



# Policy for The Mayor's Green Procurement Code

Issue date: July 2006

Effective: July 2006

---

## Index

1.0	Policy Statement.....	2
2.0	Organisational Scope and Compliance .....	3
3.0	Policy Purpose.....	4
4.0	The Mayor's Green Procurement Code .....	5
5.0	Guiding Principles.....	6
6.0	Reduce, Reuse, Recycle .....	7
7.0	Buy Recycled.....	8
8.0	"Green" the Supply Chain .....	9
9.0	Deliver "Green" Benefits Within Best Value .....	10
10.0	Monitoring and Reporting Progress .....	11
11.0	Related Policies and Documentation .....	12
12.0	Approval and Amendments .....	13
13.0	Policy Owner and Contact Details .....	14

## **1.0 Policy Statement**

- 1.1 **Transport for London (TfL)** will proactively conduct its procurement process in line with the [Mayor's Green Procurement Code](#). Within its obligations as a Best Value Authority, and in compliance with EU and UK legislation, **TfL** will adopt the principles of 'Reduce, Reuse, Recycle' and 'Buy Recycled', **TfL** is committed to applying these principles in procurement of Goods, Works and Services, where the required criteria for performance and cost effectiveness can be met. **TfL** will actively promote Green Procurement throughout its supply chain.

## 2.0 Organisational Scope and Compliance

- 2.1 The terms highlighted in **bold** shall have the same meaning as in the [TfL Group Procurement Policy](#).
- 2.2 This Policy applies to all **Employees** agents and consultants working for **TfL**.
- 2.3 Only **Employees** with delegated **Procurement** authority, or delegated contract authority in the case of Public Private Partnerships (PPPs), are allowed to commit expenditure to third parties. Any other **Employee** must not conduct any **Procurement Activities** unless specifically instructed. In particular, but not exclusively, **Employees** who are engaged in **Procurement Activities** are required to familiarise themselves with the content of this Policy and the other related documents, (such as [The TfL Procurement Policy](#), [The Procurement Procedures](#) and Instructions) and comply with it.
- 2.4 **TfL** requires that agencies and consultancies make their **Employees** aware of this Policy and ensure that their employees observe it when engaged in **TfL** contracts. It is essential that relevant **Employees** ensure that agencies and consultancies are made aware of this requirement.

### 3.0 Policy Purpose

The Policy is designed to:

- 3.1 Establish a common understanding of The Mayor's Green Procurement Code within **TfL**, where this is defined as 'the Procurement of Goods, Works and Services made from or utilising recycled or part recycled materials, and adopt the hierarchy of preference, Reduce, Reuse and Recycle in the supply chain'. (For further information on, Reduce, Reuse, Recycle and Buy recycled, please see [TfL Green Procurement Definitions](#).)
- 3.2 Meet and where possible, exceed commitments made in support of the [Mayor's Green Procurement Code](#) and meet objectives set out in the [Mayor's Transport Strategy](#).
- 3.3 Ensure the principles of this Policy, are considered and appropriately applied throughout **TfL's Procurement Activities**, and the activities of its **Suppliers**.
- 3.4 Reduce consumption of resources by recognising where such resources are consumed and take into account whole life-cycle cost, in the procurement of Goods, Works and Services.
- 3.5 Increase recycling of waste materials, the utilisation of waste materials in the manufacture of new products, and the ongoing purchase of these products to support each stage of the recycling process.

## 4.0 The Mayor's Green Procurement Code

- 4.1 In 2001, TfL committed to support the [Mayor's Green Procurement Code](#), which is being delivered on behalf of the Mayor by London Remade. The code is focused on stimulating demand for recycled products. The aim of the code is to help organisations identify opportunities to minimise and recycle waste, and buy products manufactured from recycled material.
- 4.2 The code sets out four levels of commitment that an organisation can make, and these, including TfL's level of commitment are summarised in the table below. TfL Has recently signed to the highest level of the code.

Level of Commitment	Minimum Code Requirements	TfL Commitment
A1	Contribute to general discussions about recycling	✓
A2	Have specific one to one discussions about experiences and opportunities for specifying and buying recycled products	✓
B1	Provide baseline data about recycled purchases and specifications	✓
B2	Commit to measurable targets for specifying and buying recycled products	✓

## 5.0 Guiding Principles

**TfL's** Policy for the Mayor's Green Procurement Code will be guided by four principles:

### 5.1 **Reduce, Reuse, Recycle**

Reduce resource consumption by considering whole life-cycle costs of products. Minimise waste and implement the hierarchy of preference to Reduce, Reuse and Recycle resources throughout **Procurement Activity**.

### 5.2 **Buy Recycled**

Buy recycled or part-recycled products, to reduce consumption of resources, and stimulate demand for recycled products, promoting the collection and reprocessing of waste, diverting it away from landfill.

### 5.3 **Green the Supply Chain**

Maximise benefits by encouraging our **Suppliers** to adopt the principles of **TfL's** Policy for the Mayor's Green Procurement Code in their supply chains and endeavour to undertake **Procurement Activities** with **Suppliers** who share our values.

### 5.4 **Deliver Green Benefits within Best Value**

Undertake all **Procurement Activity** in accordance with all applicable law including European Union (EU) law, and **TfL's** obligations as a Best Value Authority.

The detail on each of these guiding principles is outlined in the following sections.

## 6.0 Reduce, Reuse, Recycle

TfL will:

### 6.1 Reduce

Reduce the consumption of resources resulting from **Procurement Activities** and work to eradicate all unnecessary **Procurement** of products, consumables and services that result in the generation of waste or consumption of resources.

### 6.2 Reuse

Reuse products or materials in preference to sourcing new ones. Reuse wherever possible, provided the product or material is still fit for the purpose it was designed to perform, and ensuring there is no conflict with Health and Safety or other **TfL** Policies.

### 6.3 Recycle

Recycle products and materials regarded as waste. Implement opportunities for these products to be collected, re-processed and used as 'raw' materials in new products. Where possible, avoid products and materials being disposed in landfill sites.

### 6.4 Consider the whole life-cycle costs in **Procurement** of Goods, Works and Services, to implement opportunities to apply the Reduce, Reuse, Recycle principle.

### 6.5 Use products and services for their maximum life-cycle, ensuring there is no conflict with Health and Safety or other **TfL** Policies.

## **7.0 Buy Recycled**

**TfL** will:

- 7.1 Implement opportunities to buy recycled or part recycled, relevant to **TfL**'s future requirements where applicable.
- 7.2 Give preference to recycled products and part recycled products over recyclable and non-recycled products, where the required criteria for performance and cost effectiveness can be met.
- 7.3 Give preference to recyclable products and materials if recycled or part recycled products and materials are not available or suitable. Minimise the use of products made from virgin natural materials.
- 7.4 Scrutinise and challenge requirements to ensure that the specification considers Green Procurement options, including revisiting existing product specifications.
- 7.5 Include a statement on the consideration of The Mayor's Green Procurement Code, including options that outline the extent to which this is significant when designing the procurement strategy.
- 7.6 Support initiatives to trial recycled and part recycled products and materials to evaluate their suitability against required performance criteria.
- 7.7 Implement opportunities to buy collectively and purchase recycled at lowest cost, utilising the assistance of London Remade as necessary to share best practice.



## 8.0 “Green” the Supply Chain

TfL will:

- 8.1 Encourage **Suppliers** to incorporate the principles of the **TfL** Policy for the Mayor’s Green Procurement Code into their own business, and as far as practically possible, into their supply chain.
- 8.2 Make **Suppliers** aware of **TfL Procurement Policies**, and work with **Suppliers** to overcome barriers to ‘Green’ their supply chains.
- 8.3 Implement opportunities to incorporate the principles of the **TfL** Policy for the Mayor’s Green Procurement Code into the performance review and management processes for existing contracts.
- 8.4 Set an example as a Best Value public authority, exerting influence in the market place to promote the principles of Green Procurement.
- 8.5 Encourage innovation by **Suppliers** to develop products and technologies to facilitate implementation of the Mayor’s Green Procurement Code.

## 9.0 Deliver “Green” Benefits Within Best Value

TfL will:

- 9.1 Work within the parameters of EU Law, the Mayor’s strategies and **TfL’s Corporate Governance**, to incorporate the requirements of The Mayor’s Green Procurement Code into **Procurement Activities** and continually measure and develop **TfL’s** Procurement performance.
- 9.2 Consider ‘Green’ performance and whole life cost as part of the evaluation criteria, where award is based on “Most Economically Advantageous Tender” as opposed to lowest price.
- 9.3 For each contract, where The Mayor’s Green Procurement Code is relevant, **TfL** must also be able to demonstrate that it is achieving Best Value in line with its statutory obligations. Specifically, this is relevant where the introduction of such requirements is likely to increase cost compared to a contract without them.
- 9.4 Ensure contract award procedures are non discriminatory in line with EU Law, including UK law, essentially they must not have the intention or effect of discriminating against **Suppliers**.
- 9.5 Minimise total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability and delivery considerations.
- 9.6 Leverage **TfL’s** purchasing power to support the principles of The Mayor’s Green Procurement Code where appropriate.

## 10.0 Monitoring and Reporting Progress

**TfL** is committed to report annually on procurement of recycled products as it has signed up to support the [Mayor's Green Procurement Code](#). To meet these requirements TfL will:

- 10.1 Aim to develop appropriate reporting and monitoring capability for contracts identified as having significant Green Procurement impacts, or those presenting significant Green Procurement opportunities.
- 10.2 Develop Reduce, Reuse, Recycle and Buy Recycled initiatives by agreeing Key Performance Indicators (KPIs) in relevant contracts to measure performance and set improvement targets.
- 10.3 Align its internal systems to generate required reports.
- 10.4 Include as part of the procurement control process its documentation, a statement stipulating if Green Procurement reporting and monitoring is applicable. Where applicable, the documentation would ideally outline how information from the **Supplier** will be reported to Group Services annually.
- 10.5 Require commitments from **Suppliers** to develop appropriate monitoring and reporting mechanisms.
- 10.6 Report on recycled or part recycled products purchased directly by **TfL** and products purchased on behalf of **TfL** by **TfL Suppliers**, and their sub-contractors as far as practically possible.

## 11.0 Related Policies and Documentation

- 11.1 As the functional body responsible for delivering the [Mayor's Transport Strategy](#), TfL's Policies processes and procedures should be aligned with Policies and commitments made by the Mayor and the Greater London Authority (GLA).
- 11.2 The GLA sustainable procurement commitments reflect the [UK National Procurement Strategy for Local Government](#). The strategy states that the public sector should use procurement to help deliver corporate responsibility objectives including economic, social and environmental benefits and that sustainability should be built into procurement strategies, processes and contracts.
- 11.3 The Mayor's overall vision for London as set out in the [Mayor's Transport Strategy](#) is for a prosperous city, a city for people, an accessible city, a fair city, and a *green* city. The strategy refers to a green city, as a city making efficient use of natural resources, recycling waste and creating new green industries.
- 11.4 In addition to Mayoral policies and commitments, **TfL's Policy for the Mayor's Green Procurement Code** and associated **Procurement Activities** will be carried out in accordance with the relevant **TfL Policies**, and **Corporate Governance** including but not limited to:
  - 11.4.1 The TfL Group Procurement Policy  
<http://source.tfl/pdfs/pdf16932.pdf>
  - 11.4.2 TfL HSE Policy  
<http://source.tfl/pdfs/pdf12683.pdf>
  - 11.4.3 The TfL Business Plan  
<http://www.tfl.gov.uk/tfl/downloads/pdf/business-plan/2005/business-plan-05.pdf>
  - 11.4.4 The Chartered Institution of Waste Management  
<http://www.ciwim.co.uk>
  - 11.4.5 The Office of Government Commerce  
<http://www.ogc.gov.uk/>

## **12.0 Approval and Amendments**

- 12.1 The approval and/or amendment of the **TfL** Policy for the Mayor's Green Procurement Code will take place via the **Corporate Governance** guidelines and the **Procurement** internal review mechanisms as appropriate.
- 12.2 Any amendments to this Policy must be submitted in writing with the Policy Owner.

### **13.0 Policy Owner and Contact Details**

- 13.1 Faiza Rasheed, Head of Policy, Strategy, & Best Practice Unit, Group Services is the designated owner of this policy.
- 13.2 For further information on the Policy, please contact via email: [faizarasheed@tfl.gov.uk](mailto:faizarasheed@tfl.gov.uk)