Please ensure you have read the Guidance Note associated with these documents before continuing

Sustainability Impact Analysis (SIA)

Step 1: Describe the product, service or project you are procuring

(Remember the more specific this is the easier it is to do an impact analysis)

Product/Service Description:

Outsource Catering Services

NOTE:

- *Consider the actual requirement and whether there may be alternative options: (Shared resource from other department(s) / or Hire / or buy back schemes/ or repair and/or refurb existing equipment)*
- *What is procurement of these goods, works or service aiming to achieve?*
  - ✓ *What positive outcomes is the organization aiming to achieve? (e.g. can positive social outcomes be achieved through this process (e.g. research related benefits to society / student / university)*
  - ✓ *How can we best eliminate / reduce any negative impacts associated with this procurement.*
- *How can this procurement aim to incorporate the 8 key priority impact areas identified below?*

Procurement Excellence – How we deliver sustainability in procurement?

In the University's Procurement Excellence Strategy, we have committed to procure goods, services and works responsibly in a way that enhances the regional vitality of our environment, economy and society in line with our Five and Fifty Strategic Plan.

To support the delivery of this objective we have developed and are utilising a Sustainability Impact Analysis process which will help the procurement team and staff across the university embed sustainability into the procurement process.

We have identified eight (8) key strategic environmental and civic priorities which aim to have a positive impact upon the procurement process.

1. Use of/increase Student Work Placement/Apprenticeships Opportunities	Civic (Social) Example: Can the suppliers you work with take on a student placement or can you encourage apprenticeships?
2. Health and Wellbeing	Civic (Social) Example: Can we ensure that the working conditions and human rights of the staff in the supply chain are being protected. This will include complying with the Modern Slavery Act.
3. Collaboration with internal and external stakeholders	Economic Example: Can we utilise any existing procurement frameworks, buy with another department or local stakeholders to get some collective savings.
4. Student/Community Sponsorship	Economic Can we identify opportunities for suppliers to support student bursaries, local events and community initiatives?
5. Natural resource use	Environmental Example: Can we reduce the use of raw materials, such as minerals and timber by demonstrating how the supplier currently deals with this or by specifying products which consider raw material usage in their production and manufacture?
6. Improvements in disposal of packaging and equipment waste	Environmental Example: Can we utilise take back schemes, reusable packaging or reduced packaging.
7. Consolidation of delivery of goods/services and reduction of transaction costs	Environmental Example: Can we work with suppliers to encourage bulk deliveries, reduce delivery frequency and move to electronic invoicing.
8. Support the university carbon management	Environmental Example: Can we buy more energy and efficient equipment and appliances, maybe utilise a whole Life cost approach?

Step 2: Undertake the sustainability impact analysis

During this step we are going to systematically identify as many as we can of the Environmental, Social and Economic impacts associated with the subject matter of the contract, both positive and negative (as described in Step 1).

	Positive Impacts	**Negative Impacts**
Environmental	There are very few environmental impacts that are truly positive, rather than leave an empty box this is a reminder that opportunities are identified in the next step.	• Company/Office resource use • Energy use of cooking and food storage (e.g. refrigeration) equipment (carbon impact) • Food products may be delivered in excessive packaging • Use of water (natural resource) • Vehicle fuel & emissions (carbon impact) – frequent deliveries of food products (may include an international supply chain) • Pollution & discharges/methane • Loss of habitat/impact on landscape/soil erosion • Food waste • Welfare/treatment of livestock • Farming impacts – use of fertilizers / chemicals on land / impact on landscape & natural habitats / soil erosion / welfare of livestock • Use of fertilisers/chemicals on land • Disposal of packaging from food products e.g. bottles – landfill impact
Social	• Opportunities to promote Fairtrade products • Catering staff - local employment / living wage • Apprenticeship opportunities • Consolidated deliveries (or shared contracts) to reduce congestion & noise • Opportunities to promote healthy alternatives	• Working conditions of catering staff (health & safety / long hours / unsocial hours / low pay) • Health & safety risks • International supply chains in respect of food products (potential for issues such as child labour / poor pay & working conditions / health and safety breaches / poor livestock conditions) • Frequency & timing of deliveries – congestion & noise impacting residents • Noise pollution from production • Reputational risk associated with food provenance (horse meat) • Health impacts of convenience foods (i.e. high sugar / fat content)
Economic	• Energy efficient food preparation & storage equipment (e.g. Energy Star) – reduce energy bills • Rationalise suppliers & deliveries • Reduce waste through effective inventory management / redistribute over-orders of food products internally • Local supply base – benefits local economy (support for farming industry) & job market	• Cost of product • High cost of product storage • High transport costs • Sustainable food products may be more expensive • High wastage due to short shelf-life • Cost of energy used by food preparation and storage equipment • Potential duplication of purchases across multiple sites - disconnected orders / multiple delivery charges

		• Poor inventory management may result in over-ordering of food products / leftover stock / high storage costs • High wastage of food products • Sustainable food products may be more expensive

Step 3: Identifying Opportunities/Solutions

When you have completed the Sustainability Impact Analysis (SIA) and considered the 8 Priority Impact Areas, you are now in a position to identify *tangible* opportunities/solutions that can be built into the procurement process. The following questions need to be asked: -

- How can we *reduce* any negative impacts?
- How can we *maximise* any positive impacts?
- Where can we take any opportunities to turn *negatives into positives*?

Moreover, when identifying opportunities, think about where in the procurement process it would be best to integrate the potential opportunities/solutions, for example:

- Opportunity 1 (Include in **Specification/ Selection/Award Evaluation Criteria)**
- Opportunity 2 (Include as a **Contract Management/KPI**)
- Opportunity 3 (Include contract specific **Contract Terms and Conditions).**

Impact	Opportunity/Solution
Environmental • Specification/Evaluation Criteria • Contract Management/KPI • Terms and Conditions	• Sustainable food sources e.g. Fairtrade, Red Tractor, MSC, IUCN, Red List Fish etc. (**Specification**) • Seasonal Food (**Contract Management/KPI**) • Locally sourced food (**Specification/Evaluation Criteria**) • Energy efficient food preparation & storage equipment (e.g. Energy Star) (**Specification/Evaluation Criteria**) • Recycling packaging from food products (**Contract Management/KPI)** • Minimising packaging of food products & using recyclable packaging (**Specification/Evaluation Criteria**) • Composting food waste (**Specification/Evaluation Criteria**) • Food waste to generate renewable energy (**Contract Management/KPI)** • Consolidated deliveries (or shared contracts) to reduce vehicle fuel & emissions (**Specification/Evaluation Criteria**) • Reduce waste through effective inventory management (**Contract Management/KPI** • Low CO^2 delivery vehicles (**Specification/Evaluation Criteria**)
Social • Specification/Evaluation Criteria • Contract Management/KPI • Terms and Conditions	• Apprenticeship/Long terms unemployed opportunities (**Terms and Conditions e.g. "Buy Social"**) • Educate suppliers on modern slavery issues & workforce management (**Contract Management/KPI)**
Economic • Specification/Evaluation Criteria • Contract Management/KPI • Terms and Conditions	• Locally sourced food (**Specification/Evaluation Criteria**) • Energy efficient food preparation & storage equipment e.g. Energy Star (**Specification/Evaluation Criteria**)