

2024/25 Responsible Procurement Workstreams Update

- **Scope 3 Emissions - Collate more accurate data and calculation of our Scope 3 supply chain emissions through the use of the new Net Zero Supplier Tool created by NetPositive Futures.**

In autumn 2024, the University of Reading signed up to the NetPositive Futures Net Zero supplier tool to obtain more accurate information about the Scope 1,2,3 emissions of our suppliers. We have begun to analyse which suppliers have not engaged with the tool and we will be urging contracted suppliers to contribute in 25/26. We have also contributed data about our own emissions to the tool.

- **Circular Economy - Work with suppliers, funders and other HE organisations to improve circular economy practices, particularly in the IT and Labs areas.**

The Laboratory Sustainability Symposium took place on October 3, 2024 at Imperial College London. This included suppliers, HEIs and funders and the conversations resulted in a number of actions for the future. As a member of the Circular Economy & Waste Reduction Responsible Procurement Group and the Concordat for the Environmental Sustainability of Research and Innovation Practice Discussion Group we are collaborating with other HEIs to put pressure on suppliers to reduce waste, offer alternative more sustainable products and develop guidance for sustainable procurement in grant writing. This work will continue in 25/26.

- **Collaboration within the HE Community - Work with the HE Procurement consortia to reduce duplication of effort by universities and suppliers on responsible procurement policy, operational processes, sustainable purchasing and reporting.**

In addition to the groups mentioned above, the University of Reading also collaborates with other HEIs on SUPC and LUPC groups such as the Responsible Procurement, Supplier Relationship Management Group. Members of Procurement Estates, IT, Labs category teams have also attended a number of training and webinar sessions where responsible procurement in the supply chain, tenders and evaluation have been the focus.

- **UoR as Responsible Consumers - Continue our work through tendering, supplier and contract management and involvement with external organisations such as Electronics Watch, Fairtrade Foundation, Sustainable Restaurant Foundation, NetPositive Futures to make more responsible choices.**

The Procurement away day in May 2025 focused on areas that we can improve and integrate more fully responsible procurement into our market engagement, tenders, evaluation and supplier reviews. Procurement delivered a presentation in February 2025 to the University 'Our Future First' sustainability champions with advice about how to purchase more sustainable products.

In October 2024, UoR was awarded 3 stars in The Food Made Good Standard! By the Sustainable Restaurant Association and in June 2025 UoR increased our University and Colleges Fairtrade award from two to three stars – we are only one of two universities with this accolade.

Current Responsible Procurement Initiatives:

The table below provides some more specific details on the initiatives Procurement are involved in or leading and the actions or status.

Area	Description	Actions/Status
Tender Evaluation	Standardised and updated sustainability tender ESG evaluation criteria by category related to DE&I, environmental, social value, ethical sourcing	Discussed at Procurement Away Day May 15 – take actions forward
Contract Management	Monitor supplier progress related to sustainable products, services and works as part of contracts and supplier reviews	Incorporating RP into supplier reviews looking at full lifecycle cost of goods including waste disposal, recycling/reuse potential.
Procurement Policy	RP included in Procurement Policy appendix 5 updated in August 2024.	Continue to monitor compliance with policy.
Supplier Code of Conduct	Reviewing and benchmarking our code of conduct with other HEIs	Expand scrutiny to environmental areas (such as deforestation, water stress and scarcity, land use, mining, manufacturing) and governance (such as DE&I, H&S, labour/wages).
Audits	Contribute annually to EMS and Energy ISO14001/50001 Audits, IT Audit, Procurement Policy audit	Provide information and data on procurement controls, tenders, contract management.
Supplier ESG Audit	Completed audit of top 50 suppliers on Scope 1,2,3, Modern Slavery, Net Zero, DE&I commitments	Extend audit to all suppliers with spend over £100k annually. Focus on high risk areas including construction, IT, transport, facilities.
Collaboration within HE / Consortia	Members of HEPA Responsible Procurement Groups (RPG), Circular Economy and Waste forums	Increase sustainable awareness of product/service choices, frameworks. Reduce duplication of effort.
Sustainable Travel	Input and management of travel policy, website improvements, FAQs, insurance advice, training	Developing one online International Travel risk assessment form.
Scope 3	Calculation and analysis of emissions of our suppliers, choice of lower emitting suppliers. Subscription to Net Positive Futures system.	Influence on suppliers to contribute data to Net Positive Futures. More accurate data calculations with Sustainability Team.
Fairtrade recertification	Collated over 80 pieces of evidence with assistance from Schools and Directorates. Bi-annual Assessment by completed by UoR Students in April 2025.	Award results due June 16 – hope to increase from Two stars to Three stars.
Electronics Watch	Members of Electronics Watch who provide webinars, supply chain monitoring on working conditions, right to assemble, environmental concerns related to IT, EV, manufacturing	Put pressure on our suppliers where relevant.
Research Concordat	UoR to become signatory of the Concordat for the Environmental Sustainability of Research and Innovation Practice and provide internal	Compiling statement for UoR concordat guidance for researchers when writing bids related to social value, choosing sustainable products via the new marketplace from Aug

	<p>guidance for researcher bid writing to meet funders' requirements.</p> <p>Member of EAUC concordat group to reduce duplication of effort.</p>	2025, reuse/recycling/sharing of equipment, role of the supplier etc.
Circular Economy	Investigating other products where circular economy is relevant beyond IT e.g. stationery, labs, uniforms, PPE, capital equipment, products with recycled content/packaging, glass v single use plastics, end of life disposal alternatives	Influence suppliers on the demand for more sustainable circular products.
Local Suppliers	In FY23/24, 12% of spend with suppliers in RG1 post code area.	Expand analysis and aim to expand spend with local suppliers.