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| **SPPN1/2021 Action**  Procurement officials should: | **Action Taken** |
| share knowledge and work to secure agreement from senior leaders and budget holders to take action on their shared accountability to engage procurement teams early in the planning and development stages of projects and to make and enable decisions on whether to buy, what to buy, how to buy, and how much to buy. | 1. Sustainability included within Customer Engagement slide deck which also emphasises early engagement.  2. Sustainable and Responsible Procurement page created within Connect.  3. Sustainable procurement training on Academy.  4. Shared sustainability case studies from EIS.  5. Demand Management best practice guidance note. |
| work across functions to align corporate commitments and timelines to climate change commitments, including assisting their organisation to transition to lower emission solutions, including supply chains. This includes, for example, transitioning to ultra-low emission fleets, renewable energy and heat, and low emission building materials | 1, SG Sustainability Prioritisation Tool completed, and departments and carbon team invited to engage within prioritised procurements.  2. SG Sustainability tool utilised to develop sustainability questions for procurement exercises  3. Undertake scope 3 analysis for supply chain emissions |
| assist with creating a culture and ways of working that support a circular economy and promote strategic decisions on demand management and procuring for re‑use, re‑design and remanufacture. Use the national tools to identify priorities where an impact can be made. Develop longer term plans for a transition to net zero for these supply chains wherever possible. | 1. SG Sustainability Prioritisation Tool completed, and departments and carbon team invited to engage within prioritised procurements.  2. SG Sustainability tool utilised to develop sustainability questions for procurement exercises.  3. Introduce asset management within SDS finance management system to enable effective disposals.  4. Publish the SDS disposals policy (internally and externally).  5. Engagement with IEN and Sector Leads to promote the low carbon economy and identify quick wins.  6. Procurement team to complete SG Carbon Literacy training  7. Publication of SDS Corporate Procurement Strategy 2021/25 |
| reflect this call to action in their organisational procurement strategies demonstrating how the organisation will prioritise and take account of climate and circular economy in its procurement activity and report ongoing progress against these commitments in the public body’s annual procurement reports, demonstrating how it is using procurement to support Scotland’s response to the global climate emergency. | 1. The SDS Procurement Policy has been updated to include the Sustainable Procurement Duty. This was approved by executive group 22nd January 2021.  2. Review procurement performance metrics specific to carbon reduction and climate change. |