

## London Universities Purchasing Consortium

# Responsible Procurement Policy

Version 2.0  
September 2020

### 1. Introduction

LUPC is a not-for-profit professional buying organisation owned by our members, for our members. Established in 1968, our sole aim is to secure best possible value for our members in the procurement of goods and services, without causing harm to others. LUPC's membership is made up of universities and colleges of higher and further education, as well as other not-for-profit organisations in the education, arts, science, charity, and wider public sectors.

### 2. What is Responsible Procurement?

Responsible procurement is the process to ensure that environmental, social and economic impacts are taken into account in every step of the procurement cycle.

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;
- e. identifies ways to create positive impact with regards to the economic, social and environmental wellbeing, including equality and diversity in the public contracts we provide; and
- f. recognises that these considerations are interconnected, and must be approached in their totality, with a sensitivity to that.

### 3. Vision

One of the five key objectives in LUPC's corporate [strategy for 2018-2021](#), Adding Value Through Responsible Procurement, is "Enhancing LUPC's position as a leader in Responsible Procurement."

LUPC is widely seen as a leader and innovator in the area of Responsible Procurement. We are conscious of the need for a single national approach to supplier due diligence assessment and have partnered with APUC to develop and deliver this through Sustain.

#### **4. LUPC's Responsible Procurement Policy**

- a. LUPC is committed to Responsible Procurement, as it is defined in this Policy, and aims to become a leader in Responsible Procurement, in line with our corporate strategy;
- b. LUPC is committed to meeting the requirements of the [UN Guiding Principles on Business and Human Rights](#), the [UNICEF Children's Rights and Business Principles](#), [Ethical Trading Initiative Base Code](#), [International Labour Organisation](#), the [UN Sustainable Development Goals](#), the [Social Value Act 2012](#), [The Equality Act 2010](#), and [Modern Slavery Act 2015](#) within its sphere of operations; UK Equality Act
- c. LUPC is committed to consider and, wherever appropriate, specified products compliance with [Government Buying Standards](#).
- d. LUPC embeds Responsible Procurement practice into every step of its procurement process in accordance with the Sourcing Procedures, Supplier and Contract Management Procedures and with suppliers that commit to compliance with the [Sustain Supply Chain Code of Conduct](#).
- e. LUPC demonstrates its values as a Responsible Procurement organisation by engaging in a planned programme of Responsible Procurement activity, as set out in [LUPC's strategy 2018-2021](#)
- f. LUPC will inspire others in the sector and beyond to practice Responsible Procurement and to work collaboratively and share knowledge with Members, suppliers and other purchasing consortia in the pursuit of its Responsible Procurement goals;
- g. The 'golden thread' of Responsible Procurement can be followed from LUPC's corporate strategy, through this Policy and LUPC's Responsible Procurement Strategy to its embodiment in its procurement activities and individual staff objectives; and
- h. This Policy is at the heart of all of LUPC's procurement activity and is applied in a fair, open and transparent manner such that its Members, suppliers, staff, students, customers and workers in LUPC's global supply chains all benefit from the impact of this Policy.

#### **5. Governance**

LUPC's Responsible Procurement Policy has been approved by LUPC's Responsible Procurement Advisory Group, endorsed by the LUPC Executive Committee and approved by the LUPC Board.

The Advisory Group will oversee the development, implementation enactment and improvement of this Policy, as set out in its [Terms of Reference](#).

LUPC will be independently audited under the international standard ISO 20400:2017 every two years. This international standard determines the framework and approach to the procurement of goods and services that contribute to sustainable development, considering impacts to the environment, society, ethics and economics.

#### **6. Implementation and Communication**

LUPC's Responsible Procurement Lead is responsible for implementing this Policy, which will be embedded in everything LUPC does and will form a vital part of LUPC's culture and ethos. All LUPC staff will be given awareness and regular refresher training on the Policy and its requirements. All new staff members will be trained as part of LUPC's staff induction process.

LUPC is keen to communicate and promote this Policy in order to convey the importance of these values to Members, staff, suppliers and other stakeholders, including finance directors, HEPA and NUS. The Policy will be posted on LUPC's website in a prominent place.

#### **7. Frequency of Review**

This Policy will be reviewed biannually and appropriate material changes will be discussed with the Advisory Group and then submitted to LUPC's Executive Committee and Board for approval.

**Neil Greenwood**  
Chair, LUPC