APPENDIX 4 - West London Alliance - Low Carbon Procurement Toolkit, Part 2

Instructions

This Document complements the Low Carbon Procurement Charter, Policy and Toolkit part 1, and provides several key elements of the Low Carbon Procurement Toolkit:

1. The Heatmap.

* The heatmap shows the prioritisation of carbon impacts, across the life cycle of products and services, for the main categories of supply agreed with the WLA group.

* It works left to right, from manufacture (embodied carbon), through logistics and packaging to use phase and end-of-life disposal.

* As well as carbon impacts, it accounts for associated air quality emissions, where relevant.

* It is informed by where authorities have a risk or opportunity with respect to carbon, but also where there is leverage and scope to do something about it.

* Red indicates a high risk or opportunity, yellow is medium, and green is low risk or leverage.

* This heatmap should be used to identify the relevant carbon priorities for the products or services you are procuring, and then take that forward to the relevant model questions and answers, below.

NOTE: this heatmap is a template for general use across a wide variety of categories. It is strongly recommended that it is adjusted and developed where a procurement is being undertaken that is financially and or reputationally significant, in order to get a greater level of granularity.

2. The Model Questions and Answers.

* This section of the Toolkit provides a set of model questions to ask suppliers, related to the priority impacts for carbon in the heatmap across the life cycle of the products and services at hand.

* It likewise provides a description of the information expected in supplier responses - model answer content.

* Once you have identified the key risks in the heatmap, then choose the relevant questions that match the heatmap rating, therefore focusing on the most relevant climate impacts for that product or service. For example, Transport and Vehicles have a red risk for Use Phase GHG emissions, due to the use of the vehicles, and hence go to the Use Phase section of the Model Questions to find the relevant input for Transport.

NOTE: as stated above, the questions are adaptable and can be adjusted to different circumstances; they are not set in stone. Moreover, we strongly recommend that the model answers are added to as procurements and supplier responses are gathered

3. KPIs.

* Based on the questions and responses, there is a set of KPIs that can be used in the procurement cycle to track supplier performance progress against their stated aims. It is a selection of KPIs that can be chosen, both output and outcome KPIs - there is no compulsion to use them all

4. Services.

* Services have their own category line, for areas such as adult and child care. It also applies to other services where there is a clear and distinct use of products, for example catering services using food and cooking appliances.

* As such when considering services, also consider other relevant category lines, such as IT or vehicles that maybe procured and used in the delivery of the service.