

## **Socially Responsible Procurement Policy**

<b>Policy Category:</b>	Finance
<b>Subject:</b>	Procurement
<b>Approving Authority:</b>	SMT
<b>Responsible Officer:</b>	President & Principal
<b>Responsible Office:</b>	Finance
<b>Related Procedures:</b>	Procedures Related to the Responsible Procurement Policy
<b>Related College Policies:</b>	Environment Sustainability Policy; King's Service Strategy; Sustainable and Fair Trade Policy
<b>Effective Date:</b>	1 March 2019
<b>Supersedes:</b>	Procurement Statement on Corporate Responsibility
<b>Next Review:</b>	March 2021

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### **I. Purpose & Scope**

The purpose of the Socially Responsible Procurement Policy (the Policy) is to ensure that King's Service Strategy is reflected in the way in which it procures goods and services and carries out construction works. The Service Strategy identifies having a Socially Responsible Purchasing Policy as a priority. The Policy complements and reinforces King's other strategic priorities and individual policies on sustainability, diversity and inclusion. The policy is intended to ensure that King's purchases third party goods and services in ways which are beneficial to society and in particular King's local boroughs. It promotes responsible environmental, social and economic goals and meets the requirements of the Public Services (Social Value Act) 2012, the Equalities Act 2010, the Modern Slavery Act 2015, and other legal obligations.

The objectives and requirements set out in this document and its associated procedures are mandatory and must be observed by anyone who purchases services, supplies or construction works on behalf of King's or who manages such contracts.

### **II. Definitions**

'Service' is the term adopted at King's to describe its commitment to society beyond the traditional university roles of education and research, in the context of London and International.

### **III. Policy**

#### **1. Objectives**

- 1.1. King's has agreed the following social objectives when purchasing goods or services from third party providers.

- Diversity and Inclusion – demonstrable inclusivity and diversity in relation to staff
- Employment: - demonstrable practices and conditions that are beneficial to the welfare and wellbeing of staff
- Food and drink – use of Fairly-traded, local and seasonal products grown or prepared to high levels of environmental stewardship and industry standards wherever possible
- Environmental: the supplier performs the contract in accordance with King's Environmental Sustainability Policy [hyperlink]
- Use of Local businesses and small and medium enterprises where appropriate, especially those in its campus boroughs
- Increase the number of Social Enterprises in its supply chain
- To consider the provisions of the Social Value Act each time it runs a procurement

## **2. Responsibilities**

### **2.1 Procurement**

Procurement supports King's in implementing this Policy and achieving the stated social objectives by:

- Producing guidance and delivering training to King's staff about the application of this Policy to their procurements;
- Monitoring specification drafting to ensure internal business areas consider sustainability objectives and the Social Value Act when drafting their specification of requirements;
- Providing clear guidance to suppliers to help them to understand King's requirements, selection and award process assisting them to offer sustainable solutions;
- Incorporating social, economic and environmental sustainability criteria into scoring mechanisms;
- Encouraging the inclusion of Small and Medium Size Enterprises (SMEs), particularly local businesses, by making procurement processes proportionate and indicating contracts that are particularly suitable for them;
- Identifying contracts that are particularly suitable for Social Enterprises and local businesses at an early stage in the procurement process;
- Ensuring that contract terms and conditions oblige contractors to comply with law and best practice in the field of sustainability including environmental, social and economic;
- Requiring contract managers to monitor and record compliance with sustainability objectives and monitoring and recording compliance as required.

### **2.2 University Staff**

Project Leaders, project managers, budget holders, and contract managers are required to be aware of and comply with this policy, consulting with Procurement as needed prior to approving any contract.

### **2.3 Suppliers and Sub-Contractors**

Suppliers and sub-contractors will be contractually obliged to comply with this policy to the extent set out in their contract.

### **3. Monitoring and Reporting**

The Chief Procurement Officer and the Director of Service Strategy will ensure that monitoring and reporting of the adherence to this policy and the outcomes derived from it take place. This shall include being reported as part of the annual Service Report as well as providing assurances needed to Council with respect to compliance obligations under legislation in place from time to time.

### **4. Review**

This Policy will normally be reviewed every three years.

## Procedures Related to the Policy on Socially Responsible Procurement

### 1. Social Commitments

As noted in the Policy on Socially Responsible Procurement, King's has committed to a number of social objectives that it will seek to achieve when purchasing goods or services from third party providers. These are outlined below with detailed goals and targets provided.

#### 1.1 Diversity and Inclusion

- The supplier is able to demonstrate that it practices inclusivity and encourages diversity in relation to staff performing King's contracts.

#### 1.2 Employment practices:

- The staff concerned with providing the goods and services work in conditions that are beneficial to their welfare and wellbeing;
- Staff working on King's premises are paid the London Living Wage and are not employed on zero hour contracts;
- Strict adherence to health and safety law and best practice for the benefit of their staff and people on King's premises has been demonstrated as being of the utmost importance to the supplier;
- When the contract is of a kind that would be suitable for apprentices or engagement in a training agreement, the Supplier's commitment to workplace training is evident.

#### 1.3 Food and drink<sup>1</sup>

- Local and seasonal produce should be used wherever possible to support the community, food standards and reduce the costs and environmental impact of transportation;
- There is commitment to high welfare meat and dairy products which must be RSPCA assured to combat animal cruelty and environmental damage;
- King's will source from farmers with high levels of environmental stewardship;
- Food and beverages must meet recognised industry standards which ensure high standards of animal welfare and environmental protection (in addition to the safety and hygiene standards King's requires)<sup>2</sup>;
- Only sustainable seafood will be purchased.

#### 1.4 Environmental Sustainability

- The supplier performs the contract in accordance with King's Environmental and Sustainability policies<sup>3</sup> that has the following main aims:
  - Carbon and Energy: Maximise energy efficiency and reduce absolute greenhouse gas emissions (in line with climate science for keeping global temperature increase to a 1.5 °C scenario. Aim to achieve Net Zero Carbon by 2030 commitment);

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<sup>1</sup> See King's Sustainable Food and Fair Trade Policies when procuring catering goods and services

<sup>3</sup> <https://www.kcl.ac.uk/governancezone/Estates/Environment-and-Sustainability-Policy>

- Water: Increase water efficiency across the estate through design and maintenance solutions;
- Waste and Resource Use: Promote responsible consumption, minimise the amount of waste produced and maximise reuse and recycling where generation of waste cannot be prevented;
- Biodiversity: Maintain and enhance the green spaces on King’s campuses to support biodiversity and health and wellbeing;
- Clean Air: Contribute to reducing air pollution and mitigating the impact of poor air quality around King’s campuses;
- Construction and refurbishment: Manage construction, refurbishment and post-completion occupancy of King’s buildings to reduce environmental impact, enhance wellbeing of building users, and minimise operating costs;
- Partnership and community engagement: Collaborate with other internal and external parties to promote knowledge sharing, community engagement, and to accelerate achievement of local, regional, national and global goals;
- Training and Awareness: Raise awareness of sustainability issues and provide opportunities to develop skills and knowledge.

#### 1.5 Use of local businesses and small and medium enterprises

- A proportionate and appropriate process for selecting and evaluating tenders is in place to encourage the participation of SMEs and enable an inclusive and diverse supply chain with a significant proportion of local<sup>4</sup> businesses;
- King’s seeks to be a civic university at the heart of London and makes a particular effort to support businesses located in its campus boroughs of Lambeth, Westminster and Southwark in addition to other London based businesses;
- Ensure fair payment terms flow throughout the supply chain.

#### 1.6 Social Enterprises

- King’s is a member of Social Enterprise UK and suitable opportunities are identified to award contracts to Social Enterprises which reinvest their profits towards social and environmental sustainability objectives in line with its own. King’s shall endeavour to increase the amount of Social Enterprises in its supply chain year on year and in doing so meet its objective to ‘shape and transform the local and international communities in which we serve and also meet the requirements of the Social Value Act’.

#### 1.7 Social Value Act

- King’s considers the provisions of the Social Value Act each time it runs a procurement. This legislation requires a “relevant authority” buying services to consider “(a) how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area, and (b) how, in conducting the process of procurement, it might act with a view to securing that improvement”. King’s in particular shall work with local community organisations in its boroughs, such as King’s Local Partners, to best ensure that whenever possible:

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<sup>4</sup> King’s seeks to be a civic university at the heart of London and makes a particular effort to support London based businesses in addition to those located in its campus boroughs of Lambeth, Westminster and Southwark

- local labour is employed on university contracts and also disadvantaged groups in London including the long term unemployed, the homeless, ex-offenders and ex-service people;
- local businesses form part of the supply chain of any contract award; and
- students benefit from work opportunities from those to whom we award contracts.

## **2. Processes/Detailed Information**

Evaluation templates have been developed by Procurement for low value and medium/high value tender processes and can be found here:

<https://internal.kcl.ac.uk/about/ps/procurement/purchkings/procurement-procedures>

Low value templates are intended to be used by the person leading the tender exercise and are suitable for any low value procurement. Medium to high value evaluation templates will need to be adapted to suit the individual procurement by the procurement adviser leading the exercise. They will consult the following officers to help bespoke the template and also to evaluate the results of the procurement submissions:

Director of Service Strategy and Planning: <https://www.kcl.ac.uk/service/about-service>

Head of Sustainability: <https://internal.kcl.ac.uk/about/ps/estates/Sustainability/index.aspx>

Head of Health and Safety: <https://internal.kcl.ac.uk/about/ps/safety/index.aspx>

King's Food Executive Chef: <https://internal.kcl.ac.uk/about/ps/estates/Kings-Food/Index>

Head of Diversity and Inclusion: <https://www.kcl.ac.uk/hr/diversity/index.aspx>