

	High Level Objectives	Action	Responsible Officer	Timescales	Update
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	Completed	Following a restructure of posts the Procurement Hub post of Strategic Procurement Manager and Strategic Procurement Officer were created and recruited to early 2020, these roles lead on implementation of our corporate objectives Resources are consistently being reviewed in light of team pressures.
	Slavery and Human Trafficking statement ratified by Cabinet	Produce, ratify and publish the slavery and human trafficking statement	Head of Procurement	Annual	Annual Requirement - Complete for 2020.
	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	Completed Annual	Ongoing - linked to the above.
	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 PRIMAS and include the SPS commitments in specifications for contracts	Procurement Systems and Strategy Lead & Procurement Category Leads	To be advised - see comments	Ongoing - face to face training has paused due to COVID and the Cyber attack however departmental focused training is currently undertaken by the procurement category leads.
		Run sustainable procurement workshops on an ongoing basis	Procurement Category Leads / Strategic Procurement Manager	To be advised - see comments	The Procurement Hub are looking at a revised training programme to encompass new ways of working.
		Provide an e-learning Sustainable Procurement module for staff via the intranet.	Procurement Systems and Strategy Lead	To be advised - see comments	
	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	September 2021 and ongoing	Ongoing - training has paused due to COVID and the Cyber attack. The Procurement Hub are looking at a revised training programme to restart in the coming months. Work is also being done with the Strategy, Policy and Economic Delivery Team to support this.
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	Ongoing - this has been halted during COVID, and due to the Cyber attack. Work has been promoted through other channels, in the meantime we are looking at revising the Procurement intranet pages.	
Procurement and Contract Management Processes	Substantiality/Social Value is considered at every stage for all procurement projects with anticipated spend of £100k and above.	Ensure PRIMAS completed and approved for all procurements over £100k Ensure PRIMAS is used to identify sustainability considerations and develop performance indicators that will ensure continued effectiveness in capturing and managing sustainability issues and monitoring outcomes throughout the procurement process	Procurement Category Leads	Ongoing	Ongoing. The PRIMAS tool has been rolled out and is utilised in all procurements over £100k.
	Improve the effectiveness of the PRIMAS tool for the delivery of the SPS commitments	Develop the PRIMAS template into an interactive tool for staff, incorporating best practice guidance for staff on processes and productions, and performance indicators	Procurement Systems and Strategy Lead/Procurement Category Leads	To be advised	Supporting guidance continues to be enhanced to encourage staff to explore opportunities - https://docs.google.com/document/d/1ia1WAAem85Bdvrlp-XMmoBguCcrQqdiNxbBx1Fyna3A/edit Support is required from Hackney's ICT department. This is currently a resource that isn't widely available due to the pressures of the Cyber Attack.
		Provide focus training on the use of the new PRIMAS tool, for key procurement staff		To be advised	As above. This will be rolled out following the production of the interactive tool.
	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	Annual	Each procurement requests bidders to state whether they pay staff LLW. We ask suppliers to pay this, except for in exceptional circumstances.
	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	Completed - Ongoing Review.	Business Case and Contract Award report documents have been updated to reflect the SPS commitments. Sustainability is encouraged through all tenders through Modern Slavery in the SQ document, to specific questions in the ITT document.
Monitoring and Measurements	Detailed appraisal of the sustainability impacts of the procurement activity.	Develop a mechanism for establishing and monitoring of sustainability targets.	Head of Procurement & Procurement Systems and Strategy Lead	Completed - Annual Monitoring	A Google form was developed to capture reported outcomes from contract/project managers. The use of the Google form as proved highly effective as results are easily exported into a spreadsheet for analysis
	Measures implemented to manage capture and report achievements	Implement the contract management system to include section for capturing and reporting on Sustainability Targets	Head of Procurement & Systems & Procurement Systems and Strategy Lead	October 2021	The Contract Management system had been delayed due to the Council responding to the pandemic. We have now picked up work with the systems provider to implement this.
		Provide internal visibility on the Sustainable Procurement KPI Targets the projects identified as having 'high risk' sustainability impacts	Procurement Systems and Strategy Lead	Complete	A Priorities Chart (Heatmap) was devised to look at areas that could optimise sustainability outcomes. This is being rolled out across Procurement teams for discussion with clients, to inform reports, specifications and the PRIMAS documents.
		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	Ongoing - achievements are shared via other routes currently, due to the cyber attack. The Procurement team are working on revamping the Intranet pages and success stories will feature as a part of this.
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	Ongoing - this has paused due to COVID. The Procurement Hub are looking at this in line with the revised training programme to restart in the coming months. We are looking to the Strategy, Policy and Economic Delivery Team to support this.
	Develop a 'partnership' with Economic Delivery Team, VCS (Hackney and National) and other Public Sector Bodies in Hackney to share best practice and experience with other organisations	Monitor spend in Hackney VCS and National VCS organisations	Head of Procurement & Head of Policy	Quarterly	The Procurement team are monitoring the spend to VCS organisations through spend reports. We are looking for ways to work with the Strategy, Policy and Economic Delivery to simplify the process and make sure the information is concise. The Procurement team has linked in with Procurement teams for organisations across Hackney, including City of London, Homerton Hospital and East London Foundation Trust to look at collaborative ways of working. This is primarily focusing on Corporate contracts which could be standardised through each organisation.
		Using existing connections, set-up sustainable procurement forums with other PSBs and VCS groups			
	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		Ongoing	Ongoing - support is offered for suppliers on using the eTendering system. This is to be reviewed in line with the training programme.
	Promote a "think local" approach for lower value (below £100k) procurement	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 Systems and Strategy Lead/Strategic Procurement Manager	September 2021 and ongoing	Ongoing - training has paused due to COVID and the Cyber attack. The Procurement Hub are looking at a revised training programme to restart in the coming months. Work is also being done with the Strategy, Policy and Economic Delivery Team to support this. Flexibility in procurement regulations has encouraged thinking around how Procurement can influence Council teams to seek quotes from local providers. There are solutions through systems that we have explored and seek to put in place over the coming months. The Procurement Hub are working with internal teams to develop a "Think Local" approach. We have discussed different approaches that may benefit local suppliers and will continue to explore these.
		Through guidance and templates, actively encourage buyers to seek quotes for lower value contracts from local suppliers and the third sector.			
		Through partnership with the sector, identify/develop any lists/databases of local suppliers as resources to support this.			
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	We are seeking to revamp the Procurement pages on the Council's Intranet. A collection of case studies continues to be compiled in anticipation for the update.	
Annual spend reports used to identify suppliers with high impacts /risks and opportunities	Use spend reports to identify suppliers with high impact activities to investigate opportunities increased outcomes by influencing process, materials etc.	Procurement Category Leads	Ongoing	Ongoing - the Procurement team are working with clients to identify where the Council has leverage to optimise sustainability with suppliers who are considered collaborative.	
	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 put in place mitigating actions	Strategic Procurement Manager/Procurement Category leads	Annual	Ongoing - through the Modern Slavery statement, a risk register has been proposed and this aims to identify any high risk projects, enabling the project teams to put risk mitigation strategies in place, and boards to challenge if necessary.	