

Amgueddfa Cymru - National Museum Wales Sustainable Procurement Policy & Action Plan

This document forms a subsidiary policy to *A policy framework for action on sustainable development within Amgueddfa Cymru - National Museum Wales*, as outlined in operational objective 3.2 of that document.

Introduction

Amgueddfa Cymru - National Museum Wales is committed to sustainable procurement. Sustainable procurement is often described as the purchase of goods or services in a way that achieves value for money on a whole life basis. This means that purchases are considered in terms of the associated positive or negative impacts on the community, both local and global, the economy and the environment.

Adopting sustainable procurement gives a clear signal of an organisation's commitment to the sustainable development agenda; to its employees, stakeholders and suppliers. This is affirmed by HM Government and the Welsh Assembly Government's guidance on sustainable purchasing.

Implementation of Sustainable Procurement

Amgueddfa Cymru – National Museum Wales needs to address two main issues in order to make staged progress with the implementation of sustainable procurement:

- The whole life costs and impacts of products and services
- The evaluation of the environmental performance of suppliers and contractors

Whole Life Costs & Impacts of Products & Services

In the early stages of implementation it is unrealistic to assume that all areas of procurement can be addressed. Therefore, priority areas have been identified and will be targeted. These are based on high spend areas, such as

energy; areas where there is currently high negative environmental or social impact and areas that can potentially produce 'quick wins' to ensure that significant progress and profile are developed for the sustainable procurement agenda. The priority areas will be reviewed on an annual basis as part of the standard process of policy review. At the same time guidance notes for those involved in procuring goods and services within the organisation will be promoted. These include:

Objective	Action
Procure products created from sustainable, renewable, and/or recycled resources and those requiring minimal transportation.	Ongoing - % measure to be introduced 08-09.
Promote the purchase of Fair Trade products within the organisation.	Head of Enterprises to create Fair Trade policy statement – end 07.
Encourage the procurement of goods with minimal packaging. If unavoidable, packaging should be made from recycled and/or recyclable materials.	Ongoing - % measure to be introduced 08-09.
Promote the procurement of products which have minimal environmental impact during their use (e.g. durable, energy efficient, reusable, and refillable).	Ongoing - % measure to be introduced 08-09.
Exclude environmentally damaging products where a viable alternative is available.	Ongoing – monitored by Procurement Officer.
Where possible review manufacturing process for minimum embedded energy.	Ongoing – monitored by Procurement Officer.
Develop agreed criteria concerning the acceptable cost of products to the organisation relative to the acceptable levels of sustainable qualities of those same products.	To be agreed and approved by Directorate end '07.

In future revisions of the policy document, based on experience gained, we also aspire to make a clear statement of certain ranges of products that we will and will not buy. We will also continue to develop guidelines to assist staff in making procurement choices, ensuring that judgements are made within the framework of the UK and EU directives on procurement which Amgueddfa Cymru - National Museum Wales is committed to following. These directives are based upon open competition, transparency and value for money and make specific provision for sustainability and environmental considerations to be included in all aspects of procurement.

Evaluating the environmental performance of suppliers and contractors

In supporting sustainable procurement there is an onus on the Museum to question and check the environmental credentials of our suppliers and contractors. Through doing this we will provide a clear message of our support for sustainable procurement. The evaluation process will need to:

Objectives	Actions
Ensure that suppliers and contractors are made aware of the Museum's Sustainable Procurement Policy.	Add appropriate clause to Tender and Contract documents. End '07 – monitored by Head of Admin.
Ensure that suppliers and contractors themselves have compatible policies for managing their environmental impacts.	Ongoing –monitored by Procurement Officer.
Ensure that sustainability criteria are incorporated at the specifications stage of projects and in the award of contracts and are written into all contracts where appropriate.	Ongoing –monitored by Procurement Officer & Project Leaders and reviewed by Directorate as appropriate.

Ensure wherever possible that we work with suppliers and contractors to encourage improvements in their environmental performance.	Ongoing – monitored by Procurement Officer.
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Promotion of the Sustainable Procurement Policy

To ensure that sustainable procurement is successfully integrated into the Museum's procurement process the policy will be promoted by:

Raising awareness in all staff, particularly those involved with the procurement process.	Ongoing – actioned by Procurement Officer
Drawing the Sustainable Procurement Policy to the attention of key suppliers and as widely as is practicable to the potential supply market.	Ongoing – actioned and monitored by Procurement Officer
Encouraging manufacturers, suppliers and contractors, through appropriate specifications, to develop and supply environmentally preferable goods and services.	Ongoing – actioned and championed by Procurement Officer