

Sustainability Impact Assessment and Whole Life Costing

Embedding Sustainability into:

- Procurement
- Projects
- Events

Guidance Aims

- Help embed sustainability considerations into a project or procurement process
 - Specification development
 - Key Performance Indicator (KPI) development
 - Contract Management
 - Business continuity and risk management
 - Builds resilience
 - Cost avoidance
 - Improves resource efficiencies
- Undertake SIA and WLC at the start of a project or procurement exercise
- This will help you to identify the issues to consider throughout all stages

- ***By sustainability considerations we mean:*** the environmental, social and economic impacts, both positive and negative, related to the products and services being purchased

- ***By Whole Life Costing we mean:*** the total expense of owning an asset over its entire life, from purchase to disposal, coupled with who bears that cost within the University of Bristol

The Process

- **Step 1:** Develop a shared understanding of what you are purchasing
- **Step 2:** Identify all Environmental Social and Economic issues associated with the purchase, both positive and negative - Sustainability Impact Analysis
- **Step 3:** Cross reference the issues from the Sustainability Impact Analysis with institutional priorities
- **Step 4:** Review the ability to influence the issues identified - Sphere of Concern
- **Step 5:** Identify the Whole Life Costs and the stakeholders this will impact on
- **Step 6:** Finalise an action plan to feed the findings from the exercise to inform your specification, ITT, KPI's through to operational or contract management

Step 1: Develop a shared understanding of what you are purchasing by describing in detail the product, service or project. Articulate **exactly** what you are buying so it is easy for all stakeholders to understand.

- Example: A removals and storage contract:
 - **‘a contract that simplifies the removals and storage process whilst reducing employee stress and disturbance’**
 - Or a more complete (and therefore more useful for the purpose of undertaking a sustainability impact) description might be:
 - **‘people drive to our university, pack, lift manually (or using equipment) our belongings and then transport them to another venue, drop them off and dispose of any waste. They may store our belongings for a while in a facility they manage. They are likely to also run an office and a fleet of vehicles to enable them to deliver the contract’**



Some key sustainability criteria start to emerge

Step 2: Sustainability Impact Analysis

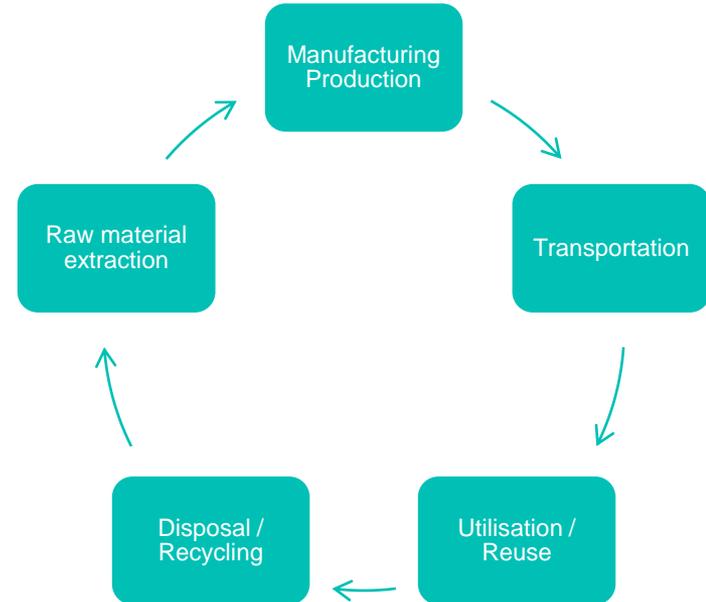
Identify all Environmental Social and Economic issues associated with the purchase, both positive and negative

- Positive and negative, environmental, social and economic issues that impact across the **whole life** of the product or service.

| Sustainability Aspect | Positive | Negative |
|-----------------------|----------|----------|
| Environmental | | |
| Social | | |
| Economic | | |

Sustainability Impact for the whole life

- Consider the project, product or service life cycle
- Moving from a linear to a circular economy approach
- Bring products back through take back schemes to raw material for re-manufacture
- Reviewing alternatives to purchase, exploring lease, rentals and servitisation



Sustainability Impact Analysis Template

| Sustainability Aspect | Positive | Negative |
|-----------------------|---|--|
| Environmental | | Energy use Water use Emissions / Pollution? Waste? Biodiversity loss? Plastics Use? |
| Social | Employment? Community benefit – diversity and inclusion? Social value? If so how? | Modern Slavery Health and Safety Risk Working conditions |
| Economic | Economic Investment (Local or National? Income generation? | Cost of product or service? Minimum wage? Living Wage? |

Step 3: Cross reference the issues and opportunities from the Sustainability Impact Analysis with institutional priorities

1. Look at the institutional priorities and identify where the issue's opportunities in the Sustainability Impact Analysis are the same or are related to our priorities. This then needs to be carried forward
 2. If the issue in the Sustainability Impact Analysis is of such significance it cannot be ignored. The issue need to be carried forward
- University Vision
 - Green pledges
 - Sustainability Policy and Strategies
 - Responsible Procurement Plan
 - Climate Emergency
 - Legislation – Financial, Ethical, Environmental

Step 4: Review the ability to influence the issues identified - Sphere of Concern

▪ Sphere of Control

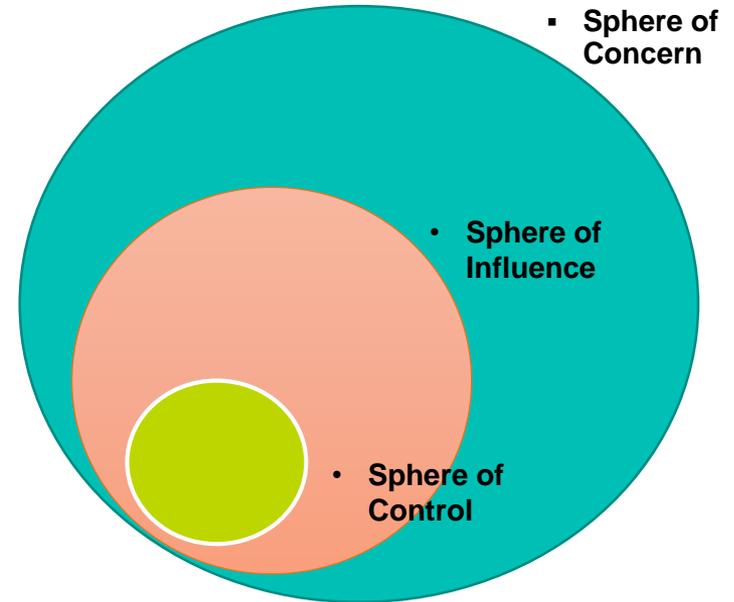
This contains issues or costs which are material to the project which we need to include in our thinking and action

▪ Sphere of Influence

This contains either issues or costs we are aware of and with some focus we can exert some long-term influence over. In a project of procurement this will often be small number of issues or costs.

▪ Sphere of Concern

This contains either issues or costs we are aware of but at this point in a project or procurement we have no influence or control and therefore do not consider in detail

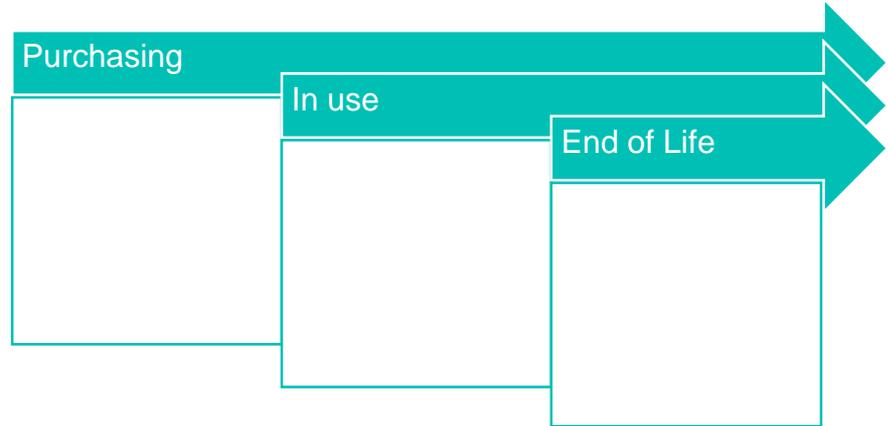


Recap

- At this point in the process we have undertaken and **Sustainability Impact Analysis** and understand where some of the key environmental, social and economic issues are in relation to the purchase
- We have taken those issues and identified the level of influence we have over them and whether they should inform the specification and be scored or mandated as part of the contract.
- We are now going to consider where the short, medium and long term costs will fall in relation to this purchase and where they may fall in the university
- This will help identify stakeholders

Step 5: Identify the Whole Life Costs and the stakeholders this will impact on

- To help us understand the costs and stakeholders here are some questions to help.
 1. Does it use energy?
 2. Will it need to be maintained?
 3. Will it require more staff or for current staff to do things differently?
 4. Will training be required?
 5. How will it be managed at end of life?



Step 6: Finalise an action plan to feed the findings from the exercise into the procurement process

| Sustainability Issue or Opportunity | Response: where in the procurement process is it actioned | Who does it cost (WLC) - we need to engage / inform? |
|-------------------------------------|---|--|
| | | |
| | | |
| | | |

Summary and next steps

- At the end of the process we have:
 - A Sustainability Impact Analysis which provides evidence that we have considered sustainability in a detailed and comprehensive manner
 - A Sphere of Control diagram which provides us a list of priority issues we can control or influence, which feed into the procurement process
 - An understanding of WLC and the departments which may need to be kept aware of the purchase / project
 - A simple action plan to demonstrate how we tool the outputs of this exercise and included it in the procurement process