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UK Universities Procurement Consortia

UKUPC Responsible Procurement Commodity Mapping Tool Launch

15th January 2026

UK FHE Responsible Procurement Group

Helen Baker - UWE, Bristol

Chair, UK FHE RPG

TODAYS SESSION

- Sarah Dye, NWUPC Ltd (Chair of UKUPC Responsible Procurement Network)
- Siôn Pickering, University of Edinburgh

Please **add any questions to the chat** and we will answer these following the presentation.

Microphones off please: Opportunity to open mics for wider discussion at the end

Session is being recorded and **slide deck will be shared** with all registered attendees

WHO ARE THE RPG ?

The UK FHE Responsible Procurement Group (RPG) are a group of like-minded Procurement and Sustainability practitioners from across the sector.

Steering Group

- Meets four times a year
- Includes representatives from:
  - FHE procurement & sustainability teams
  - Academic colleagues
  - EAUC, UKRI, BUFDG (HEPA)
  - Purchasing Consortia & UKUPC RP group
  - Marketing & communications

Subgroups

1. Circular Economy & waste
2. Supply chain climate action
3. Greenhouse Gas Measurement & Reporting
4. Short Term Working Group reviewing a common approach to RP in UK FHE

RPG FOCUS IN 2026

Key Priorities following UK FHE Responsible Procurement Symposium, September 2025 (Edinburgh)

- Mapping highest GHG emitting suppliers within the sector
- Improve understanding of how suppliers currently report performance against the Sustain Supply Chain Code of Conduct
- Compile a list of GHG reporting tools & Supplier Due Diligence tools / services used by the sector
- Create a Task and Finish Group for push forward common approach to RP in FHE
- Explore how more leverage can be obtained / better collaboration can take place on supply chain environmental and workers rights assurance
- Arrange Responsible Procurement Symposium for Autumn 2026

FURTHER INFORMATION ON THE RPG

EAUC Website

BUFDG Website

Or please contact the RPG Chair, Helen Baker: helen.baker@uwe.ac.uk

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Sarah Dye, Head of Strategic Procurement, NWUPC Ltd (Chair of UKUPC Responsible Procurement Network) sarah.dye@nwupc.ac.uk

The Original UKUPC Commodity Risk Matrix

3 **H/M/L Risk Ratings**

RESPONSIBLE PROCUREMENT MASTER COMMODITY CODE RISK ANALYSIS

2 **Seven original risk areas**

4 **Packaging risks added by UWE**

Key: H = High relevance / risk
M = Medium relevance / risk
L = Low relevance / risk
N = No relevance / risk

Com Code	Commodity Code Description	Relevance / Risk							Packaging Relevance/Risk			
		Equality	Environmental / Sustainable General	Carbon Emissions	WEEE / Disposal	Social issues	GDPR	Modern Slavery Risk	Plastics	Cardboard	EPS Polystyrene	Retail / supply
A	Audio-Visual & Multimedia Supplies and Services											
AA	Audio Visual Equipment, incl video conferencing, Televisions, Videos, sound recorders	L	M	M	H	M	L	H	M	M	M	Y
AC	Audio Visual Learning and Training Packs and Pre-recorded Media	M	L	L	L	L	L	L	L	L	L	Y
AD	Musical Instruments, Purchase, Maintenance and Hire	L	L	L	L	L	L	L	M	M	M	N
AE	Photographic Equipment Supplies and Services	L	M	M	H	M	L	M	L	L	L	N
AF	Studio Hire and Running Costs	H	L	L	L	L	L	L	L	L	L	N
AG	Theatre Production Costs (scenery, lighting, props, costumes)	H	M	M	L	L	L	H	L	L	L	N
AH	Video Equipment Purchase hire and Maintenance and repair	L	M	M	H	M	L	H	M	M	M	N
AJ	Audio Visual Consumables, Accessories, Cassettes etc	L	M	M	L	M	L	M	L	L	L	Y
AL	Digital Imaging Equipment Purchase, Maintenance, Repair and Consumables	L	M	M	H	M	L	H	L	L	L	N
AT	Audio-Visual Equipment Hire	L	M	L	H	M	L	H	L	L	L	N

1 **Risks mapped against Proc HE Level 2**

GUIDANCE ON WHAT IS MEANT BY H, M, L RISK AND SOME OF THE ISSUES THAT HEIS' MAY LIKE TO CONSIDER WHEN CONTRACTING FOR HIGH RISK COMMODITIES

Environmental

Production/Manufacture: The supplier/contractor shall have an 'Environmental Policy' for its products/services and a programme of continuous improvement with regards environmental issues relating to the production/manufacture, supply and end of life of its products/services.

Recycled/Sustainable Content: The supplier/contractor shall use recycled or/and sustainable products/raw materials where possible in the production of the end product/service being supplied to the University.

Old Product Return: The supplier/contractor shall take back old products for recycling/re-use when new

5 **Guidance on risk factors**

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2025 Matrix Review- Objectives

- Better alignment with the Sustain Supply Chain Code of Conduct
- Provide more information on the issues behind the classifications
- Offer an analysis at both theme level and individual risk
- Simplified interface

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2025 Matrix Review- Process

Environmental Sustainability

- Carbon/Climate Change Risk
- Biodiversity Risk
- Water Use Risk
- Waste/Disposal Risk
- Material Scarcity Risk
- Circular Economy Opportunities
- Environmental Data Maturity Opportunities

Lead: Siôn Pickering
The University of Edinburgh

Social Compliance

- Modern Slavery Risk
- Equality Risk
- Social Opportunities

Lead: Candice Snelling
NERC UKRI

Working Environment & Terms

- Wages and Terms Risk
- Health and Safety Risk

*EDI Opportunities

*Real Living Wage Opportunities

Lead: Fiona Goodwin/Mags Shapiro
EAUC/LUPC

Ethical Compliance & Economic Development

- Bribery & Corruption Risk
- GDPR Risk
- Cyber Risk

*MSMEs &VCSEs Opportunities

*Fair trade Opportunities

Lead: Sarah Dye/Steven Hogg
NWUC/NEUPC

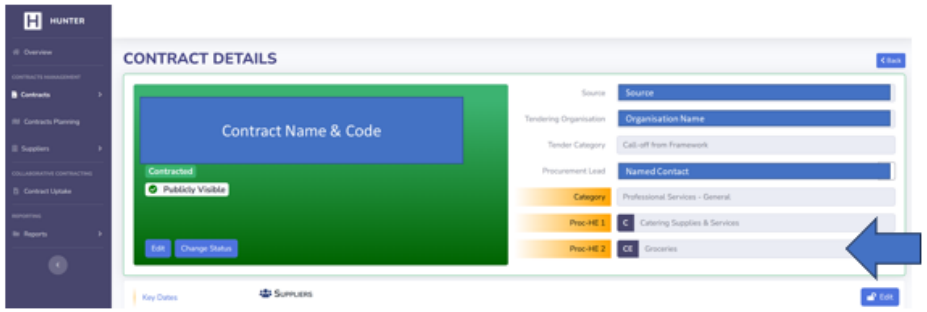
The New UKUPC RP Commodity Mapping Tool

1 **Simplified Search Functionality**

Risk & Opportunity Matrix Search

INPUT HERE	
SELECT FROM DROP DOWN (one of these boxes should be blank when searching)	
Proc HE2 code:	
OR	
Proc HE2 Description:	Desktop, Laptop, Tablet, Computer Purchase inc Apple

Use the Contract management section within Hunter to establish the Proc-HE2 code / description



2 **More thematic areas**

OUTPUT - DO NOT ALTER

Environmental Sustainability

Carbon / Climate Change	Biodiversity	Water Use	Novel Entities (e.g. chemical pollution and microplastics)	Material Scarcity & Security	Waste/ Disposal	Circular Economy Opportunities	Environmental Data Maturity Opportunities
3	3	3	2	3	3	3	3

Social Compliance			Working Environment and Terms		Ethical Compliance & Economic Development		
Equality	Modern Slavery Risk	Social Opportunities (local)	Wages and Terms	Health and Safety	Bribery & Corruption	GDPR	Cyber Security
3	3	0	3	3	3	1	3

Total Score (Max = 48)	35		**Number of High Score Themes (3)**	13	**Commodity Risk / Opportunity Classification**	Very high

3 **High Level Assessment**

Scoring Key

3	High Risk / Opportunity
2	Moderate Risk / Opportunity
1	Low Risk / Opportunity
0	No Risk /Opportunity
N/A	Level of Risk / Opportunity unknown

5 **RAG coding**

Commodity Risk / Opportunity Classification

Risk Level	Min Score	Max Score
Low	0	16
Medium	16	28
High	28	35
Very high	35	48

Notes:
Only change the Min Scores
Do not edit cells coloured GREY

4 **Ability to set commodity risk level**

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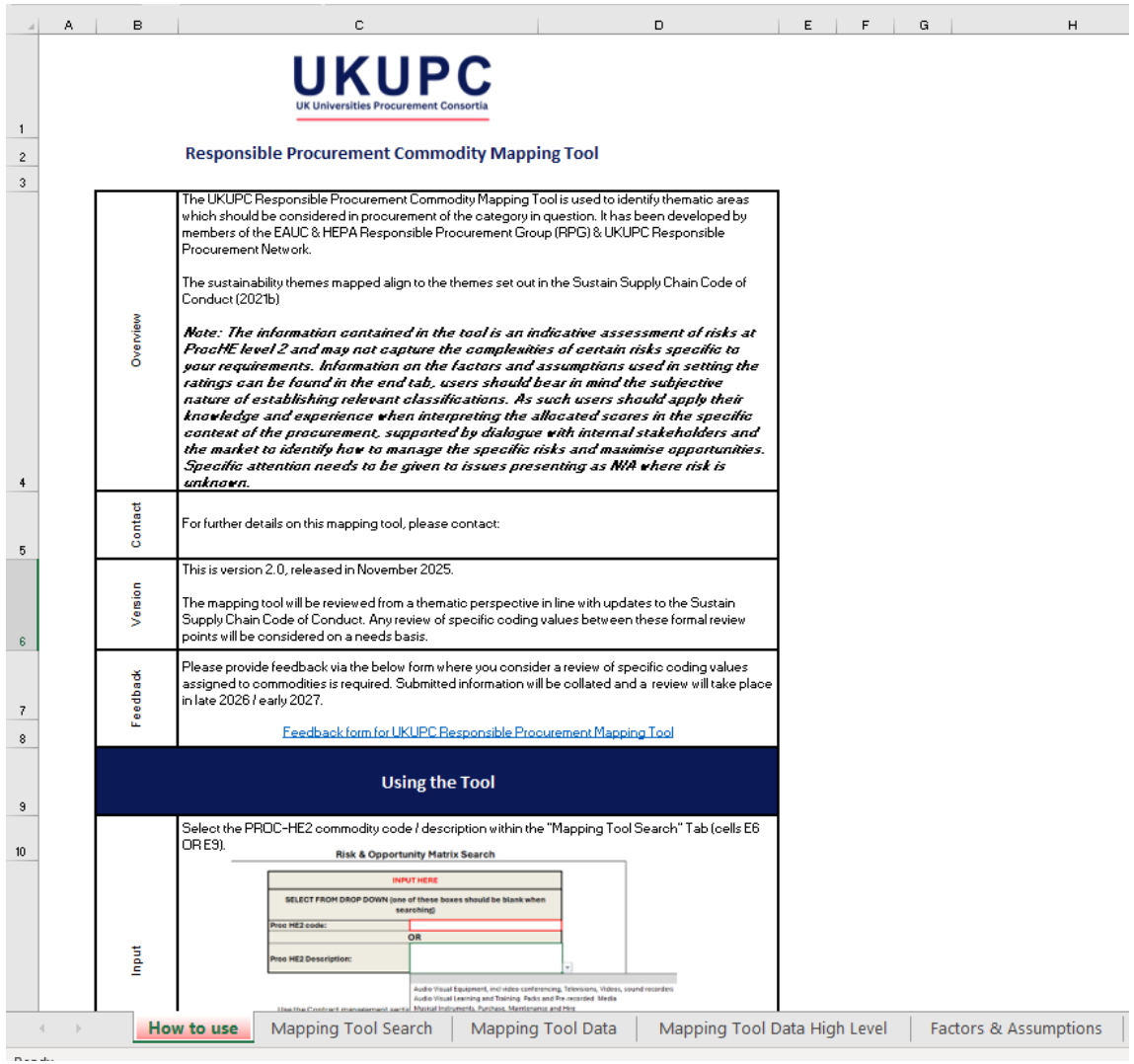
Accessing the Tool

Via the UKUPC Website



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2025 Matrix Review- Allocating Classifications

Note….

- There may be other relevant thematic areas not included in the tool
- The classifications are an indicative assessment
- Classifications can be subjective
- Sense check the output

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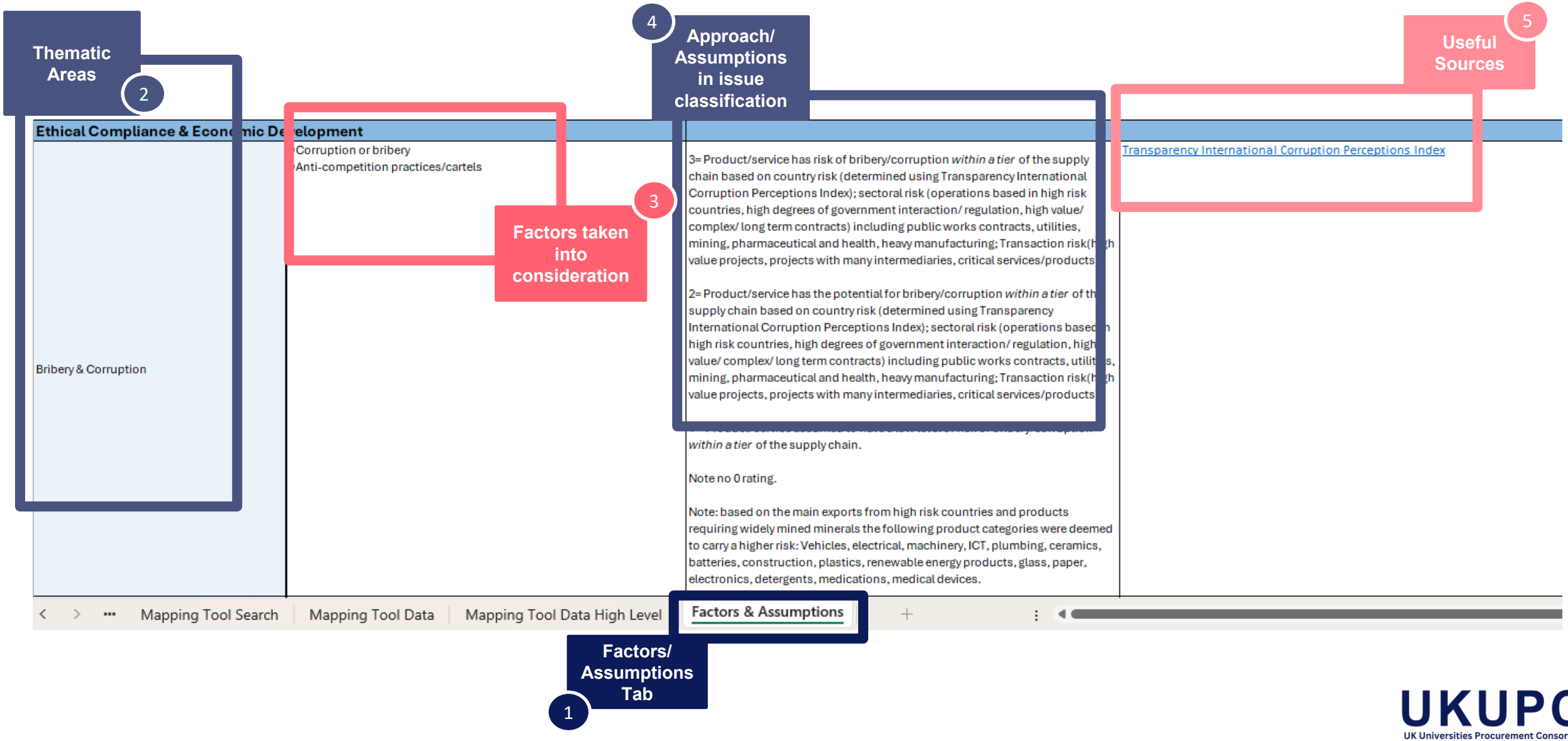
2025 Matrix Review- Allocating Classifications



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Where do we go from here…

- Develop resources to support in the mitigation of identified risks
- Incorporate more opportunities
- Extending the risks/opportunities to meet additional/emerging challenges, whilst ensuring the tool remains useable
- Process for review: Feedback form for UKUPC Responsible Procurement Mapping Tool

Use of the UKUPC Responsible Procurement Commodity Mapping Tool

Siôn Pickering, Climate, Biodiversity and Sustainability in Supply Chains – Programme Manager

Department for Social Responsibility and Sustainability
University of Edinburgh

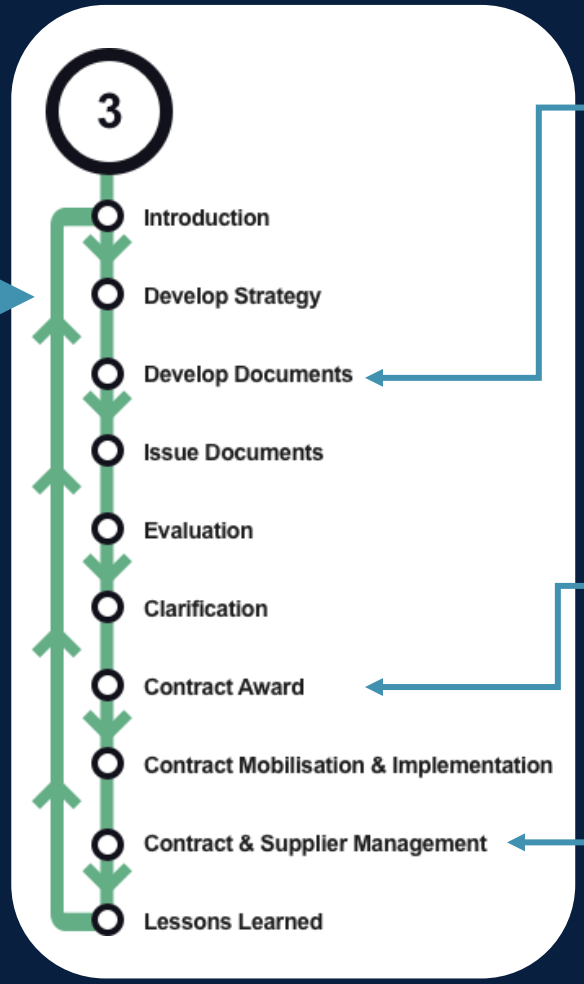
Our process at the University of Edinburgh

1. New regulated procurement contracts (>£50k)

Include RP mapping tool output in **procurement strategy** as part of strategy development

Consider institution / procurement **specific mitigation**

Share evaluation details with key stakeholder & **consider if input from SRS is required**



Depending on route to market…

All
Include sustainability as a schedule

Open Tender / Mini Comp
Develop questions within ITT

Non-Competitive Action (NCA) / direct award
Include within specifications

Pull out into contract deliverable / KPI

Follow up as part of contract management

Example

Inclusion of mapping tool output in procurement strategy…

… and requesting support from SRS

SRS Involvement

Sion Pickering (Climate, Biodiversity and Sustainability in Supply Chains – Programme Manager) and Aidan Tracey (Social Impact Manager) from the University's Social Responsibility & Sustainability department have been involved in this tender strategy. SRS will support in determining the approach for sustainability and community benefits for this contract, including developing the sustainability and community benefits ITT sections, questions and KPIs. The SRS team may also be involved in evaluating the sustainability and community benefit responses. This is to be confirmed in the P3. In addition, SRS will be involved during the contract management phase for delivery and reporting of any sustainability and community benefit outcomes.

SUSTAINABLE PROCUREMENT

Sustainability

The appointed suppliers will work with and support the University's long-standing commitment to operating in a socially responsible and sustainable manner with this commitment embedded in our policies, strategies and procedures.

As per the below screenshot, a Sustainable Procurement Prioritisation was undertaken which highlighted the following medium/high risk and opportunity impact areas:

Environmental Sustainability							
Carbon / Climate Change	Biodiversity	Water Use	Novel Entities (e.g. chemical pollution and microplastics)	Material Scarcity & Security	Waste/ Disposal	Circular Economy Opportunities	Environmental Data Maturity Opportunities
2	2	1	0	2	2	3	2

Social Compliance			Working Environment and Terms		Ethical Compliance & Economic Development		
Equality	Modern Slavery Risk	Social Opportunities (local)	Wages and Terms	Health and Safety	Bribery & Corruption	GDPR	Cyber Security
1	3	3	3	3	1	3	0

Total Score (Max = 48)	27		Number of High Score Themes (3)	6	Commodity Risk / Opportunity Classification	Medium

High Risk/Opportunity Areas most relevant to this contract:

Modern Slavery Risk & Wages and Terms

- A fair work first question will be asked within the ITT to evaluate the bidder's policies and processes in this area, including whether the contractor is an accredited real living wage supplier.

Social Opportunities (local)

- Community Benefits will be included in this ITT and contract as detailed further below in this section.

Health and Safety

- Minimum standards regarding Health & Safety are included in the SPD stage and a scored question on Health & Safety will likely be included at ITT stage. ITT questions will be further developed in due course.

The sustainability ITT questions, along with specific sustainability KPIs will address some of these priority impact areas. The successful contractors will each be expected to report on any sustainability-related KPIs. These KPIs are in development but are likely to include areas such as environmental sustainability, carbon emissions reporting, a one-off EcoVadis assessment, and social impacts such as fair work first policies.

Medium Risk/Opportunity Areas most relevant to this contract:

Carbon/Climate Change

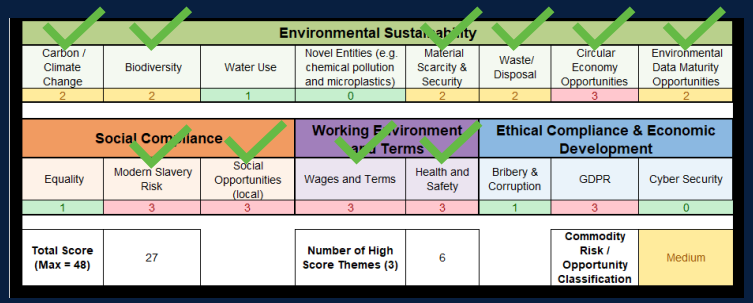
- This contract presents an opportunity to reduce carbon emissions associated with the [redacted]
- A scored question regarding carbon emissions reduction and reporting will likely be included at ITT stage. These questions are to be further developed with SRS.

Waste and disposal

- A scored ITT question on the contractor's waste and disposal practices may be included in the ITT, to be confirmed in due course. All items removed from site must be disposed of by a licensed waste carrier to a suitably licensed treatment/disposal site and in compliance with the Environmental Protection (Duty of Care) (Scotland) Regulations 2014 (including recent amendments) the Hazardous / Special Waste (Scotland) Regulations (2011) WEEE Regulations 2018 (Waste Electrical & Electronic Equipment).

Example

Specific questions developed within tender that address the risks / opportunities raised



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Carbon / Climate Change	Biodiversity	Water Use	Novel Entities (e.g. chemical pollution and microplastics)	Material Scarcity & Security	Waste/ Disposal	Circular Economy Opportunities	Environmental Data Maturity Opportunities
2	2	1	0	2	2	3	2

Social Compliance			Working Environment and Terms		Ethical Compliance & Economic Development		
Equality	Modern Slavery Risk	Social Opportunities (local)	Wages and Terms	Health and Safety	Bribery & Corruption	GDPR	Cyber Security
1	3	3	3	3	1	3	0

Total Score (Max = 48)	27		Number of High Score Themes (3)	6	Commodity Risk / Opportunity Classification	Medium

Technical Question 8 - Environmental Sustainability

Please provide a statement describing; what targets your organisation has in place, and what policies, processes or actions you are undertaking to minimise the environmental impacts of your organisation's operations and those of your supply chains.

Responses must include impact in relation to:

- climate change and carbon emissions (scope 1, 2 and 3)
- circular economy principles (to eliminate waste and pollution; to circulate products and materials in their highest state of value; or to regenerate nature)
- chemical pollution and impact on biodiversity
- material scarcity, in particular in relation to rare earth metals

Please detail how these targets and actions are measured and reported by the organisation, including whether these are externally verified.

Where you do not have targets or action plans in place, or these are not externally verified, please detail why this is the case.

Technical Question 10 – Ethical Supply Chains

Please provide a statement describing; what targets you have in place and what actions you are undertaking, to minimise the social impacts of your organisation's direct operations and those of your supply chains.

Responses must include impact in relation to:

- Fair Work First (Scottish Government), including commitment to being a Living Wage Employer
- Human Rights within your supply chain– including the avoidance of conflict minerals
- Modern Slavery

Please detail how these targets and actions are measured and reported, including whether these are verified by an accredited external assessment such as EcoVadis or Sedex.

Where external verification is not currently undertaken for these targets and actions, please detail why this is the case.

Example

KPI

- Increase in reuse of spare / left-over material from 10% to 70% within the duration of the contract (25% in year 1, 50% in year 2, 70% in year 3)
- Become an accredited real living wage employer within one year of contract start date
- Commit to adopting the Edinburgh Pathway decarbonisation approach within three months of contract start date

Our process

2. Existing contracts

Use RP mapping tool output to flag areas for consideration within a contract

Discuss key sustainability themes with suppliers

Follow up as part of contract management

Next steps for UoE?

- Ensure the mapping tool is used across greater number of procurement projects (and wider routes to market)
- Monitor feedback from procurement colleagues & own experience when asked to support projects
- Use output to guide requirement for suppliers to complete relevant assurance tools

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Sion Pickering

UoE_Sustainability

www.ed.ac.uk/sustainability

THANKS FOR JOINING

Access the tool:
UKUPC Website

Find out more about the RPG: EAUC Website

Provide Feedback on the RP Mapping Tool