



Responsible Procurement Joint Group Terms of Reference

The LUPC and SUPC Responsible Procurement Group (RPG) exists to address the issues surrounding Responsible Procurement within its members and to move the agenda forward. Topics covered include, but will not be limited to, modern slavery, workers' rights, climate change, circular economy, equality, diversity and inclusion and sustainable and ethical procurement, with an aim to increase awareness, improve working practices and encourage collaboration between members and suppliers.

1. Purpose of the group

- a. Provide a network for members to learn and share knowledge with the goal of spreading shared value and understanding of responsible procurement
- b. Provide advice to LUPC and SUPC Members on responsible procurement issues when appropriate
- c. Identify, share and promote successful and relevant case studies
- d. Oversee LUPC's and SUPC's progress with its responsible procurement programme, ensuring that it has vigour and broadly reflects the values their membership
- e. Develop and maintain close working links with EAUC and other national environmental and sustainable initiatives
- f. Ensure that responsible procurement issues are considered in all tendering exercises that LUPC and SUPC are conducting or supporting.

2. Membership

The Responsible Procurement Group is open to the following representatives:

- a. Sustainability managers
- b. Procurement professionals
- c. Students drawn from LUPC and SUPC's membership
- d. Academics who wish to share their expertise and help develop the group's purpose
- e. Representatives of NUS, People & Planet and other relevant groups as may be decided by the group from time to time

2.1 The RPG will appoint two Chairpersons, one from LUPC members and one from SUPC members.

2.2 The roles of chair will be for a maximum of three years.

2.3 Non-members will be invited to attend meetings to contribute as appropriate

3. Accountability

- 3.1 The RPG will report to LUPC and SUPC Boards and they shall have the power to dissolve the group forthwith.

4. Working methods

- 4.1 RPG's role shall generally be to recommend, endorse and oversee work carried out or co-ordinated by LUPC and SUPC.
- 4.2 RPG Members are not expected to undertake significant work themselves.
- 4.3 RPG may convene sub-groups for certain, specific purposes.
- 4.4 Academics will advise LUPC and SUPC on the latest developments within responsible procurement, on the direction our responsible procurement work should go and the impact of our current work.
- 4.5 RPG will meet three times a year. LUPC and SUPC will host an annual responsible procurement event at the end of the year.
- 4.6 LUPC and SUPC will alternate hosting the meetings, this will include organising and taking meeting minutes
- 4.7 The Chairs will approve the agenda for each meeting. RPG members may propose agenda items for meetings. Meeting papers will be circulated by email at least one week prior to the date of the meeting.
- 4.8 Each meeting will have a presentation by one of its members, which will be recorded and available on LUPC and SUPC websites. The meetings and discussions will not be recorded.
- 4.9 Non-members may be invited to RPAG meetings from time to time at the approval of the Chair for specific agenda items.

5. Review

The work of the Responsible Procurement Group and these Terms of Reference shall be reviewed at least every two years to ensure ongoing relevance and effectiveness.

Review interval	Next review due by	Next review starts
2 year	November 2022	September 2021

Version history

Version	Date	Reviewed by	Approved by
1.1	December 2020	LUPC and SUPC	LUPC and SUPC