

	High Level Objectives	Action	Responsible Officer	Timescales
People	Making appropriate Financial and Staff Resources available	Review current resources to ensure adequate staffing and budgetary consideration to current establishment	Group Director of Finance & Resources / Head of Procurement	September 2018
	Slavery and Human Trafficking statement ratified by Cabinet	Produce, ratify and publish the slavery and human trafficking statement	Head of Procurement	Annually
	Council adopts Charter Against Modern Slavery	Council adopts Charter Against Modern Slavery Ensure mechanisms in place to uphold responsibilities/ commitments of the Charter including: Staff training on modern slavery Regular spend analysis to identify potential issues Publishing the Council's whistle blowing system for suspect issues of modern slavery Engagement with suppliers and supply chain Annual publicity of Councils commitment	Mayor Glanville Head of Procurement	September 2018 January 2019 and annually
	Staff involved in procurement provided with appropriate training on Sustainable Procurement	Deliver sustainable procurement training bi-monthly to include knowledge on how to use the revised Procurement Impact Assessment tool (PRIMAS) and include the SPS commitments in specifications for contracts Run sustainable procurement workshops on an ongoing basis Provide an e-learning Sustainable Procurement module for staff via the intranet.	Procurement Systems and Strategy Lead & Procurement Category Leads Procurement Category Leads / Strategic Procurement Manager Procurement Systems and Strategy Lead	February 2019 and ongoing July 2019 and ongoing October 2019
	Commissioning staff provided with guidance on working with the Third Sector	Provide specific guidance for commissioners working with the Third Sector, to improve communication and access to opportunities in line with the VCS Compact principles.	Procurement Category Leads/Strategic Procurement Manager	November 2019 and ongoing
	Key achievements on Sustainable Procurement shared widely across the organisation	Publish the key achievements of the various departments on the intranet for recognition and to allow other departments to learn from what has been achieved	Procurement Systems and Strategy Lead and Internal Communications & Engagement Mgr.	Bi-annually

Procurement and Contract Management Processes	Substantiality/Social Value is considered at every stage for all procurement projects with anticipated spend of £100k and above.	<p>Ensure PRIMAS completed and approved for all procurements over £100k</p> <p>Ensure PRIMAS is used to identified sustainability considerations and develop performance indicators that will ensure continued effectiveness in capturing and managing sustainability issues and monitoring outcomes throughout the procurement process</p>	Procurement Category Leads	February 2019 and ongoing
	Improve the effectiveness of the PRIMAS tool for the delivery of the SPS commitments	<p>Develop the PRIMAS template into an interactive tool for staff, incorporating best practice guidance for staff on processes and productions, and performance indicators</p> <p>Provide focus training on the use of the new PRIMAS tool, for key procurement staff</p>	<p>Procurement Systems and Strategy Lead/Procurement Category Leads</p> <p>Procurement Systems and Strategy Lead/Procurement Category Leads</p>	<p>From February 2019</p> <p>October 2019</p>
	Ensure contracts paying LLW are reviewed annually in line with rates advised by the Living Wage Commission	Carry out an annual review of service contracts and undertake negotiation with suppliers to implement the latest LLW rate	Procurement Category Leads & Contract Managers	January each year
	All Procurement documents including report templates to capture the SPS commitments as appropriate	Review all procurement templates including SQs, ITT and Committee report templates and refresh them with appropriate guidance for officers to enable them consider sustainable matters as an integral part of the procurement process	Procurement Systems and Strategy Lead and Contract Lawyers	January 2019 and ongoing
Monitoring and Measurements	Detailed appraisal of the sustainability impacts of the procurement activity.	Develop a mechanism for establishing and monitoring sustainability targets.	Head of Procurement & Procurement Systems and Strategy Lead	April 2019
	Measures implemented to manage capture and report achievements	<p>Implement the contract management system to include section for capturing and reporting on Sustainability Targets</p> <p>Provide internal visibility on the Sustainable Procurement KPI Targets the projects identified as having 'high risk' sustainability impacts</p>	<p>Head of Procurement & Systems & Procurement Systems and Strategy Lead</p> <p>Procurement Systems and Strategy Lead</p>	<p>June 2019</p> <p>June 2019</p>

		Publish the Council's achievements on the corporate website for suppliers and the wider public to share our progress and enforce our commitment to Sustainability standards	Procurement Systems and Strategy Lead and Communications	Annual
Suppliers	Networking externally with suppliers to ensure that the principles of the SPS is shared with the supply market	In collaboration with Economic Development Team, run workshops for the supplier community(particularly SMEs) and ensure their understanding of Hackney's SPS commitments	Procurement Systems and Strategy Lead & Head of Employment and Skills	Quarterly
	Develop a 'partnership' with VCS group and other Public Sector Bodies in Hackney to share best practice and experience with other organisations	Engage with HCVS to undertake consultation with the voluntary and community sector and proactively develop shared policy objectives Using existing connections, set-up sustainable procurement forums with other PSBs and VCS groups	Head of Procurement & Head of Policy	Quarterly
	Provide technical support for small local firms and third sector organisations	Ensure tendering support for contracts with potentially strong interest from local supplier and the third sector are supported with capacity building and e-tendering guidance Deliver a programme of ProContract training and drop-in sessions for suppliers to address specific technical difficulties and queries with the eTendering process and system	Procurement Category Leads/ Procurement Systems and Strategy Lead Procurement Systems and Strategy Lead/Strategic Procurement Manager	Ongoing September 2019 and ongoing
	Promote a "think local" approach for lower value (below £100k) procurement	Through guidance and templates, for lower value contracts (which are potentially more accessible to smaller organisations) actively encourage buyers to seek quotes for from local suppliers and the third sector. Through partnership with the sector, identify any lists/databases of local suppliers as resources to support this.	Procurement Systems and Strategy Lead/Strategic Procurement Manager	September 2019 and ongoing
	Celebrate achievements	Investigate opportunities to celebrate councils achievements' by publishing case studies, articles etc on the Council's website	Procurement Systems and Strategy Lead	Ongoing

	<p>Annual spend reports used to identify suppliers with high impacts/risks and opportunities</p>	<p>Use spend reports to identify suppliers whose activities have a high sustainability impact. Use this analysis to investigate opportunities for increased outcomes by influencing supply chain processes, materials used etc.</p> <p>Use category analysis and collaboration with partners to specifically identify where risks relating to modern slavery are likely to occur within our supply chains, with a view to putting in place mitigating actions.</p>	<p>Procurement Category Leads</p> <p>Strategic Procurement Manager/Procurement Category leads</p>	<p>Ongoing</p> <p>November 2019 and annually</p>
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