

HEFCW Environmental and Procurement Improvement Plan



Noddir gan
Lywodraeth Cymru
Sponsored by
Welsh Government

Environmental Impact, Measurements and Potential Improvements Electricity and Water Consumption

Environmental impact	Measurement	Possible improvements	Required actions	Timescale	By whom	Completed
Unnecessary consumption of energy causing carbon emissions and depletion of natural resources.	Monthly recording of energy consumption per floor	Report comparative monthly performance data	Reminders to staff regarding shut down of ICT equipment at the end of the day.	Sept 2015	IJ	YES
		Review and retrain cleaning staff regarding shutdown of printers and copiers.	Ensure cleaning staff are instructed in procedure for turning off printers and photocopiers	Sept 2015	MM	YES
		Ensure environmental factors are fully considered in assessing potential new office accommodation	Consider DEC and BREEAM rating	Ongoing	CEC	<i>In part.</i>

Environmental Impact, Measurements and Potential Improvements Consumption of Finite Resources

Environmental Impact	Measurement	Possible Improvements	Required actions	Timescale	By whom	Completed
Consumption of finite resources through use of IT equipment and paper	Feedback from supplier as to % reuse of surplus IT equipment	Increase reuse of redundant ICT equipment	Use of Supported Business- Waste Savers Recycling for redundant ICT equipment	On-going	IJ/KW	Not applicable: no disposals
	Quantity of data held on the electronic filing system	Continue development of electronic record system	Development of Records Management System	On-going	AH	On-going
	Record volume of paper purchases	Continued emphasis on supply of committee papers electronically. Council committed to consider demonstration of electronic software	DH to arrange software demonstration	2015-16	DH	On-going

Environmental Impact, Measurements and Potential Improvements Business Travel

Environmental impact	Measurement	Possible Improvements	Required actions	Timescale	By whom	Complete
Air pollution Consumption of finite resources.		Use of hire cars that have low CO2 emissions and framework awarded using sustainability as one of its award criteria	Continued use of framework arrangements that have factored sustainability into the procurement exercise	On-going	KW/AH	On-going

Environmental Impact, Measurements and Potential Improvements Waste Minimisation

Environmental impact	Measurement	Possible improvements	Required actions	Timescale	By whom	Completed
Improving Sustainability of Procurement	Number/value of products purchased	Continued use of recycled products wherever possible	Work with the Facilities Officer and Procurement Manager to continue to identify further scope	On-going	KW/AH	On-going
	Use of the Value Wales Consumables agreement - Number/value of products purchased	Continued use of framework arrangements that have sustainability factored in to award decisions Criteria for award – 20% sustainable procurement	Continued work with ICT staff and procurement manager		KW/AH	On-going
	Number of purchasing cards in use and value of transactions	Continued use of Welsh Purchasing Cards	Procurement Manager to work with card holders and card supervisors	On-going	KW	On-going

Environmental Impact	Measurement	Possible improvements	Required actions	Timescale	By whom	Completed
Improving Sustainability of Procurement		Increase use of electronic procurement	Continue the use of xchangewales e-tendering tools – <ul style="list-style-type: none"> • Electronic advertising – via Sell2Wales website • Receipt of quotes electronically • Receipt of tenders electronically via xchangewales • New EU directive 2014 – Compulsory use of e-procurement technology 	On going	KW	Ongoing
	Number of procurement exercises using the SQUID pre-qualification process	Easier for SME's to respond to public sector procurement exercises, less duplication, suppliers able to upload business information to SQUID tool.	SME friendly procurement – use of SQUID pre - qualification process where appropriate.	On going	KW	Ongoing