**Climate Emergency Contract Management Checklist**

On 21 March 2019 councillors at Suffolk County Council voted to [declare a climate emergency](https://www.suffolk.gov.uk/planning-waste-and-environment/initiatives/pledge-to-climate-emergency-declaration/), and in July 2020 Cabinet agreed a set of recommended actions arising from the work of a [Policy Development Panel](https://committeeminutes.suffolk.gov.uk/DocSetPage.aspx?MeetingTitle=(14-07-2020),%20The%20Cabinet). Suffolk County Council aims to achieve net zero emissions by 2030. Through practical action it aims to save money, generate income and reduce carbon emissions to net zero for its own operations and services. We want to ensure the environmental impact of the Council’s procurement of goods, services and works is minimised in line with our response to the climate emergency.

We will also include [Social Value](https://www.suffolk.gov.uk/business/tenders-and-supplying-us/social-value/) environmental benefits in the evaluation criteria of our tenders and quotations. This guidance is for contract managers to use when meeting the [Contract Management Minimum Standards](https://suffolknet.sharepoint.com/sites/myscc/Buy/Documents/Contract%20Management%20Minimum%20Standards%20The%20Basic%20Ask.pdf) proportionate to the environmental risk of the contract and the [Contract Risk Assessment](https://suffolknet.sharepoint.com/sites/myscc/Buy/Pages/Risk-Assessment-Forms-and-Procedures.aspx).

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| **Contract Manager Actions** | **Guidance** | **Your Notes** |
| **Know the climate / environment impact of the contracts for goods, services and/or works that you contract** | | |
| **Have you considered what the biggest environmental impacts are for your contract?**   * How can the biggest impacts be mitigated? * Can you support the reduction of the environmental impact whilst still achieving the contract outcome? * If not what needs to change and how can you work to achieving this? * What’s the cost of the mitigation? | You do not need to know the full impacts of the contract to be able to anticipate what are likely to be the most significant.  Common environmental impacts include   * travel * energy use from buildings/ machinery * water usage * waste * biodiversity loss   The [Environment Strategy Team](mailto:creatinggreenestcounty@suffolk.gov.uk?subject=Contract%20Manager%20Environmental%20Query) can advise you.  Your [Procurement Relationship Manager](https://suffolknet.sharepoint.com/sites/myscc/Buy/Pages/CommissioningNewProcurementRelatedWork.aspx) will be able to advise you. |  |
| **What’s good practice in the market?**   * As markets respond to the Climate Emergency, climate mitigations will become industry practice. Know what’s now standard practice and what is good practice * What future technologies will reduce the impact? | * Talk to your supplier and other suppliers in the market * Check the supplier’s website * Look at guidance from the market’s trade associations * Talk to your peers in other organisations   Your [Procurement Relationship Manager](https://suffolknet.sharepoint.com/sites/myscc/Buy/Pages/CommissioningNewProcurementRelatedWork.aspx) and the [Environment Strategy Team](mailto:creatinggreenestcounty@suffolk.gov.uk?subject=Contract%20Manager%20Environmental%20Query) are also available to advise you. |  |
| **Work with your contractors to reduce the negative climate / environmental impact of your contracts** | |  |
| **What was their Social Value Environmental Offer in their tender/quotation?** | Is the delivery of their offer reported on/ contract managed?  Is their offer detailed in a Social Value Schedule in their Contract? If not check their bid response. If you don’t have a copy and it’s above Threshold ask your [Procurement Relationship Manager](https://suffolknet.sharepoint.com/sites/myscc/Buy/Pages/CommissioningNewProcurementRelatedWork.aspx) for a copy. |  |
| **Is the environmental impact a regular agenda item for contract review meetings?** | Include as a standing agenda item for contract review meetings, recording actions and contract manage that these are achieved.  Use this as an opportunity to monitor the delivery of their Social Value Environmental Offer, and to consider new opportunities that have arisen within the contract. |  |
| **Does your Contractor have an Environmental Policy?**   * Have they evidenced that the Policy is being used and that Climate Change is a priority in the organisation? | Is there a policy?  Is the policy embedding a culture of reducing negative environmental impacts with the organisation?  Is Climate Change a priority in the delivery of the contract? |  |
| **Do they have a clear action plan to deliver the policy?** | Do they have a clear action plan outlining the work to be undertaken focusing on the biggest impacts, with key targets and timelines to the actions to be undertaken?  *for example* [*if they use travel*](http://www.greensuffolk.org/travel/)*, how are they reducing their mileage. For the miles that they are not able to reduce, are they travelling in more environmentally friendly ways?*  *if they use a building/s ensure that they have undertaken Environmental building survey/s and mitigated the negative environmental impact*  Is progress on the action plan reported on a regular basis at a senior level? |  |
| **Are they working towards being Carbon Net Zero?** | If not, are they going to consider this in the future?  If yes, what target date are they working to?  On their journey to be Carbon Net Zero are they working through their actions for their target date to be realistic? |  |
| **Do they know the impact of this contract on the environment?\***  \*Note proportionate to the value of the contract | Has your contractor calculated the impact of this contract?  If not how can you support them to achieve this?  Do they have a clear action plan outlining the work to be undertaken to mitigate the risks of your contract focusing on the biggest impacts, with key targets and timelines to the actions to be undertaken? |  |
| **Do they work with their supply chain to know the environmental impact of the goods/services they purchase?** | Do they know which parts of their supply chain have the highest impacts?  Do they have a sustainable procurement policy?  Do they mitigate/reduce the negative impact? Where the negative impact is not able to be reduced, do they offset the impact? |  |
| **Have they mapped their environmental offer to TOMS?\*** (measurement tool)  \*Note we are currently developing Suffolk TOMS, please see the [Social Value webpage](https://www.suffolk.gov.uk/business/tenders-and-supplying-us/social-value/) for further information. | If you work with your contractor to map their Social Value offer to the TOMS measures you will have a measurement tool to both use and it will help your contractor articulate their offer when they next bid with the public sector.  For further information regarding using the TOMS measurement tool speak to your [Procurement Relationship Manager](https://suffolknet.sharepoint.com/sites/myscc/Buy/Pages/CommissioningNewProcurementRelatedWork.aspx). |  |