purchase
 - energy consumed in production and use of the goods
 - water consumed in the production and use of the goods
 - waste disposal issues including the opportunities for re-use and recycling and the possibility of pollution/contamination associated with disposal
 - transportation associated with the goods
 - the scarcity and source of the raw materials used for the goods (including the impact on wildlife and their habitats and the landscape)
- 1.1.2 **Aim** The Council aims to ensure contractors/suppliers to the Council adopt environmental standards which are at least as good as the Council's, and which reflect recognised environmental best practice

1.2 Environmental Procurement Policy Principles

- 1.2.1 *Assess need and minimise quantities* : the Council will minimise the amount it purchases by assessing the need for goods prior to making a purchase and by limiting quantities to levels which are necessary for effective service delivery
- 1.2.2 *Purchase locally* : the Council will give preference to goods/services which are sourced locally and which minimise transport
- 1.2.3 *Sustainable raw materials* : the Council will ask suppliers to provide information about the source and environmental impact of raw materials and will give preference to sustainable raw materials and the use of recycled materials
- 1.2.4 *Energy and water efficient production and use* : the Council will give preference to goods which have been produced in a way which minimises energy and water consumption in production and which encourage/enable energy efficient use
- 1.2.5 *Pollution* : the Council will give preference to goods and services which minimise pollution (and potential pollution) associated with production and disposal
- 1.2.6 *Re-use , recycling and waste disposal* : the Council will give preference to goods which can realistically be re-used or recycled or which have components which can be re-used or recycled.

- 1.2.7 *Environmental performance of contractors* : the Council will include clear environmental performance criteria in key tenders/specifications and will give preference to contractors who have an environmental policy and can provide evidence that they will achieve a high quality environmental performance in the services they provide to the Council
- 1.2.8 *Legislative compliance* : the Council will require suppliers of goods and services to meet all legislative and regulatory requirements
- 1.2.9 *Commitment through resources* : the Council recognises that in some cases the achievement of these policy principle will lead to additional costs. Where they costs are marginal the Council will always be prepared to meet these costs. Where the additional costs are significant, an assessment will be made of the benefits in relation to the additional costs

1.3 Policy for Specific Products

1.3.1 Paper

1.3.1.1 Paper Policy Aims :

- The Council aims to minimise the quantity of paper used
- The Council will only use paper of at least 80% recycled content, except where no affordable alternative is available
- The Council avoid the use of chlorine bleached papers except where no affordable alternative exists

1.3.1.2 Paper Policy Details :

- All paper will be purchased centrally through the Print Room.
- White paper purchased by WDC (for non specialised printing needs) must be recycled paper containing at least 80% post consumer waste. It must be manufactured using non-chlorine bleaching agents.
- Coloured paper should only be used where using white paper would be inappropriate. When coloured paper is required, preference will be given to recycled paper where the quality and cost are acceptable for the requested purpose.
- All printing must be ordered through the print room. Where the Print Room contracts out tasks to other organisations, WDC will make the specifications to ensure compliance with the above policy.

1.3.2 Stationery

1.3.2.1 Stationery Policy Aims :

- The Council aims to minimise the quantity of stationery products used

- The Council aims to use products which minimise the impact on the environment

1.3.2.2 **Stationery Policy Details**

- Stationery should be purchased through identified staff
- All staff involved with purchasing stationery should research the environmental credentials of all main suppliers, including requesting their environmental policy and requiring “greener” items within catalogues to be highlighted.
- Where information on greener products is made available by suppliers, these will be purchased unless they can be shown to be less fit for purpose or significantly more expensive
- WDC will, wherever possible, purchase office products which are recycled, reusable / refillable and long life.
- WDC will not purchase correction fluids, spraymount adhesives or glues which contain CFCs or HCFCs or other ozone depleting solvents.
- WDC will, wherever possible, use re manufactured photocopier and laser printer toner cartridges.

1.3.3 **Timber/Furniture**

1.3.3.1 **Timber/Furniture Policy Aims**

- The Council aims to only purchase timber from an approved sustainable source

1.3.3.2 **Timber/Furniture Policy Details**

- WDC will only purchase timber and timber products which carry the FSC Trademark (or other label from an equivalent internationally recognised, globally applicable, independent certification system for good forest management). This will take into account environmental, ecological, biodiversity, social and economic needs, showing the timber (tropical, temperate, arboreal, hardwood or softwood) or timber product is from a credible sustainable source.

1.3.4 **Electrical Goods**

1.3.4.1 **Electrical Goods Policy Aims**

- To minimise energy consumption associated with the use of electrical goods

1.3.4.2 Electrical Goods Policy Details

- The Council will consider the energy efficiency of all electrical goods when making a purchase
- Where EC Energy Efficiency rating are available (for all fridges, freezers and cookers), the Council will only purchase products with an energy rating of A or B
- Where the choice is available, mains powered products will be purchased in preference to battery powered products and where battery powered products have to be used, preference should be given to rechargeable batteries where these are applicable

1.3.5 IT and Copying Equipment

1.3.5.1 IT/Copying Equipment Policy Aims

- Council aims to minimise energy consumption associated with IT and copying equipment
- The council aims to ensure that IT and copying equipment is appropriate for achieving the aim of minimising paper consumption facilities

1.3.5.2 IT/Copying Equipment Policy Details

- All IT equipment must be purchased through ICT services who will follow the agreed EMAS procedure for minimising the environmental impact of IT equipment
- All printing/copying equipment must be purchased through Members and Customers Services who will follow the agreed EMAS procedure for minimising the environmental impact of printing/copying equipment.

1.3.6 Vehicles

1.3.6.1 Vehicles Policy Aims

- The Council aims to minimise the environmental impact of the vehicles it purchases and leases by
 - encouraging use of efficient vehicles
 - encouraging use of less polluting fuels

1.3.6.2 Vehicles Policy Details

- The lease car and car loan schemes will be developed to encourage greener fuels/vehicles
- The Council applies a mileage rate ceiling of 1400cc for business

mileage

- The car allowance process will be reviewed to encourage more efficient vehicles and greener fuels
- All fleet vehicles must either be fuelled by LPG (or must be dual fuel) or must achieve a minimum of 40 miles/gallon of petrol or diesel in normal use

1.3.7 Peat

1.3.7.1 Peat Policy Aims

- The Council aims to minimise the loss rare habitats (peat bogs), by only using peat where no alternative exists

1.3.7.2 Peat Policy Details

- The Council (including Council contractors) will not use any peat or purchase any products which include peat except in the following circumstances
 - bedding plant production
 - Maintenance of the Ericacious bed in Jephsons gardens
- The Council will work with suppliers and contractors to find effective products to replace peat for bedding plant production with a view to substantially reducing its use.

1.3.8 Chemicals

1.3.8.1 Chemicals Policy Aims

- The Council aims to minimise the use of chemicals covered by COSHH with a view to reducing the risk of harmful pollution these can cause

1.3.8.2 Chemicals Policy Detail

- The Council will only use chemicals covered by COSHH where no practicable alternative exists
- The Council will maintain processes which ensure compliance with the COSHH regulations and which minimise the risk of accidents with the potential to cause pollution

1.4 Policy for Procurement of Services through Contractors

- 1.4.1 Contractors provide services on behalf of the Council. What they do and the way they do it reflects on the Council. The Council has therefore committed itself to a policy of *“ensuring suppliers and contractors apply environmental standards equivalent to our own”*.

1.4.2 Part 3 (section 5.3) sets out details on how this requirement will be achieved.

PART 2 : Environmental Guidance on Procurement of Goods

2 Background

2.1 Why do we need an environmental procurement policy and guide?

2.1.1 This Policy and Guidance has been prepared to enable staff involved with purchasing to make choices which benefit the environment and which meet the Council's commitment to improving and managing its environmental performance. The Policy and Guidance has two main parts (as its title implies) : a Policy (Section 1) which staff are expected to adhere to and a Guide (Sections 3, 4 and 5) which staff are encouraged to use to inform decisions on purchasing and interpret/achieve the policy.

2.1.2 The Council has a strong commitment to managing and improving its environmental performance. It is committed to achieving registration under the Eco Management and Audit Scheme (EMAS). An important part of this is minimising the environmental impacts of its procurement practices.

2.1.3 At present procurement responsibilities are dispersed across the Council with 20+ staff regularly involved directly with procurement of goods and services and many others having responsibilities which link in. This dispersal of responsibility makes it hard to control and monitor what and how much is being purchased. It is therefore important that all staff are made aware of the Council's environmental procurement policies and have the opportunity to make reference to the Guide to enable the policy to be adhered to.

2.1.4 As part of its commitment to EMAS, the Council is also keen to encourage its suppliers and contractors to improve their environmental performance. By improving the environmental content of specifications and by requiring higher standards and more rigorous information from suppliers, the Council can play an important part in improving not just its own environmental performance, but the performance of dozens of other organisations as well. For purchases/tenders which fall within the Code of Contract Practice, and a trade off needs to be made between the price and the environmental impact, these will be reported to Committee for a final decision.

2.1.5 There are two existing policy documents which provide the framework to the Environmental Procurement Policy and Guide. These are the Procurement Strategy and the Environmental Policy. The key points from these documents are highlighted below. In addition this policy and guide links to the Code of Financial Practice and the Code of Contract Purchasing.

2.2 The Procurement Strategy

2.2.1 The Procurement Strategy (adopted in January 2001) provides the framework for all procurement undertaken by the Council. It includes significant references to the environmental impacts of procurement, but states that further detail will be provided in an environmental purchasing guide. Specifically the Strategy says "when

procuring goods or works Warwick District Council will give high regard to sustainability considerations. This will ensure that where possible goods or works are purchased locally, avoiding damage to the environment caused through additional transport costs. Importance shall be placed upon making use of goods from sustainable sources and those that do minimum damage to the environment”.

2.2.2 The strategy also sets out the framework for taking wider considerations into account when making procurement decisions : “Warwick District Council is committed to maintaining exceptional quality standards (as set out in the Quality Strategy) and the retention of a robust procurement and monitoring procedure to ensure the ongoing delivery of Best Value goods, services and works from wherever they are sourced. All Units and Services involved in procuring are required to adhere to, and promote, the following principles of Best Value Procurement:

- be driven by desired outputs and results
- generate the most advantageous balance of quality and cost
- be timely
- minimise the burden on administrative and monitoring resources
- place a strong emphasis upon equality and sustainability considerations
- expedite simple or routine transactions
- allow flexibility in developing alternative procurement and partnership arrangements
- encourage competition where appropriate
- encourage the continuing participation of high quality tenderers
- support the Council’s Corporate Procurement Strategy
- incorporate the Council’s corporate policy objectives
- comply with the Council’s regulatory framework and all applicable legislation
- be transparent and accountable”

2.3 Environmental Policy

2.3.1 The environmental policy provides the framework for the Council’s efforts to manage and improve its environmental performance. The Policy makes strong reference to the need to address procurement issues. The following specific elements are included in the Policy :

2.3.2 Policy A1 “Warwick District Council is committed to playing its full part in improving the local and global environment”.

2.3.3 Policy A2 “Warwick District Council aims continually to improve its environmental performance. It will meet the environmental standards set down by law, and exceed them where possible by striving for recognised standards of best practice”.

2.3.4 Policy B1 “Minimise waste production through reduction, re-use and recycling, and encourage this elsewhere”.

2.3.5 Policy B2 “Purchase environmentally friendly goods and services”.

2.3.6 Policy B5 “Manage Council buildings and land holdings in a way which

minimises negative impacts on the environment and promotes environmental benefits”

2.3.7 Policy B19 “Satisfy our needs using a greater proportion of local produce, materials and expertise”.

2.3.8 Policy C7 “Encourage contractors/suppliers to the Council to adopt environmental standards, and reflect recognised environmental best practice in the specification of contracts and tenders”.

3 Key Concepts of Environmental Procurement

3.1 Life cycle analysis

3.1.1 A full Life Cycle Analysis (LCA) involves looking at the environmental impact of the whole life of a product right from the source of the raw materials, through production process and transportation, to use and finally disposal. Whilst it is unlikely that the Council would undertake a full life cycle analysis for any but a few key products, it is worth being aware of the kind of issues that an LCA should cover. For some products exploring part of this may be sufficient for others it may be the supplier has already conducted an LCA and has the information readily available (if so we should obtain it). Key issues in conducting an LCA are :

- Sources of raw material : does the product use finite or renewable raw materials? If the raw material are renewable are they scarce (i.e. certain kinds of timber)? What are the environmental effects of the extraction of the raw materials (destruction of key habitats - rainforests, peat bogs etc, damage to important landscapes - extraction of some minerals and aggregates)
- Production processes : energy use and the effects of this (use of finite resources such as oil or coal and the pollution consequences), use of water, pollution and use of chemicals
- Transportation : how much mileage is associated with the transportation of the raw materials, and the final product reaching its point of use? What is the transportation method being used and how polluting is this?
- Product use : How much energy/water will the product use (are there more energy efficient alternatives)? Does the product contribute to other environmental issues (for instance a photocopier which makes double sided copying easy)? Is the product likely to be durable thus delaying replacement? How can the product be used in a way which maximises its effectiveness (linking with others etc)?
- Disposal : See the section on the 3 “Rs” below. Key considerations are : is the product realistically recyclable or reusable? Are components within it recyclable? Are there likely to be any pollution issues associated with its disposal (leaching chemicals or polluting gases as it bio-

degrades)?

3.2 Buying locally

3.2.1 Buying products which are sourced and produced locally means they travel less distance and reduce the environmental consequences of transportation. Obviously it will often be a good idea to source products from locally based companies. However, this principle needs to be applied with caution. It is possible that a Warwick based company can supply the required product, but they have sourced it from the other side of the world, whilst a less local supplier has sourced it from within Europe. As far as possible, the Council is committed to researching transportation impacts of products and including this in the decision on choice of product. However, the time required to undertake the research must be proportional to the value or environmental impact of the product being purchased.

3.3 Supply chain pressure

3.3.1 The Council is keen to encourage its partners, contractors and suppliers to meet environmental standards equivalent to its own. There are three principal ways of doing this :

- Providing information on good environmental practice and encouraging new practices whenever possible
- Asking the right questions - suppliers are sensitive to the issues which are important to their customers and by asking the right questions and gathering the right information, suppliers are likely to improve their practices
- Including environmental requirements within tender documents so that contractors and suppliers are clear about what they have to do in connection with the environment if they are to be appointed by the Council

3.4 The 3 “Rs”

3.4.1 Reduce, Re-use, Recycle : these are the three “Rs” associated with good waste management.

3.4.2 Reduce : The Council is keen to ensure that as a first option we reduce the amount of waste we produce. This involves only purchasing what we really need. If we don't buy it in the first place, we won't need to dispose of it! This is the most effective way of reducing the impact the Council's waste has on the environment

3.4.3 Re-use : When a product comes to the end of its useful life for one individual or unit, it may be that another individual, unit or organisation can re-use it. This applies to everything from paper to electrical equipment to old mobile phones. So staff are asked to make an effort to think about whether a product could be used by anyone else before disposing of it. When purchasing a product it is often worth asking whether the manufacturers will take the product back at the

end of its useful life to reuse some of the components. If so this can significantly reduce the amount of waste going to landfill.

3.4.4 Recycle : If you can't reuse a product, the next best disposal method is to recycle it. Many products can be recycled and details of where and how are available from the Waste Strategy Officer in Environmental Health. However, there are two key aspects of recycling to think about when making a purchase.

- Is the product easily recyclable? An example of this is the choice between a plastic container and an aluminium or glass one. The latter can be recycled without a problem, the former in many cases cannot
- Does the product contain recycled materials? Recycling is only worthwhile if we close the loop and purchase products from recycled sources

3.5 Energy Issues

3.5.1 Energy use has major environmental impacts - use of finite natural resources (oil, coal, gas); pollution from power stations; and the release of Carbon Dioxide into the atmosphere - the main gas associated with global climate change. When making a purchase, it therefore essential to minimise the energy impact of the product.

3.5.2 This involves considering three aspects :

- what kind of energy does it use? Unless the energy is produced from renewable resources (which at present is unlikely), the following energy hierarchy should be used :
 - Gas : gas appliances tend to be more efficient than electrical appliances and as a result tend to be less polluting
 - Electricity : most electricity is produced by burning coal, gas or oil. The conversion of these fuels into electricity causes inefficiencies and therefore results in additional pollution
 - Batteries : the conversion of fuels into energy stored batteries is highly inefficient and is therefore the last resort
- how energy efficient is the product whilst it is in use? Some products (such as freezers and fridges) have a clear rating system according to their energy consumption. For other products it may be necessary to dig a little deeper for the information - but for most electrical products it is usually possible to obtain information on energy consumption and make reasonable comparisons
- how durable is the product? Some electrical appliances use as much energy being made as they do when being used. This means the durability of a product is key. The longer a product lasts the fewer that have to be made. Linked to this is the option of purchasing second hand where possible (thus reducing the number that have to be made and

disposed of) and repairing products to extend their useful life

3.6 Sustainability

- 3.6.1 Sustainability is about meeting the needs of everyone on the planet without depleting the resources or well being of the planet - in other words operating within our environmental means. In practical terms this means using renewable resources, cutting down on activities which cause pollution and climate change, reducing the amount of waste we create and recycling more, protecting valuable habitats, ensuring that everyone has a reasonable quality of life and thinking about the future when we make decisions.
- 3.6.2 Perhaps the best example of how to act sustainably in relation to purchasing is timber. Good practice can help economies, protect communities and provide important habitats for wildlife. Bad practice can destroy communities, damage land and economies and can destroy valuable rich eco-systems - see below for more detail.

3.7 Renewable or Finite resources

- 3.7.1 Raw materials can be divided up in to three types :
- 3.7.2 Renewable resources : in environmental terms these are often considered to be the best. But care needs to be taken. Renewable resources such as wind-power, hydro power or solar power are good for the environment in reducing the environmental impact of energy, but they can often have significant environmental impacts at a local level.
- 3.7.3 Diminishing resources : these are renewable resources that are being abused by being used at a faster rate than the resource can naturally renew itself. These resources can quickly become scarce if abused. Over-fishing and destruction of the rainforest are two example of this. In environmental terms these resources are to be strictly avoided until they can be managed in a sustainable way.
- 3.7.4 Finite resources : there are some resources that will inevitably run out if we continue to use them - oil, coal, gas and minerals are examples of this. In environmental terms these are generally less favourable than renewable resources and since they are finite we should treat them as precious and highly valuable.

4 Guidance on Specific Products

In this section the Policy set down in Section 1 is repeated and the guidance provides information to enable staff to deliver the policy. At present 8 kinds of product are included in the Guide. In future, further products may be added - particularly food & catering and oil based products (including plastics).

4.1 Paper

4.1.1 Paper Policy Aims :

- 4.1.1.1 The Council aims to minimise the quantity of paper used
- 4.1.1.2 The Council will only use paper of at least 80% recycled content, except where no affordable alternative is available
- 4.1.1.3 The Council avoid the use of chlorine bleached papers except where no affordable alternative exists

4.1.2 **Paper Policy Details :**

- 4.1.2.1 All paper will be purchased centrally through the Print Room.
- 4.1.2.2 White paper purchased by WDC (for non specialised printing needs) must be recycled paper containing at least 80% post consumer waste. It must be manufactured using non-chlorine bleaching agents.
- 4.1.2.3 Coloured paper should only be used where using white paper would be inappropriate. When coloured paper is required, preference will be given to recycled paper where the quality and cost are acceptable for the requested purpose.
- 4.1.2.4 All envelopes should be purchased through the print room and should be made from recycled materials
- 4.1.2.5 All printing must be ordered through the print room. Where the Print Room contracts out tasks to other organisations, WDC will make the specifications to ensure compliance with the above policy.

4.1.3 **Paper - Good Practice Guide**

- 4.1.3.1 The following good practice is recommended in relation to Council paper use :
 - never order more copies of a document or publication than you require, even if the temptation is always “to be on the safe side”.
 - always copy and print double sided where this facility is available. Most printers in the Council can do this for all documents. Contact your ITLO for details on how to do this.

4.1.4 **Guidance on paper purchasing :**

- 4.1.4.1 Possible environmental impact of paper use.
Paper usage can have environmental impacts in a number of ways :
 - Paper made from virgin sources can lead to either deforestation or (more usually, where plantations are used) damage to wildlife rich habitats.
 - The production process for paper can have environmental impacts

- especially energy use and potential chemical pollution (through for example bleaching agents).

- The disposal of paper leads to increased amounts of waste going to landfill sites, where bleaching agents can leach and where paper products biodegrade which releases gases that cause climate change. Even recycling paper has environmental impacts as the process involved uses substantial amounts of energy
- If purchasing paper look out for the NAPM (National Association of Paper Merchants) Award. This signifies that paper contains at least 75% genuine waste paper or board fibre.

For these reasons, it is vital that we minimise paper consumption in the Council

have on the environment

- recycled paper uses less energy to make than

4.1.4.2 The benefits of using recycled paper

- reduces the amount of waste going to landfill
- completes the recycling “loop” by providing a market for all the paper we send for recycling
- reduces the impacts that “paper” forests have on virgin paper

4.1.4.3 Some definitions

- paper bleaching paper and its impacts : the use of chlorine bleaching agents in the production of recycled paper produces residues which can damage the environment. Therefore non chlorine bleached paper should be specified.
- post consumer waste : this term relates to the waste which is used to make recycled paper. Some paper which claims to be recycled, uses off-cuts from the process which makes virgin paper. Whilst this is fine in as far as it goes, it does nothing to complete the recycling loop by encouraging markets for recycled paper. “Post consumer waste” on the other hand refers to waste which has already been used by the consumer once for its intended purpose. Recycled paper made from this source has the advantage of closing the loop
- Completing the recycling loop : By purchasing recycled paper organisations can stimulate the market for this product which can further reduce the amount of waste paper going to landfill sites.
- NAPM Award : The award from the National Association of Paper Merchants signifies that the paper contains at least 75% genuine waste paper or board fibre

4.1.5 Further Information

For further information on paper products please contact :

- Dave Gascoigne - Print Room EXT 6108
- EPO - Policy Services EXT 6024

4.2 Stationery

4.2.1 Stationery Policy Aims :

4.2.1.1 The Council aims to minimise the quantity of stationery products used

4.2.1.2 The Council aims to use products which minimise the impact on the environment

4.2.2 Stationery Policy Details

4.2.2.1 Stationery should be purchased through identified staff within each business unit

4.2.2.2. Staff involved with purchasing stationery should research the environmental credentials of all main suppliers, including requesting their environmental policy and requiring “greener” items within catalogues to be highlighted.

4.2.2.3 Where information on greener products is made available by suppliers, these will be purchased unless they can be shown to be less fit for purpose or significantly more expensive.

4.2.2.4 WDC will, wherever possible, purchase office products which are recycled, reusable / refillable and long life.

4.2.2.5 WDC will not purchase correction fluids, spraymount adhesives or glues which contain CFCs or HCFCs or other ozone depleting solvents.

4.2.2.6 WDC will, wherever possible, use re manufactured photocopier and laser printer toner cartridges.

4.2.3 Guidance on stationery products

4.2.3.1 Files and binders : when purchasing items such as ring binders, file boxes etc, try to ensure they are made from recyclable materials and that notebooks etc are made from recycled paper with a high percentage of post consumer waste.

4.2.3.2 Packaging materials / jiffy bags etc : try to purchase Jiffy bags or shredded paper for packing purposes rather than plastic bubble wrap.

- 4.2.3.3 Pens / pencils : pens and pencils made from recycled materials (such as plastic) are available. Where possible, preference should be given to pens / pencils that are made from recycled materials.
- 4.2.3.4 Calculators - solar powered calculators should be purchased.
- 4.2.3.5 Correction fluids : if you have to purchase correction fluid, ensure that it is solvent free as they will not need thinners and do not emit Volatile Organic Compounds into the atmosphere.
- 4.2.3.6 Adhesives : purchase adhesives which are water based or low solvent based. Glue sticks are preferable as there is less waste and they are non toxic.

4.3 Timber / Furniture

4.3.1 Timber/Furniture Policy Aims

- 4.3.1.1 The Council aims to only purchase timber from an approved sustainable source
- 4.3.1.2 The Council aims to minimise use of timber by using timber in a resource efficient way

4.3.2 Timber/Furniture Policy Details

- 4.3.2.1 WDC will only purchase timber and timber products which carry the FSC Trademark (or other label from an equivalent internationally recognised, globally applicable, independent certification system for good forest management). This will take into account environmental, ecological, biodiversity, social and economic needs, showing the timber (tropical, temperate, arboreal, hardwood or softwood) or timber product is from a credible sustainable source.
- 4.3.2.2 WDC will not purchase or specify the use of any tropical hardwood, unless it is essential to obtain a match and an alternative matching material is unavailable. In this case tropical hardwood should only be purchased which has a certificate from the Forest Stewardship Council (FSC) which verifies its source to be from sustainably managed woodland.
- 4.3.2.3 Records of all timber / furniture purchases should be maintained including any documentation relating to the source of the timber / materials
- 4.3.2.4 All officers with responsibility for specifying timber will be required to inform contractors of WDC's wood purchasing policy and to devise a suitable method of monitoring contractors success in purchasing timber under this policy. Guidance will be given to relevant officers as to the information they should provide to contractors working on or proposing to

tender for Council contracts. Guidance will also be given to contractors and suppliers as to the minimum background environmental information which the council requires in order to ensure that its policy is being adhered to.

4.3.3 Guidance on Timber Purchasing

- 4.3.3.1 Environmental Impact of Timber : Forest management can be environmentally appropriate and socially beneficial, but it can also be environmentally and socially damaging. The destruction of forests and woodland can be damaging to wildlife and plant species and can also effect the climate. By specifying sustainably produced timber WDC can help reduce the negative impacts of timber production.
- 4.3.3.2 Guidance on timber related environmental claims and certification bodies. To be sure that FSC timber has been used, the invoice received from the supplier should state that FSC timber was supplied. There should also be a code number that refers to the chain of custody certificate number.
- 4.3.3.3 Documented evidence of the environmental credentials of timber purchases : most suppliers of timber and timber-based products will keep records relating to the type and source of the timber they use. Where the supplier can demonstrate FSC compliance, no further information is needed. If the timber has an alternative independent certification, then documentary evidence of how this was attained and the status of the certificate should be requested and checked prior to purchasing the timber. However in the case of smaller scale local suppliers who may not have the resources to be part of an internationally recognised certification scheme, it is important to gain as much information as possible on the source of the timber and timber should not be purchased unless we are satisfied that it is from a sustainable source.
- 4.3.3.4 Guidance on Purchasing Office Furniture
Office Furniture for Riverside House should be purchased through “Project” and should be in accordance with the “Office Equipment Guidance Notes”

4.3.4 Definitions

- 4.3.4.1 **FSC** : The Forest Stewardship Council (FSC) is an international body which defines sustainable forestry standards and oversees certification. It has developed 10 principles of forest management based on respect for the law, land tenure, rights of indigenous peoples and long term economic, social and ecological well-being. These principles apply equally to tropical and temperate forests and do not discriminate against third World producers. Many leading suppliers and retailers (including B&Q, J.Sainsbury and Boots) currently stock FSC products.

4.3.5 **Further Information**

The Forestry Stewardship Council can be contacted XXXXXXXX

4.4 **Electrical Goods**

4.4.1 **Policy Aims**

4.4.1.1 To minimise energy consumption associated with the use of electrical goods

4.4.2 **Policy Details**

4.4.2.1 The Council will consider the energy efficiency of all electrical goods when making a purchase

4.4.2.2 Where EC Energy Efficiency ratings are available (for all fridges, freezers and cookers), the Council will only purchase products with an energy rating of A or B

4.4.2.3 Where the choice is available, mains powered products will be purchased in preference to battery powered products and where battery powered products have to be used, preference should be given to rechargeable batteries where these are applicable

4.4.3 **Guidance on electrical appliances**

4.4.3.1 Minimising energy consumption when in use

All electrical equipment should be used in accordance with the manufacturers instructions. Failure to do so could result in increased energy consumption. Whenever an appliance is not in use and it is safe to do so, it should be turned off. Products which have a standby mode (printers, photocopiers, monitors TVs etc) should be turned off if they are unlikely to be used for several hours and should always be turned off overnight.

4.4.3.2 Guidance on energy efficiency / Eco rating systems.

The EC rates the energy efficiency of certain electrical goods - including fridges, freezers and cookers. The ratings run from a (the most energy efficient) to e (the least energy efficient). The Council's policy is only to purchase products with an A or B rating

4.4.3.3 Guidance on mains / batteries power sources

Where there is a choice between battery powered products and mains powered products, mains use should always be given priority since this is many times more energy efficient than batteries. As well as being inefficient, batteries contain chemicals which can cause pollution when they are disposed of. For this reason, if a battery powered product is required, preference should always be given to rechargeable batteries. Where even these are not appropriate, long life batteries should be given preference

4.5 IT and Printing Equipment

4.5.1 Policy Aims

- 4.5.1.1 The Council aims to minimise energy consumption associated with IT and copying equipment
- 4.5.1.2 The council aims to ensure that IT and copying equipment is appropriate for achieving the aim of minimising paper consumption facilities

4.5.2 Policy Details

- 4.5.2.1 All IT equipment must be purchased through ICT Services who will follow the agreed EMAS procedure for minimising the environmental impact of IT equipment
- 4.5.2.2 All printing/copying equipment must be purchased through Members and Customers Services who will follow the agreed EMAS procedure for minimising the environmental impact of printing/copying equipment.

4.5.3 Guidance on IT and copying equipment

- 4.5.3.1 IT and copying equipment purchased by the Council will include the following features :
 - automatic power down after a specified period of non-use
 - self select power down facility
 - ability to copy or print double sided and the ability to set this as a default
 - ability to print on to scrap paper
- 4.5.3.2 All staff should use the above facilities to ensure energy and paper consumption is minimised. If any member of staff is uncertain as to how to use any of the facilities on the local printer/copier, please contact your ITLO.
- 4.5.3.3 Monitors, printers and copiers should always be turned off at night

4.6 Vehicles

4.6.1 Policy Aims

- 4.6.1.1 The Council aims to minimise the environmental impact of the vehicles it purchases and leases by
 - encouraging use of efficient vehicles
 - encouraging use of less polluting fuels

4.6.2 Policy Details

- 4.6.2.1 The lease car and car loan schemes will be amended to encourage

greener fuels/vehicles (details of this to be confirmed)

- 4.6.2.1 The Council applies a mileage rate ceiling of 1400cc for payment of car mileage
- 4.6.2.3 The car allowance process will be reviewed to encourage more efficient vehicles and greener fuels
- 4.6.2.4 All fleet vehicles must be fuelled by LPG or must be dual fuel and must achieve a minimum of 40 miles/gallon

4.6.3 Guidance on purchase of vehicles

4.6.3.1 Background

Motor vehicles contribute 25% of the UK's Carbon dioxide emissions and can have a substantial negative impact on local air quality through emissions of smoke particles and nitrogen oxides. In addition fuel costs can be a major proportion of the cost of running a motor vehicle. Therefore the efficient use of WDC's vehicles can potentially have significant financial and environmental benefits. As with all purchases, the vehicle chosen must be equipped to do its intended job. However within those constraints it is often possible to identify vehicles which will be more environmentally friendly while still fulfilling its main requirements.

4.6.3.2 Vehicle Production

The first issue to consider when looking at purchasing new vehicles is to determine whether or not a new vehicle is needed. Substantial amounts of energy are used to manufacture new vehicles and this use of energy has a significant environmental impact. Given this, it is worth considering whether an existing vehicle could continue to be used, or whether the purchase of a second hand vehicle may be appropriate. This must be balanced against the possible improved efficiency of newer vehicles., although most vehicles use more energy during their production than the will ever do in use!

4.6.3.3 Fuel efficiency issues

By law manufacturers selling new cars in the UK are required to provide 'official' fuel consumption figures for each model. Information can also be obtained on their CO2 ratings (manufacturers have this for all vehicles By considering this information, purchasers are able to determine which vehicles are more fuel efficient. The consumption figures for all new cars sold in the UK are published in the regularly updated DETR booklet *New Car Fuel Consumption Figures* which is available from the Vehicle Certification Agency. In general smaller engined vehicles are more fuel efficient and have a better CO2 rating. However, care must be taken, because this is not always the case. Given that a range of vehicles are fit or the purpose of use, every effort should be made to purchase the most fuel efficient vehicles with best CO2 rating.

4.6.3.4 Fuel types and pollution issues

There area number of fuel types that can be considered. None are clean,

although there is evidence that some are cleaner than others. The following is an assessment of the main fuel types :

- **LPG (Liquid Petroleum Gas) & CNG (Compressed Natural Gas)**

LPG vehicles are proving to be a genuine alternative to petrol / diesel powered vehicles and fuel availability is increasing all the time (there are several local outlets). Gas vehicles offer potential air quality benefits, particularly in terms of reduced emissions of sulphur dioxide, nitrogen oxides and particles when compared with diesel vehicles. Gas vehicles are also substantially quieter at low speeds than their diesel equivalents which can be a distinct benefit, particularly in residential areas. The emissions benefits of gas vehicles over petrol vehicles are more limited, however, though good quality conversions can still offer useful reductions in emissions of nitrogen oxides.

- **Electric vehicles**

Except in the main urban areas, electric vehicles do not offer a sound environmental alternative. Although they have the benefit of being pollution free at the point of use (which is significant in large urban areas where air quality is less good), they are very fuel inefficient - using only around 5% of the potential energy value of the raw material. The reason for this is that it involved an extra conversion of energy type from electricity in to the car battery. The result of this is they emit much more CO₂ than LPG, diesel or petrol vehicles. Electric vehicles are not a viable option in Warwick District where air quality is relatively good

- **Hybrid Electric Vehicles**

Hybrid electric vehicles use both batteries and a petrol / diesel engine. Hybrid electric vehicles can offer substantial reductions in emissions of local pollutants compared with conventional petrol / diesel engines. They also offer a much greater travelling range than battery powered vehicles and because the engine can be used to charge the vehicle's batteries, hybrids do not need a dedicated electric recharging infrastructure.

- **Petrol and diesel engined vehicles**

New petrol engined vehicles have become more environmentally friendly due to recent legislative change and technological advances. Thanks to such technologies as catalytic converters, the amount of pollution produced by petrol engined vehicles has been reduced. Therefore if much of your driving will be in urban areas a petrol engined vehicle will probably be more environmentally favourable than a similar sized diesel vehicle. However they are not as fuel efficient as diesel engined vehicles and thus produce more carbon dioxide.

4.6.3.5 Use of recycled / recyclable materials

Many cars now use recycled material for their body, interior and components. Many are also recyclable. Suppliers will be able to provide information on this

4.6.4 Further Information

The Environmental Transport Association can advise on the environmental credential of vehicles.

For advice on LPG or to convert your vehicle to LPG contact the LP Gas website for a list of companies approved undertake conversions. The website address is www.lpga.co.uk.

4.7 Peat

4.7.1 Policy Aims

- 4.7.1.1 The Council aims to minimise the loss of rare habitats (peat bogs), by only using peat where no alternative exists

4.7.2 Policy Details

- 4.7.2.1 The Council (including Council contractors) will not use any peat or purchase any products which include peat except in the following circumstances

- bedding plant production
- Maintenance of the Ericaceous bed in Jephsons gardens

- 4.7.2.2 The Council will work with suppliers and contractors to find effective products to replace peat for bedding plant production with a view to substantially reducing its use.

4.7.3 Guidance on Peat

- 4.7.3.1 Peat bogs, once common in Britain and Ireland, are becoming an increasingly rare habitats. They take thousands of years to develop and provide a unique ecosystem with animals and plants that cannot be found in other habitats. Much of the loss of peat bogs is as a result of gardening and landscaping. To protect those peat bogs which remain, it is vital that the Council keeps its peat use to an absolute minimum

4.8 Chemicals

4.8.1 Policy Aims

- 4.8.1.1 The Council aims to minimise the use of chemicals covered by COSHH with a view to reducing the risk of harmful pollution these can cause

4.8.2 Policy Detail

- 4.8.2.1 The Council will only use chemicals covered by COSHH where no practicable alternative exists

- 4.8.2.2 The Council will maintain processes which ensure compliance with the

COSHH regulation and which minimise the risk of accidents with the potential to cause pollution

4.8.3 Guidance on chemicals

- 4.8.3.1 Most chemicals are covered by the COSHH regulations (Care of Substance Hazardous to Health). By complying with COSHH the Council ensures that procedures are in place to minimise the risk of spillages or misuse of chemicals. COSHH procedures ensure chemicals are only used by people who are trained to do so and that they are carefully stored, used and disposed of.
- 4.8.3.2 However, by their nature, many chemicals are potentially damaging to the environment and the most effective way of minimising the risk they pose is not to purchase them or use them in the first place. To this end, chemicals should only be used where not alternative is available.
- 4.8.3.3 Chemicals does not only cover obvious chemicals (such as pesticides or chemicals used in Environmental Health processes), but can also include every day products which contain solvents (such as glues, aerosols etc). These can be identified by a warning on the packaging and should only be purchased where there is no alternative. In this case they should only be used and stored in accordance with the labelling information.

PART 3 : Policy and Guidance on Procurement of Services

5 Procurement of Services and Contracts

5.1 Council Policy

- 5.1.1 Contractors provide services on behalf of the Council. What they do and the way they do it reflects on the Council. The Council has therefore committed itself to a policy of *“ensuring suppliers and contractors apply environmental standards equivalent to our own”*.
- 5.1.2 To achieve this we need to find ways of managing and monitoring the environmental performance of all Council contractors, whilst staying within the rules of competitiveness.
- 5.1.3 The primary purpose of public sector procurement is the achievement of value for money, which is the optimum combination of quality and costs to meet the needs of the customer, all within the regulatory and policy framework. However, within this, procurement can also contribute to green objectives.

5.2 Legal Compliance

- 5.2.1 The key point for procurement is to keep to the rules.
- 5.2.2 **Rule 1 : Relevance to the contract** : environmental requirements in a contract must be relevant to that contract. So this means, taking an easy example, that if we wish to buy recycled paper then we must specify this in our tender. What we cannot do is insist that all tenderers only supply, or use, recycled paper for their other customers or for themselves. Taking this a stage further, we can specify that all written communication with you, in connection with the contract is also on recycled paper. You, or your organisation, may want your supplier base only to use recycled paper (or low energy light bulbs, or always use public transport or whatever), but these wider aspects are clearly outside of the scope of the contract and as such not relevant to the achievement of value for money and so may well be illegal.
- 5.2.3 **Rule 2 : Value for Money**. Some organisations (in the private sector) have argued that only to contract with firms that are fully committed to the highest standards of environmental care (by possessing ISO 14001 or EMAS) is a cost effective way of making sure that all procurements follow a strong environmental objective. However, the public sector has policy and legal constraints and has to keep in mind the primary objective of procurement -value for money.
- 5.2.4 **Rule 3 : Discrimination**. The provisions of the Treaty of Rome require us not to discriminate against suppliers on the grounds of their nationality or the Member State in which they are based. So a requirement, for example, to meet a national code of practice may well be seen as discriminatory and as such illegal.
- 5.2.5 **Rule 4 : Following the Public Procurement Regulations**. These apply to major contracts only (in 2001 this was defined as over £160,670 for goods and

services and over £4,016,744 for works - these amounts will change - see EC Public Procurement Regulations for latest details). There are three phases to this :

5.2.5.1 Selection of firms invited to tender.

Organisations can only be omitted from the list on environmental grounds if they have been convicted of a criminal offence for breach of environmental regulations or have committed grave misconduct in relation environmental regulations. Failure to conform to a non statutory policy or for example EMAS, cannot be used a reason to exclude a company from the invitation to tender

5.2.5.2 Preparation of documents comprising the invitation to tender

The documents that form the invitation to tender may specify what contractors will need to do to meet environmental requirements, (provided that this does not discriminate on grounds of nationality) - we are allowed to do this, but it is not a requirement to do so. So if there are particular needs, as mentioned earlier, such as recycled paper, or fire extinguishers not containing certain gases, or a service contractor only using particular types of cleaning materials on the contract, or following the contracting authority's environmental policy whilst working on the particular contract, then all these features can be built into the specification. The task of the procurement officer is then to obtain the best value for money to meet that particular requirement. So getting the specification right is vital. We can specify that the contract is to be performed in accordance with our environmental policy - provided we tell them what it is - and then ask tenderers how they will meet its requirements. We can then assess their response on how they will deliver this particular requirement.

5.2.5.3 The award process

Contracts must be awarded either to the lowest price offered or to the most economically advantageous offer. On the second category the Regulations list examples of criteria that the contracting authority may take into account, which include quality, technical merit and price. However, the list is illustrative, not exhaustive and it is therefore possible to include relevant environmental aspects into the award criteria. This can include environmental benefits to the purchasing authority which are determined as part of the whole life cost assessment (eg lower energy costs). However, as with any other award criteria, these must be specified in either the contract notice or the tender documents. You must therefore remember to include this well before the evaluation stage is reached! As a last point on evaluation, there may well be wider economic benefits that may be regarded as valuable but these must not be included unless they are directly relevant to the subject of the contract and the contracting authority.

5.3 Council Policy and Procedure on letting contracts

5.3.1 The Council aims to ensure contractors apply environmental standards equivalent to our own. To do this, the Council will make different requirements on different types of contractor. The Council has three main kinds of contractors :

5.3.1.1 a) Service Contractors : those which carry out work for the Council on an ongoing or long term basis. These include

- grounds and parks maintenance,
- waste collection,
- building cleaning
- street cleansing
- public convenience cleaning

5.3.1.2 b) Approved Contractors (Select Lists) : those which are on an approved list of contractors for carrying out small contracts on behalf of the Council. Many of the property maintenance contractors would fall in to this category as would printing contractors.

5.3.1.3 c) One-Off Contractors : these are contractors which carry out one off contracts on behalf of the Council. Examples would be the building contractors involved with refurbishing the Pump Rooms and Jephson Gardens, contractors employed to install new play equipment or consultants employed to provide the Council with specialist advice

5.3.2 Part 1 : Service Contracts over the value of £20,000 per year and One off contracts over the value of £100,000

5.3.2.1 Selection of firms invited to tender : Organisations which have been convicted of a criminal offence for breach of environmental regulations or have committed grave misconduct in relation environmental regulations will be excluded from those invited to tender. For a number of contracts, the Council operates a select tender list. For a company to be on the select tender list, the Council must not only be confident that the firm is competent to carry out the tasks of the contract but is also competent to meet the Council's environmental policy and criteria.

5.3.2.2 Preparation of documents comprising the invitation to tender :

- requirement to provide environmental policy or a statement as to how the firm will comply with the Council's Environmental Policy
- requirement to demonstrate an understanding of the significant environmental effect associated with the contract (as part of the tender submission)
- requirement to carry out a detailed assessment of all significant environmental effects associated with the Contract within 2 months of commencing the contract and to manage these in a way which ensures the contractor meets

standards equivalent to the Council's own environmental standards (see para 5.4.2.3 for how the Council will support this work)

- in addition specific environmental requirements which are relevant to the contract can be included in the tender specification - these might relate to waste, fuel use, water consumption, energy consumption, use of chemicals, pollution, or land/habitat management.

5.3.2.3 The award process

- an assessment of how the firm intends to address each of the significant environmental effects, including procedures for managing effects and plans to improve performance during the life of the contract
- an assessment the firm's environmental policy or the firm's approach to complying with the Council's environmental policy
- an assessment of the firm's approach to meeting additional environmental requirements as set out in the tender specification
- an assessment of the firm's management systems to ensure compliance with environmental legislation

5.3.3 **Part 2 : Approved Contractors (of all values)**

5.3.3.1 Selection of firms :

- Organisations which have been convicted of a criminal offence for breach of environmental regulations or have committed grave misconduct in relation environmental regulations within the last 5 years will be excluded from those invited to be on the list of approved contractors (select list of contractors).
- For a company to be on the list, the Council must not only be confident that the firm is competent to carry out the tasks of the contract but is also competent to meet the Council's environmental policy.
- All firms must have an appropriate environmental policy or be able to demonstrate how they can comply with the Council's environmental policy
- Firms will be required to comply with all environmental legislation in connection with any work they undertake on behalf of the Council

5.3.3.2 Preparation of Contracts

5.3.3.3 In preparing even small contracts, Council staff should have regard to the whole of this procurement guide. This may mean inserting clauses specifying certain kinds of timber, peat, chemicals or other products which comply with the guidance in section 4. Client staff will undertake checks in line with their usual checking processes, to ensure these environmental clauses are complied with.

5.3.4 **Part 3 : All other contracts**

5.3.4.1 For all other contracts not covered by Part 1 and Part 2 above, the following minimum requirements should be made :

- the Contractors must comply with all environmental legislation in delivering Contract
- where the Council is aware that an organisation has been convicted of a criminal offence for breach of environmental regulations or has committed grave misconduct in relation environmental regulations within the last 5 years, these firms will not be appointed.
- the Contractors must be made aware of the Council's environmental Policy and must provide details as to how they intend to address the policy. This information should be used in the assessment and selection process.
- In preparing even small contracts, Council staff should have regard to the whole of this procurement guide. This may mean inserting clauses specifying certain kinds of timber, peat, chemicals or other products which comply with the guidance in section 4.

5.4 **Supporting contractors**

5.4.1 The Council will provide all firms selected for tender and all approved contractors with advice and guidance on how to meet the requirements of this procurement policy.

5.4.2 The following steps will be taken to ensure good quality advice is provided for contractors :

5.4.2.1 The Environmental Policy Officer will provide training at least once every three years for representatives of all contractors and WDC client officers. This training will cover:

- the Environmental Policy,
- the Green Procurement Guide,

- identifying significant environmental impacts
- additional environmental clauses in specific contracts
- the process for assessing and selecting contracts

5.4.2.2 The Environmental Policy Officer will be available to offer advice on the above (para 5.5.2.1) to all contract client officers

5.4.2.3 For all companies awarded tenders under Part 1 above (Service Contracts over the value of £20,000 per year and One off contracts over the value of £100,000) the EPO will offer half a day consultancy for the contractor within 2 months of the commencement of the contract. This consultancy will focus on identifying and managing significant environmental effects associated with the contract.

5.4.2.4 The Contract client officers will provide ongoing support, advice and monitoring of the environmental issues (as identified in section 5.4) relating to the contract.

5.4.2.5 The Contract Client Officer will monitor the Contractors environmental performance through regular liaison meetings and/or through the Contract Monitoring Performance Checklist

5.5 Exceptions

5.5.1 Exceptions to section 5.3 above will only be made where circumstances mean that there are no other alternatives, for instance section 5.3 will result in excessive additional costs or a significant reduction in the quality of the service.

5.5.2 If the client officer believes an exception is appropriate, a report clearly identifying the reasons for this shall be made to Executive. The Executive will decide whether the exception is justified.

Related Documents

- WDC EMAS Policy (approved 24 April 2001)
- WDC EMAS Register of Significant Effect (Approved 24 April 2001)
- WDC EMAS Procedure ECP 14 (part of the EMAS Corporate Management Procedures - Approved September 2001)
- WDC Procurement Strategy (23 January 2001)
- WDC Procurement of Services Guide (25 January 2001)

- WDC Code of Contract Practice (April 2001)
- EC Public Procurement Regulations

Appendix 2 - ECP14 v2

ECP14 : Ensuring Suppliers and Contractors Apply Environmental Standards Equivalent to our own

1 PURPOSE

To identify the process for ensuring the Council's contractors meet standards equivalent to our own and comply with all environmental legislation

2 SCOPE

ECP14 applies to all service areas of the Council

3 RESPONSIBILITIES

Appropriate Strategic Director of Warwick District Council has responsibility to ensure implementation and review of this procedure.

4 RELATED DOCUMENTS

ECP 14 relates directly to the ECP series (ECP1 to 18) and thereafter has a controlling influence on all other procedures within the approved EMAS management system and listed on Form IAP "index to approved procedures" (Available via WDC Intranet)

5 PROCEDURAL DETAIL

5.1 Staff responsible for selection procedures for new contracts will follow the process set down in the Green Procurement Policy and Guide Paras 5.1, 5.2, 5.3, 5.4, and 5.5 and within the Council's Procurement Strategy, Code of Contract Practice and Code of Financial Practice.

6. RECORDS

Records relating to this procedure will be kept on files held by contract managers within the various units of the Council

7. REVIEW MECHANISM

ECP14 will be subject to periodic review as part of the environmental management system (ECP 5) - the next planned review of this procedure is due on March/April 2004. To request or suggest changes prior to this date please email epo@warwickdc.gov.uk