

SUSTAINABLE PROCUREMENT POLICY FOR TIMBER AND WOOD DERIVED PRODUCTS

Brighton & Hove City Council recognises that its operations and service delivery have effects on the environment at a local and global level. This local authority is committed to reducing those effects by managing its own environmental impacts, encouraging and supporting others to do the same, and continuously improving the environment for the benefit of residents, businesses and visitors to Brighton & Hove.

As a consumer of timber and wood derived products, Brighton & Hove City Council has a responsibility to ensure that the procurement of these products is not at the expense of the future of the world's forests, but positively supports responsible forest management.

To achieve this aim Brighton & Hove City Council will only purchase timber and wood derived products that are either;

- i) from independently verifiable legal and sustainable or FLEGT¹ licensed or equivalent sources, **or**
- ii) recycled timber or wood derived products

In support of our policy we will not knowingly source forest products from;

- Forests or forest product suppliers that do not comply with all relevant national and international legislation relating to the trade in forest products.
- High Conservation Value Forests where these are recognised nationally or regionally, unless these forests are progressing towards credible forest certification in a time bound, stepwise and transparent manner.
- Protected areas, parks or similar areas where harvesting operations are not complimentary to responsible forest management.
- Forests which are currently being converted to other land uses, or forests that have been converted since 1994.
- Forests which are in areas of armed conflict or civil unrest where there is a direct relationship between the forest products trade and the funding of such conflicts.

Suppliers to the Council will be required to demonstrate compliance with this policy, by providing;

- i) Evidence of certification under a scheme recognised by CPET² including the Forestry Stewardship Council (FSC) and the Programme for Endorsement of Forest Certification scheme (PEFC) **or**,
- ii) Other documentary evidence that provides assurance that the source is legal and sustainable as summarised above and defined by CPET in detail.

¹ The Forest Law Enforcement, Governance and Trade - <http://www.euflegt.efi.int/portal/>

² Central Point of Expertise on Timber - <http://www.cpet.org.uk/>

This policy is key to delivering the council’s priorities, particularly “Creating a more Sustainable City”.

To ensure this policy is implemented effectively Brighton & Hove will;

- Incorporate the requirements of this policy across all functions of the Council
- Embed it in our supply chain and procurement processes
- Bring the policy to the attention of our employees and members of the supply chain i.e. customers and key stakeholders, and gain their support in its implementation
- Actively support and encourage our suppliers in meeting the requirements of the policy
- Monitor the performance of the Council against the policy, by monitoring purchasing across the Council and evidence from suppliers
- Review the policy on an annual basis to ensure its continuing suitability and its relevance to the Council’s strategies and policies

To support the implementation of this policy the Council has developed a set of Minimum Buying Standards for timber and wood derived products. Employees and suppliers should ensure purchases meet the required standards when purchasing any timber or wood derived products.

Minimum Buying Standards	
Timber and Wood Derived Products	
Product group	
All Paper	All paper purchased must be Elemental Chlorine Free (ECF), totally Chlorine Free (TCF) will also be accepted.
Copying and graphic paper	All paper must be made from 100% recovered paper fibres.
Paper for printed publications	All paper, including paper used for externally printed publications, to be made from a minimum 75% recovered paper fibres*. Of the non-recycled content (25% or less), any virgin fibre used must only be timber and timber products originating either from independently verified legal and sustainable sources such as FSC or PEFC, or from a licensed Forest Law Enforcement Governance and Trade (FLEGT) partner should be purchased. In addition, all printed material should include a statement of the recycled content of the paper it is printed on**.
Paper based cleaning products e.g. kitchen and toilet tissue	All paper must be made from 100% post consumer recycled paper fibres*.
Paper-based stationery products e.g. notepads, diaries, post it notes	All paper, including paper used for externally printed publications, to be made from a minimum 75% recovered paper fibres*. Of the non-recycled content (25% or less), any virgin fibre used must only be timber and timber products originating either from

Agenda Item 166 Appendix 4

	independently verified legal and sustainable sources such as FSC or PEFC, or from a licensed Forest Law Enforcement Governance and Trade (FLEGT) partner should be purchased. In addition, all printed material should include a statement of the recycled content of the paper it is printed on**.
Envelopes	All paper must be made from 100% post consumer recycled paper fibres.
Furniture with timber content	Only timber and timber products made from independently verifiable legal and sustainable sources such as FSC or PEFC, or from a FLEGT (Forest Law Enforcement, Governance and Trade) licensed partner can be purchased. Recycled timber is also accepted***.
Timber	Only timber sourced from independently verifiable legal and sustainable sources or FLEGT (Forest Law Enforcement, Governance and Trade) licensed partner should be purchased. Recycled timber is also accepted***.

* Recovered paper fibres include both post-consumer recycled fibres and pre-consumer recycled fibres from paper mills, also known as broke. Post-consumer recycled fibres may come from consumers, offices, printing houses, bookbinders, or similar.

** Exceptions from this policy are allowed where specialist paper is required.

*** Suppliers will be required to authenticate their claims by obtaining invoices which correctly identify products purchased as FSC or PEFC, or other such evidence

