Sustainable Procurement Group (SPG)

Terms of Reference

(V6 22/03/2019)

Queen Mary University of London (QMUL) has a commitment to incorporating sustainability into its procurement activity. The Sustainable Procurement Group (SPG) is charged with working with QMUL staff and students to promote and encourage environmentally, socially and ethically responsible procurement throughout the University. This involves minimising environmental impact by avoiding purchases where possible and where this is not possible, ensuring that the goods and services are environmentally, socially and ethically responsible, as determined by the SPG.

The SPG reports to the Sustainability Committee via the Chair of the SPG. Administration of the SPG is the responsibility of the Procurement Department (part of the Finance Directorate) to take and distribute minutes and agendas, and to arrange meetings. Meetings take place quarterly at least two weeks before every Sustainability Committee meeting, where convenient.

Objective

The objective of the QMUL Sustainable Procurement Group is to provide leadership, strategy, coordination and guidance to QMUL for integration of sustainability principles and practices within its procurement activities.

The SPG:

a. seeks to build on and expand the scope of ‘ethical’ and ‘sustainable’ procurement to include environmental, economic, and social issues and their risks and benefits;

b. includes a range of considerations of equal or greater importance than profitability and the generation of value for money;

c. includes purchasing that minimises carbon emissions causing climate change, challenging the systems and industries driving it;

d. identifies, prevents and mitigates the risks of human rights abuses in the supply chain, including slavery, forced labour, child labour and human trafficking; and

e. recognises that these considerations are interconnected, and must be approached in their totality, with a sensitivity to that.

Responsibilities of the SPG

The SPG will:

- Report to the QMUL Sustainability Committee on the status of sustainable procurement performance, including its observance of external commitments and obligations.
- Develop and review the QMUL sustainable procurement approach and associated policy ensuring it fits properly with the overarching QMUL sustainability objective. Communicate this to the QMUL Sustainability Committee.
- Develop and measure the progress made by QMUL against the Government Flexible Framework for sustainable procurement.
- Identify and address categories of spend suitable for sustainable initiatives based on strategic importance, value of spend and effort required vs. return.
- Incorporate sustainability practices where proper and practical into QMUL’s activity, oversee progress and expedite where necessary.
- Ensure the necessary sustainable procurement performance data is collated in order that it can be reported appropriately within QMUL and where required, to external agencies.
- Where feasible, work on expanding the environmentally, socially and ethically responsible procurement of products beyond existing categories.

**Membership and Roles**

From 2018/19 the Core Group will be comprised as follows:

<table>
<thead>
<tr>
<th>Role on Group</th>
<th>Name</th>
<th>QMUL Position</th>
<th>Faculty</th>
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<tbody>
<tr>
<td>Chair &amp; Procurement Specialist</td>
<td>Bahar Shahin</td>
<td>Head of Procurement</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Procurement Specialist</td>
<td>Michael Lewis</td>
<td>Category Manager Estates Procurement</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Sustainability Specialist</td>
<td>Richard Frost</td>
<td>Head of Sustainability Estates</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Sustainability Surveyor</td>
<td>Glyn Lee</td>
<td>Sustainability Energy Surveyor</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Sustainability and Energy Projects</td>
<td>Jovontae Catline</td>
<td>Sustainability and Energy Project Assistant</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Sustainability Support</td>
<td>Jamal Mohammed</td>
<td>Support Officer Sustainability, Property and Space Management</td>
<td>Professional Services</td>
</tr>
</tbody>
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The SPG will co-opt other colleagues from QMUL as required by particular sustainability initiatives and prioritisations, which may include, but is not limited to, representatives from a variety of faculties, campuses, student associations and unions, the Health and Safety Directorate and the Estates Directorate.

Further to the evaluation outcome using the DEFRA Prioritisation Tool in December 2018, the SPG has taken a decision to focus on the top 5 product categories with high sustainability impact. These are:

1. Construction and Buildings
2. Food and Catering
3. Uniforms, Workwear and Textiles
4. Cleaning Supplies and Services
5. IT Hardware and Equipment
Responsibilities of Members

Members of the Group will:

- Regularly attend meetings of the SPG.
- Keep the functional areas of QMUL they represent informed about the outcomes of the SPG discussions.
- Actively lead, support and promote sustainable procurement initiatives, sustainability related developments and actions through their networks within and outside QMUL, as appropriate.
- Ensure the effective implementation of sustainable procurement policies, strategies and practices across QMUL.

Further information

For further information email the SPG at finance-procurement@qmul.ac.uk