

Lancaster Green Spaces - Environmental & Procurement Policy v.1

Key details

- Policy prepared by: Simon Gershon, Trustee
- Approved by trustees on: 22/11/2018
- Policy operational on: 1/12/2018
- Next review date: 1/12/2020

Environmental Policy Statement

Lancaster Green Spaces' (The Charity's) Object is ***"The preservation, enhancement and maintenance of public areas and amenities in the City of Lancaster [i.e. Lancaster District] for the benefit of the public"***.

We will therefore seek to promote our own and other's actions that contribute to our Object. We will not promote activities that have a significant detrimental effect on our Object.

We will:

- Promote our Object
- Incorporate environmental good practice into all our other policies
- Comply with all relevant environmental legislation & regulations
- Continuously improve our environmental performance
- Deliver best practice in the use of natural resources
- Communicate this policy to all employees, volunteers, trustees and supporters

The Charity trustees expect all staff, volunteers and supporters to assist the Charity to achieve these aims through the following actions:

- 1. Promote our Object:** e.g. through our projects, events, website, displays, information and publicity campaigns.
- 2. Incorporate environmental good practice into all our other policies**
 - by referencing this policy in any revision to other policies
- 3. Comply with all relevant environmental legislation & regulations and make sure all Staff and trustees are aware of these.**
 - by keeping abreast of all significant developments in legislation
- 4. Continuously improve our environmental performance:**
 - by monitoring our use of energy and other natural resources
 - By maintaining an awareness of best practice
 - By implementing improvement measures where practical and cost-effective
- 5. Deliver best practice in the use of natural resources wherever practicable by:**
 - 1. Purchasing environmentally sound products and services e.g.** local, fairly traded, recycled, made from sustainable materials or equivalent, not containing hazardous chemicals and with a low carbon footprint.

2. **Minimising waste:** e.g. printing double sided, minimise paper use
3. **Minimising pollution** e.g. by using energy-efficient appliances
4. **Minimising our use of energy** e.g. by turning off computers, printers, lights etc. when not in use
5. **Maximising recycling** e.g. by composting biodegradable waste
6. **Maximising the proportion of energy used from renewable sources**
7. **Minimising our use of supplied water**
8. **Encouraging the use of sustainable transport for travel to and within work** e.g. walking, cycling or public transport.
9. **Protecting and enhancing biodiversity** e.g. by managing land to encourage beneficial wildlife

6. Communicate this policy to all employees, volunteers, Trustees and supporters

- NLCLT is concerned with promoting environmental benefits in the wider context of the human-made as well as the natural environment. We will show how a win-win outcome is possible for both people and wider nature.

Procurement policy

The Charity will consider the following environmental and other ethical implications when procuring goods and services:

1. Environmental considerations

1.1. Definition of Needs

- Do we really need it at all?
- Can we refurbish existing equipment?
- Can a suitable product be borrowed or hired instead?

1.2. Specification of goods purchased

We will consider:

1.2.1 Maximising the use of recycled, recyclable or sustainably sourced materials. We will particularly consider the environmental and carbon implications of our use of:

Timber and wood: The use of reclaimed or recycled timber and wood products will be preferred to new material, when technically appropriate and which meets Forest Stewardship Council (FSC) standards. FSC is an international network to promote responsible management of the world's forests and is easily the most recognised ethical & environmental standard for paper/ wood products. It is already widely used for furniture, etc., and it is now being used by board mills as a standard for packaging such as cartons and paper bags. FSC and UK Woodland Assurance Standard (UKWAS) certified woods are sources of FSC produce.

- New timber and wood products supplied from rare and declining tree species or from threatened habitats will not be used. Illegally logged products will not be used.
- New timber and wood products must be capable of being re-used and/or recycled.
- Locally grown and converted / manufactured FSC certified timber and wood products will be preferred to those from more distant sources.
- Imported timber and wood products will only be used when there is no viable UK grown and converted / manufactured alternative.

PVC: There are many environmental concerns regarding the use of PVC (polyvinyl chloride). The manufacture and disposal of PVC can involve emission of environmentally damaging chemicals.

Sourcing alternative materials should be possible in virtually all instances, so suppliers will have little difficulty in complying on this policy. PET, Polypropylene and Polystyrene can be used in place of PVC for injection moulded and thermoformed containers, trays, lids and inserts. There may also be alternative degradable/ biodegradable materials, so all options should be fully investigated. Other retailers also prohibit the use of PVC packaging, so suppliers and packaging companies will be familiar with this issue

Peat Free: The large-scale removal of peat from bogs in Britain and Ireland is destroying one of our most precious wildlife habitats. It takes centuries for a peat bog to form, with its special wildlife - modern machinery destroys it in days. All plants and gardening kits that include a growing medium will be peat free. .

1.2.2 Other environmental and carbon implications

- Durability, upgradeable, repairable.
- Minimal packaging.
- Reusable
- Recyclable design
- Energy use, running costs and lifetime environmental impacts
- Transport and mileage
- Eco-label or equivalent.
- End of life disposal. Ensure compliance with WEEE Directives.

- 2. Supplier selection and contract specification

We will identify and include suppliers with high standards in Environmental practices and track record, e.g, larger suppliers certified to ISO 14001.

- Include environmental criteria when appraising suppliers.
- Include this policy when inviting tender
- State environmental evaluation criteria.
- State evidence to be submitted.

2.2 Employment practices of suppliers, and ethical trading

Suppliers must agree to the labour standards based on the Ethical Trade Initiative base code which require:

1. Employment is freely chosen:
2. Freedom of association and the right to collective bargaining are respected:
3. Working conditions are safe and hygienic:
4. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
5. Child Labour shall not be used:
6. Young persons under 18 shall not be employed at night or in hazardous conditions:
7. Living wages are paid:
8. Working hours are not excessive:
9. No discrimination is practised:
10. Regular employment is provided. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment

2.3 Benefiting the local economy

Local suppliers that employ local people and buy from other local companies, will be viewed positively.

3. Evaluation and Decision Making

- The Charity will require at least two quotes or estimates for purchases over £2,000 in value
- The Charity will ask for competitive tenders from at least three suppliers, for any contract over £10,000 in value.
- We will develop and use an appropriate methodology for evaluating procurement options, and deciding between them.