

London Universities Purchasing Consortium

Responsible Procurement Advisory Group

Terms of Reference

1. Definition

1.1 Responsible Procurement:

- 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;
- 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 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.

2. Purpose

2.1 The purpose of the LUPC Responsible Procurement Advisory Group (RPAG) is to:

- a. Formulate and recommend the Responsible Procurement Policy and Strategy for endorsement by LUPC's Executive Committee and onward for approval by the LUPC Board;
- b. Recommend projects and actions by LUPC to deliver the strategy in support of the policy;
- c. Oversee LUPC's progress with its Responsible Procurement programme, ensuring that it has vigour and broadly reflects the values of LUPC's membership;
- d. Provide advice to LUPC Members on Responsible Procurement issues when appropriate.
- e. Provide a network for members to learn and share knowledge and advice with the goal of spreading shared value and understanding of responsible procurement.

2.2 Items a, b and c are discussed in a single meeting at the end of each year.

2.3 RPAG was established following a fringe meeting at the LUPC/SUPC Conference on 15 June 2016.

3. Membership

3.1 RPAG membership is open to the following representatives:

- a. Sustainability managers

- b. Procurement professionals
- c. Students drawn from LUPC'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 RPAG from time to time

3.2 RPAG will appoint a Chairman and may appoint a Vice-Chair if it feels necessary.

3.3 RPAG membership will consist of no more than 30 members, not including LUPC staff.

3.4 The roles of chair and vice-chair will be for a maximum of three years.

3.5 Meetings shall be quorate when at least the chair or a member delegated by the chair, one LUPC staff member and three other members.

4. Accountability

4.1 RPAG shall be accountable to LUPC Executive Committee. The LUPC Board shall have the power to dissolve RPAG forthwith.

5. Working methods

5.1 RPAG's role shall generally be to recommend, endorse and oversee work carried out or co-ordinated by LUPC.

5.2 RPAG Members are not expected to undertake significant work themselves.

5.3 RPAG may convene sub-groups for certain, specific purposes.

5.4 Academics will advise LUPC on the latest developments within responsible procurement, on the direction our responsible procurement work should go and the impact of our current work.

5.5 RPAG will meet four times annually, usually in central London. RPAG may decide to terminate the membership of any member who attends fewer than two meetings in each calendar year.

5.6 LUPC staff will act as secretariat to RPAG and will generally organise and minute meetings.

5.7 The Chair will approve the agenda for each meeting. RPAG 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.

5.8 Non-members may be invited to RPAG meetings from time to time at the approval of the Chair for specific agenda items.

6. Review

The work of RPAG and these Terms of Reference shall be reviewed at least once annually to ensure ongoing relevance and effectiveness.

Review interval	Next review due by	Next review start
1 year	September 2021	June 2021

Version history

Version	Date	Reviewed by	Approved by
1.1	March 2017	RPAG	LUPC Board
1.2	October 2019	RPAG	LUPC Board and RPAG
1.3	September 2020	RPAG	LUPC Board and RPAG