WWF

REPORT

UK

2012

WORKING TOGETHER FOR PEOPLE AND FORESTS

Conservation | Sustainability | Climate change

Barking up the right tree?

A scorecard of UK local authorities' responsible wood and paper procurement

WWF-UK

WWF believes in a future where people and nature thrive. We're about respecting and valuing the natural world and finding ways to share the Earth's resources fairly. Tackling the threats to tropical rainforests is an important part of our work. They contain as much as 90% of the world's terrestrial plant and animal life. They help regulate the planet's climate and water cycles, are a vital source of food, shelter and medicine and provide income for millions of the world's most vulnerable people. Illegal and unsustainable logging threatens rainforests in places like Indonesia, the Congo Basin and the Amazon.

The UK is a big market for tropical timber, with the public sector responsible for up to 40% of the timber used in the UK. That is why we set up our EU-funded What Wood You Choose? campaign. The campaign works with UK business, central and local government and consumers to raise awareness that the timber we use is from well-managed forests, such as those certified by the Forest Stewardship Council® (FSC®), where people and nature are respected. We can all help protect forests by choosing responsibly-sourced timber, and local authorities have a key role to play in this. This report is part of our work to advise and support local authorities in this role.

PROFOREST

Proforest is an independent company working with natural resource management and specialising in practical approaches to sustainability. Our work ranges from international policy development to the practical implementation of requirements on the ground, with a particular focus on turning policy into practice. Our extensive and up-to-date knowledge of the international context ensures that our work for individual companies and organisations is set within an appropriate framework. At the same time, we are able to bring a wealth of current practical experience to policy development processes and debates.

The Proforest team is international and multilingual and has a broad variety of backgrounds, ranging from industry to academia and NGOs. This allows us to work comfortably in many types of organisations, as well as in a range of cultures. We have in-house knowledge of more than 15 languages, including Mandarin, Malay, French, Spanish and Portuguese.

Proforest was set up in 2000. Our expertise covers all aspects of the natural resources sector, from forestry and agricultural commodities to conservation, supply chain management and responsible investment. Since 2004, Proforest has run the Central Point of Expertise for Timber Procurement (CPET), offering direct, practical support and training to public sector buyers and their suppliers.

The CPET website provides detailed information on the UK Government's Procurement Policy, and we operate a telephone and e-mail helpline. CPET have also run regular training workshops for local authorities on sustainable timber procurement, and carry out assessments of evidence of compliance.

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1 EXECUTIVE SUMMARY

1.1 Background

Illegal logging occurs when timber is harvested, transported, processed, bought or sold in violation or circumvention of national or sub national laws.

10%

IN 2010, AN ESTIMATED 10% OF THE TIMBER IMPORTED INTO THE UK FROM OUTSIDE EUROPE WAS FROM ILLEGAL SOURCES

Illegal logging therefore describes a variety of illegal practices, ranging from theft of standing timber and logs through to corrupt business practices, such as under declaring volumes processed or tax avoidance. Illegal logging is a global problem. In 2010 a total of 15 million cubic metres of timber products (roundwood equivalent, or RWE) were imported into the UK from outside Europe. Of this, an estimated 10%[1] is thought to be illegal and is worth around £650 million. In 2010, the UK was thought to be the third largest EU importer of illegal timber products from outside Europe, after Germany and Italy, but these products have the highest value.

The UK government is trying to tackle this illegal trade through the implementation of its commitments under the European Union's Forest Law Enforcement Governance and Trade (FLEGT) action plan, published in 2003. Progress has been made in recent years through public and private initiatives, arising as a result of this plan. A key domestic initiative is using public procurement policy as a tool to drive markets to eliminate illegal timber products from domestic supply chains. In 2000, the UK government comitted its departments, agencies and non-departmental public bodies to purchase timber from legal and preferably sustainable sources only. Sustainable timber procurement became a mandatory requirement in 2009. Local authorities were encouraged to follow suit and the advisory service set up in 2006 to help achieve all of this (the Central Point of Expertise on Timber Procurement – CPET) is available for free advice and assistance to local authorities.

In 2010 WWF-Germany and WWF-UK launched our EU-funded What Wood You Choose? campaign to raise awareness of the economic, social and environmental consequences of purchasing illegal and unsustainable timber and wood products. Our campaign is placing the problem of illegal timber harvesting within the wider context of its impact on deforestation and the effect this has on people and nature in tropical regions such as Indonesia and the Congo Basin. We and our partners aim to show how these processes interrelate and to empower German and UK consumers, the corporate sector, and policy makers to take positive action by changing consumption patterns and market behaviour in favour of timber and wood products from sustainable, well-managed sources.

One of our campaign's communications is this study of local authorities. It assesses them on their success in procuring legal and sustainable/responsible timber and wood products. It complements previous surveys we undertook in 2007, 2006, 2001 and 1997.

A recent impact assessment on central government timber procurement policy, completed by Efeca[2] in 2010, reported that the public sector accounts for 10-40% of all sales of timber, wood and paper products (directly, and indirectly through a contractor). Thus central and local government remain key buyers within certain segments of the market, and have a great deal of influence over the way those traders operate.

The UK government was among the first to commit to a public procurement policy on timber, by requiring that only legal and sustainable timber products are procured by the government, its agencies and non-departmental bodies. Local authorities were, and still are, encouraged to implement policies on timber procurement, but it's not a mandatory

1 Calculated using wood product flow analysis as used in the 2010 Chatham House report, *Illegal Logging and Related Trade*. The data also reflects individual importing countries' efforts to exclude specific groups of illegal wood-based products.
2 Efeca, *An assessment of the impacts of the UK Government's timber procurement policy*. Efeca; Nov 2010; pp 1-67. (Efeca is a consortium of technical experts providing advice on issues relating to environment, climate and economics for the sustainable trade and use of natural resources.)

Tropical rainforests help regulate our climate and water cycles. They contain as much as 90% of the world's terrestrial plant and animal life and play a vital role in the livelihoods of millions of the world's most vulnerable people.

requirement. Implementation of Agenda 21, the UN's action plan that relates to sustainable development, was another driver in the 1990s and early 2000s that encouraged local authorities to take steps to implement sustainable procurement policies.

1.2 The study

In December 2011, we sent a letter to all 433 local authorities in England, Wales, Scotland and Northern Ireland, asking them to take part in our nationwide survey on timber product procurement. We followed this up with reminder emails and telephone calls. We made clear in the letter that local authorities which failed to respond would be considered as having no timber and wood product procurement policy.

The online survey covered the application and approval of policy; effective implementation such as whether the council includes sustainability criteria in tender specifications; and whether it carries out checks that the suppliers are fulfilling the requirements. It also covered questions on the awareness of forest certification and UK government timber product procurement policy and the level of awareness and applicability of forthcoming legislation to exclude illegal timber products from UK supply chains.

We used a five-tier rating system, ranging from red to green, to demonstrate the level of implementation of public procurement policies on timber products. A 'red' rating was automatically assigned to authorities that did not have such a policy, or did not know. Those that reported they were in the process of developing a policy were given an 'orange' rating. No scores were given to those councils that gave these responses. The 'orange' rating also applied to councils that stated they have policies but provided no details, or those that have a general sustainable policy in place. Actual scores were only calculated for those councils that have timber product procurement policies in place and provided details. Those that were scored fell into the orange to green rating, with the following baselines: less than 19 = orange; 20-49 = yellow; 50-79 = green/yellow; 80-100 = green.

1.3 Overall results

We asked 433 local authorities to take part in the online survey and 124 responded – a response rate of nearly 30%. We've drawn our overall conclusions about local authority performance both on the basis of the total number of local authorities and

Table 1. Local authority timber procurement policy per UK devolved country in 2012

UK devolved country	Local authorities with a timber procurement policy as a proportion of the total number of local authorities in each devolved country (worst case scenario)	Local authorities with a timber procurement policy as a proportion of the total number of local authorities in each devolved country that responded to the survey (best case scenario)	Local authority response rate for each devolved country (out of total number of local authorities)
England	16%	63%	25%
Wales	32%	58%	55%
Northern Ireland	8%	40%	19%
Scotland	25%	42%	59%

the number of those who responded (please see Table 1). More detailed analysis in the rest of the report (and in section 2 of this summary) is based on the 124 who responded. We've taken account of the fact that not all of them answered all the questions. Where appropriate, we've made this clear by denoting the percentage value in conjunction with the number of responses.

The results for the UK showed that depending on whether the number of local authorities with a sustainable timber product procurement policy in place was calculated as a proportion of the total number of local authorities in the UK or as a proportion of the total number of local authorities in the UK who responded, the figure was either 16% or 57%.

The only like-for-like comparison that can be drawn is with the 2008 ENDS[3] report on English local authorities, which had an 86% response rate. Even following the worst case scenario column in Table 1 (calculated as a proportion of the total number of local authorities in England), the figure for those English local authorities with procurement policies in place has increased from 6.4% (25/388) in 2008, to 16% (55/354[4]) in 2012. Following the best case scenario column in Table 1 (calculated as a proportion of the total number of local authorities in England that responded to the questionnaire), the number of local authorities with a timber/paper procurement policy has increased – from 25 to 56. Proportion wise, it's risen from 7.5% to 63%.

In reality, the result is likely to lie somewhere between these two extremes. We know that some local authorities that didn't respond do have a policy in place. We also know, through following up by phone, that many do not. The figures for the devolved countries are also helpful in that Scotland and Wales had far higher response rates, implying greater accuracy can be assumed in the figure for those with a policy, as a proportion of those who responded. As such this study can conclude that the number of local authorities with timber product procurement policies in place has more than doubled, albeit from a very low baseline of around 7% overall. However, this still means that probably more than half of UK local authorities are still at risk of buying illegal and unsustainable timber and paper products. And, even more important, that they're creating a market for such products.

Effective implementation of the timber product policies varied greatly. All 71 local authorities that claimed to have a timber and/or paper policy in place stated that the policy applies to the whole authority and not only to an individual directorate or department(s). Less than a quarter (16) fell into the green category – i.e. they were considered to have good implementation and monitoring of their public procurement policies covering timber and paper products. Well over half (45) were categorised either green/yellow or yellow and so could either improve on implementation or were assessed as having partial policy coverage, less effective implementation and a low level of awareness of the policy. The remaining 10 were classified as orange – i.e. they're in the process of developing a policy, have a general sustainability policy or a policy for paper only in place, need better implementation, or stated that they have policies but did not provide details.

Half of respondents reported that the timber and/or paper procurement policy is fully implemented. About a third (35%) reported that the policy is only implemented for some projects or departments, with the rest not responding or not knowing. Less than half carry out some sort of check to ensure that their suppliers/contractors fulfil tender specifications related to the legality and/or sustainability of timber and paper products. Nearly a quarter stated that no checks are undertaken. The comments provided where checks are in place reveal a heavy reliance on product certification being specified at the tendering stage, but only one authority specifically commented that certification is also confirmed at delivery.

x2

THE NUMBER OF LOCAL AUTHORITIES WITH A SUSTAINABLE TIMBER PRODUCT PROCUREMENT POLICY HAS ALMOST DOUBLED SINCE 2008. BUT OVER HALF STILL DON'T HAVE SUCH A POLICY

3 Suzanne Baker; *Local authorities fail to ensure the legality of timber*. ENDS Report 407: December 2008.
4 The number of local authorities in England has reduced following the merging of some councils.

1.3.1 Detailed results

With regard to the rest of the survey, comments from respondents indicated that the requirements of a timber product procurement policy are incorporated in a number of ways across the authorities, and at different stages in the procurement process – from the invitation to tender and the Pre-Qualification Questionnaires (PQQs), to specification and contract clauses. Some authorities also rely on a framework contract to ensure that policy requirements are included.

Less than half (44%) of respondents reported that their local authority purchasers have been given support (internal or external) to implement the timber and paper policy. Many respondents refer to the policy being built in to contractual requirements and supported by specifically trained members of staff. A fifth of the comments clarifying the kind of support available further refer specifically to CPET and/or WWF for external support on policy implementation. Around a third (39%) of all respondents reported that they make use of CPET's free advice service on procurement of legal and sustainable timber and paper products.

1.3.2 Obstacles to timber product policy implementation

Thirty-two respondents provided information on obstacles to the development and adoption of a sustainable procurement policy for timber and/or paper and printed materials. Some listed more than one obstacle. Ten considered the greatest obstacles to be lack of time and a further 10 also listed a lack of resources. Nine didn't consider a sustainable timber procurement policy to be a priority, whereas seven listed concerns about perceived costs and lack of information about responsibly procured timber. Only two local authorities claimed not to purchase any timber.

With regards to costs, there's generally very little evidence of significant price premiums for certified products. These only really apply for specialist products, such as tropical hardwoods used in niche markets (Efeca, 2010). A study undertaken by Leicestershire County Council to assess the cost implications of moving to a sustainable timber policy found that it could be cost neutral. The council has now committed to checking the source of all its timber products and implementing a sustainable timber policy. This sends an important message to those local authorities that are concerned about an increase in costs if they introduce a sustainable timber procurement policy.

The Efeca study considered that timber procurement policies can be implemented where the motivation exists. Over a number of years the market's ability to meet public timber procurement policy requirements has increased, thanks to widespread availability of FSC, PEFC or recycled timber products in common categories, combined with the services provided by CPET (assessment of certification schemes and free training and advice on implementation).

1.3.3 Introduction of legislative controls to tackle the trade in illegal timber products

The introduction of the EU Timber Regulation will make it illegal, from 3 March 2013, to place illegally harvested timber and timber products on the EU market. The legislation will require the operator first placing these products to demonstrate that it has a due diligence process in place for timber products first placed on the EU market. The extent of due diligence required will depend on the level of risk of a timber product being illegal. It will be down to the operator to determine these two elements, although guidance will be available. Traders further down the supply chain will have to keep track of who supplied the timber products and, where applicable, who they were sold on to.

The new regulation is likely to further increase the availability of legal and sustainable timber and paper products and make it easier for local authorities to obtain evidence of compliance.

However, the regulation will also apply for the first time to those local authorities that own forests and sell timber for commercial purposes, because they'll be classified as operators first placing timber products on the market.

A quarter (25%: 28/113 responses) of local authorities confirmed that they fell into this category, with the rest not knowing or responding 'no'. This means they have an obligation to carry out due diligence. Just over a third (38%, 42/110) are aware of the EU Timber Regulation and the FLEGT Regulation. However, of those 28 councils reporting that they own forest and sell timber, only 13 (less than half) are aware of the regulation, and only one council specifically mentioned due diligence. Seventeen of 42 respondents made specific mention of the fact that they were made aware of the regulation through CPET's training workshops and/or website.

38%
OF LOCAL AUTHORITIES WHO RESPONDED ARE AWARE OF THE EU TIMBER REGULATION AND THE FLEGT REGULATION

1.4 WWF's recommendations

Local authorities should make it a mandatory requirement that they have a legal and sustainable timber procurement policy. Defra should make every effort to support them in this, given its experience of overseeing the implementation of the mandatory policy for central government departments since 2009 and the voluntary policy since 2001. There's good reason for doing so: our timber tracking study in 2010, detailed in this report, found that although most products purchased by local authorities were likely to be from a legal and often sustainable source, a number of cases indicated that illegal wood is still reaching the UK market and ends up being purchased by local authorities.

More training and awareness raising on timber product procurement policy is needed. There is increasing awareness among local authorities of credible forest certification schemes such as the FSC® and how to guarantee legality and sustainability. More training and awareness raising will ensure that local authorities across the UK know how to build these elements into their timber procurement policy. This would ensure their specification and delivery through the tendering and contract management process.

Local authorities should make better use of existing procurement guidance mechanisms. We've been working directly with CPET for a number of years to encourage and support UK local authorities in improving the way they purchase timber. In early 2011 we wrote to all councils in the UK inviting them to get involved in our What Wood You Choose? campaign[5]. The campaign asked councils to make a bronze, silver or gold pledge – actions ranged from attending a CPET workshop on sustainable timber procurement to implementing and monitoring a sustainable timber procurement policy across the council. To date (March 2012), more than 50 local authorities have made a pledge and a further 27 authorities, according to the current survey, are considering making a pledge. As of March 2012 we have stopped accepting pledges from local authorities but we continue to offer free advice on sustainable timber procurement.

Help create a level playing field for the timber trade. The lack of price premiums for legal and sustainable timber products means that there's an increased cost of doing business. So there needs to be a level playing field for the timber trade. To help achieve this, it's crucial that there's a consistent implementation of local authority timber procurement policies, aligned with the UK government's policy and checks on deliveries, to ensure that those that don't comply either lose market share or are penalised.

5 wwf.org.uk/whatwoodyouchoose

SAFEGUARDING WILDLIFE

Illegal and unsustainable logging threatens vulnerable forests, people and wildlife in many places around the world. But by choosing FSC-certified wood and paper, local authorities can make a real difference. FSC-certified forests must have a management plan that minimises disturbance to wildlife. This helps to ensure that the forests remain suitable habitat for species such as this Bornean pygmy elephant.

2 INTRODUCTION

2.1 Background

In the late 1990s and early 2000s there was growing momentum in the debate surrounding illegal logging. Illegal logging exists because enormous profits can be made. It occurs when timber is harvested, transported, processed, bought or sold in violation or circumvention of national or sub national laws. Illegal logging therefore describes a variety of illegal practices, ranging from theft of standing timber and logs through to corrupt business practices, such as under declaring volumes processed or tax avoidance.

Illegal logging is a global problem. It occurs in tropical forests as well as temperate and boreal forests, and the resultant timber products are transported all over the world. In 2010 a total of 15 million cubic metres of timber products (roundwood equivalent or RWE) were imported into the UK from outside Europe. Of this an estimated 10% is thought to be illegal and is worth around £650 million. In 2010, the UK was thought to be the third largest EU importer of illegal timber products from outside Europe, after Germany and Italy, but these products have the highest value.

2013

FROM MARCH 2013, IT WILL BE AGAINST THE LAW TO PLACE ILLEGALLY HARVESTED TIMBER ON THE EU MARKET

The UK government made international commitments, such as the 1998-2002 G8 Action Programme on Forests, to mitigate illegal logging and the EU Forest Law Enforcement Governance and Trade (FLEGT) Action Plan published in 2003. A key domestic commitment is using public procurement policy as a tool to eliminate illegal timber products from domestic supply chains.

The UK government was among the first to commit to a public procurement policy on timber by requiring that only legal and sustainable timber products are procured by the government, its agencies and non-departmental bodies. On 1 April 2007 it gave itself two years to implement the policy across government and it became a mandatory requirement on 1 April 2009. A free advisory service (CPET) was set up in 2006 to help achieve this. Local authorities were and still are encouraged to implement policies on timber procurement, and the advisory service was extended to offer free advice and assistance to local authorities, but implementation of the policy is not a mandatory requirement for them. Implementation of Agenda 21, the action plan of the United Nations related to sustainable development, was another driver in the '90s and early 2000s, specifically encouraging local authorities to take steps to implement sustainable procurement policies.

Over the years, many NGOs have focused on addressing illegal and unsustainable logging, and the public sector's role as a key consumer. As one of the largest timber importers in the world, the UK market is of strategic importance, and any significant impact on the UK market is likely to have more widespread global impacts.

2.2 Studies of local authorities' implementation of timber procurement policies

Several studies have been carried out since the end of the '90s to assess UK local authorities' implementation of timber and/or paper procurement policies.

In 2002, Michael Meacher (who was environment minister at the time) sent a letter to all local authorities in England asking them three key questions: 1) did they have a timber procurement policy in place?; 2) were they putting one in place?; or 3) were they considering having such a policy? Only 85 responded. Of these, only 45 had a policy and 16 were in the process of implementing one.

In 2006, the UK Timber Trade Federation undertook a 'Local authority promotion project', with involvement from the UK government's Central Point of Expertise on Timber Procurement (CPET). It was designed to persuade actors in north-east England and north Yorkshire to collaborate on identifying and persuading two or three local authorities in that region to champion responsible timber procurement and then promote them as case studies of good practice to the whole of the UK.

In 2007, Defra commissioned Chatham House to carry out a study of 12 councils in the Timber Trade Federation's north-east region. The study focused on timber for construction and refurbishment; furniture for buildings and parks; and paper and paper products. The key findings were that knowledge of CPET and its service provision for local authorities was low: only two of the 12 surveyed had a full timber procurement policy in place and only one was systematically monitoring the implementation of its policy.

In December 2008, ENDS undertook a survey of all 388 local authorities in England, of which 333 responded. Only 7.5% (25/333) of the councils had timber procurement policies in place.

7.5%

AN ENDS SURVEY IN 2008 FOUND THAT JUST 7.5% OF LOCAL AUTHORITIES IN ENGLAND HAD A TIMBER PROCUREMENT POLICY

This current report presents the results of a survey which is the fifth in a series of surveys conducted by WWF-UK (in 1997, 2001, 2006, 2007 and now 2012) on the responsible purchasing of forest products by local authorities in the UK.

In 1997, we undertook a study of local authorities to see whether they were addressing their responsibilities regarding responsible timber procurement. The responses showed that 58% of UK local authorities had no policy in place, 26% had a policy and 10% of these policies specifically mentioned the FSC. Some 10% either did not know or were in the process of writing one and 6% did not reply.

When we repeated the study in 2001, 40% of local authorities had no policy in place, 19% had a policy, 12% either did not know or were in the process of writing one and 29% did not reply. The study concluded that policies were not being implemented or monitored and that local authorities had much work to do in the area.

Our 2006 report, *Capital Offence*, focused on the procurement of forest products, both timber and paper, by the 33 London Boroughs, as well as the Greater London Authority (GLA) and Association of London Government (ALG). We sought information on the actual purchasing practices of councils, such as tender specification and their use of forest certification systems. We didn't ask them to quantify their actual consumption of forest products since few, if any, would have been able to supply such details.

The survey was completed by four fifths of London's local authorities (26 of the 33 London Boroughs, and the GLA). The key findings were:

- Just over half of councils that responded had a policy relating to responsible purchasing of both timber and paper, most as part of a general 'green purchasing' policy that may lack a thorough approach to forest product procurement.
- Just under half of councils that responded included environmentally responsible purchasing criteria in their tender specifications for forest products and were using forest certification systems, with a strong endorsement of Forest Stewardship Council (FSC)-certified products or equivalent.
- Only a third of councils that responded asked for documentary evidence of the certified product's status from contractors and suppliers. This called into question whether they are really getting what they ask for.
- Only three councils (about one in 10) were collecting any information on the amount of timber that they purchase. This was both piecemeal and not followed up. In the longer term, such information will be essential to assess whether procurement policies are working or not.

A sample study of local authorities' procurement policies was done for our *Illegal Logging, Cut it Out!* report, published in January 2007. The response rate was 11.5%. Of these responses, 64% did not have any types of timber procurement policy, 16% had a policy (only one authority said it was monitoring the policy in full), 12% did not know if they had a policy, and 8% stated that they were about to write a policy.

In 2010-11, we commissioned a timber tracking study, part of which looked at the procurement of flooring, decking, firedoors and external hardwood doors by local authorities in England, Scotland and Wales. We sent a Freedom of Information request to these authorities covering the procurement of a range of products. About a quarter of local authorities (93 out of 385) replied, listing specific products.

The responses from local authorities demonstrated that large volumes of uncertified tropical plywood from Asia continue to be sourced. Though we didn't ask questions about plywood, a number of authorities provided comprehensive information on all wood purchasing in the last year. This demonstrated that while doors are important, the vast majority of uncertified tropical wood still being purchased by local authorities is plywood – particularly external plywood from the Far East (Indonesia, Malaysia or China). The study highlighted the complexity of the supply chain and the difficulty of being able to find out whether the timber purchased has come from a credible source, when no safeguards are in place. The findings underlined just how important it is for local authorities to have a public procurement policy in place to ensure products purchased are from legal and sustainable sources.

20-40%

THE PUBLIC SECTOR ACCOUNTS FOR 20 TO 40% OF ALL TIMBER SALES IN THE UK

2.3 Current market situation

Estimates of the proportion of total UK timber consumption attributed to central government, or central government plus local authorities, range from 10-40%. However, most contractors, traders and importers consulted for an impact assessment of the UK government's timber procurement policy (Efeca, 2010) reported that the public sector accounts for 20-40% of all sales (directly, and indirectly through a contractor). Thus it remains a key buyer within certain segments of the market, with a great deal of influence over the way those traders operate.

The impact assessment concluded that the market's ability to meet public timber procurement policy requirements (widespread availability of FSC, PEFC or recycled timber products in common categories) in most cases, combined with the services provided by CPET (assessment of certification schemes and free training and advice on implementation), mean that timber procurement policies can be implemented where the motivation exists.

Over the past 10 years there has been significant change in the response of the timber trade – from one of denial ("it's not our problem; it's too costly; there's not enough supply") to one where the cost of meeting public timber procurement policy is seen as the cost of doing business. Today, some businesses claim that it's relatively easy to meet the requirements by supplying FSC and PEFC.

This is shown by the significant increase in the supply of certified wood between 2003 and 2009. Over this period the UK's overall level of exposure to FSC and/or PEFC certified wood increased dramatically from 47% to 63%. Anecdotal evidence indicates policy compliance is often ensured by the suppliers and contractors and not the public buyer or contract manager.

The impact assessment of the UK government's timber procurement policy further concluded that there's very little evidence of significant price premiums for certified products. It found that price premiums only really materialise for specialist products, such as tropical hardwoods used in niche markets. The lack of price premiums is no longer seen as a 'deal breaker'; the costs incurred are absorbed and seen as being the costs of doing business.

Without price premiums, and with increased costs of doing business, the trade does require a level playing field. It's crucial that there is consistent implementation of local authority timber procurement policies, aligned with the UK government's policy, and checks on deliveries, to ensure that those who don't comply either lose market or are penalised.

The introduction of the EU Timber Regulation will make it illegal, from 3 March 2013, to place illegally harvested timber and timber products on the EU market. The legislation will require that due diligence is applied to all timber first placed on the EU market. Traders further down the supply chain will be required to keep track of who they bought timber or timber products from – and, where applicable, who they were sold to. The new regulation will ensure a more level playing field and further drive local authorities' contractors and suppliers to make legal and sustainable timber and paper products available, and make it easier for local authorities to obtain evidence of compliance.

£

SPECIALIST PRODUCTS APART, THERE IS LITTLE EVIDENCE TO SUGGEST THAT CERTIFIED WOOD AND PAPER COST MORE TO THE CONSUMER

3 THE SURVEY

3.1 Background to the current survey – WWF's Local Authorities Scorecard

In January 2010 WWF-Germany and WWF-UK launched our EU-funded What Wood You Choose? campaign to raise awareness of the economic, social and environmental consequences of purchasing illegal and unsustainable timber and wood products. Our campaign is placing this information within the wider context of deforestation, in current discussions within the UK and Germany. We and our partners aim to show the interrelation of these processes and empower German and UK consumers, the corporate sector, public actors and policy makers to take positive action by changing consumption patterns and market behaviour in favour of timber and wood products from sustainable, well-managed sources.

One of the key communications outputs of the campaign is the current local authority study, which assesses local authorities on their success in procuring legal and sustainable/responsible timber and wood products.

This study will help us understand where local authorities are facing challenges in adopting and implementing sustainable timber product procurement policies. It will also help to raise awareness of the support available to them from CPET and WWF, and also of the progress that many local authorities are making, showing that it is possible.

3.2 Methodology

An initial scoping exercise concluded that this current survey should cover all UK local authorities and utilise the methodology applied in previous scorecard surveys, to enable comparison.

3.2.1 Questionnaire

2010

IN 2010 WE LAUNCHED OUR WHAT WOOD YOU CHOOSE? CAMPAIGN TO HIGHLIGHT THE IMPACTS OF EU TIMBER TRADE ON THE WORLD'S RAINFORESTS

We sent a letter to all local authorities in England, Northern Ireland, Scotland and Wales. It included a link to an online questionnaire[6] asking the council to provide information on its policies and actions concerning environmentally responsible purchasing of timber and paper products. We made clear in the letter that local authorities which failed to respond would be considered as having no timber and wood product procurement policy.

The questionnaire included questions on the application and approval of policy; implementation aspects such as whether the council includes sustainability criteria in tender specifications; and whether they carry out checks that the suppliers are fulfilling the requirements. It also covered questions on the awareness of forest certification and monitoring of policy.

Further to previous studies, we included questions related to the level of awareness of the UK government's timber procurement policy, FLEGT and the EU Timber Regulation. The survey clarifies levels of awareness and explores the extent to which the new regulation will apply to local authorities, by seeking clarification on whether authorities will be 'placing timber on the EU market' and therefore have to undertake due diligence. The survey achieves this by asking if 1) the authority purchases timber and/or paper products directly from outside the EU; and 2) if the authority owns any forest and sells timber for commercial purposes. We gave councils a month to complete the online questionnaire; we gave them reminders via email and phone.

6 Please see Appendix 3 in the online version of the report for a copy of the questionnaire.

3.2.2 Analysis

The responses to the questionnaire formed the basis of a rating of the local authority. We weighted the different elements of purchasing policy and practice according to their relative importance towards implementation. For example, a question on monitoring was weighted higher than the level of approval of the policy. We use a five-tier rating system:

Colour	Remarks	Rating
	• Timber and paper policy (either two separate policies or one combined policy) – good implementation and monitoring	80-100
	• Timber policy only – good implementation • Timber and paper policy in place (either two separate policies or one combined policy) – implementation can be improved	50-79
	• Paper policy only – good implementation • A policy for timber only in place – implementation can be improved • Timber and paper policy in place (either two separate policies or one combined policy) – poor awareness and implementation	20-49
	• In the process of developing a policy • General sustainability policy • A policy for paper only in place – implementation can be improved • Councils which stated that they have policies but did not provide details	< 19
	• No policy in place and/or no response	

We assigned scores based on each council's self-certificated response. We didn't request independent evaluation of the accuracy of the information provided. See the scoring and rating methodology outline in Appendix 1 (available online at wwf.org.uk/barkinguptherighttree).

The data collected from questionnaires was analysed to enable, as far as possible, a comparison with previous studies undertaken to assess UK local authorities' timber and/or paper procurement policy implementation. Unfortunately, the online survey tool allowed for several responses to be provided by the same local authority. Where more than one response was provided, we selected the most recent response, with the most detail and information. In one case a single response was provided on behalf of two councils. The response was counted as such, and each score was awarded to both of the councils.

Where only contact details were provided, the 'log in' was not recorded as a response, but we noted the details. Where the responses were provided by a purchasing consortium or a shared procurement service, we made a note of this against each of the local authorities listed as their users. This counted towards their overall rating, but the responses were not fed in to the analysis. This was because they had not clarified what products were covered and to what extent the local authorities were committed to using the service.

3.2.3 Limitations

One of the limitations of this survey was the challenge of obtaining up-to-date contact details: in several cases the request was received too late by the correct contact, giving them insufficient time to respond. In other cases, councils dismissed the request for a response by suggesting that they did not purchase any timber or timber products (associating timber with construction timber only, and not for example wooden furniture and paper).

AN UNBROKEN SUPPLY CHAIN

This logger is marking a felled tree at an FSC-certified logging concession in south-east Cameroon. The tree and stump are marked with an identification number so that the wood can be tracked. The FSC system means that the wood can be traced through the supply chain, giving the consumer assurance that it comes from a well-managed forest. Over 50% of the 124 local authorities who responded to our survey have a procurement policy in place. If implemented properly, such policies can help to promote forest certification and protect forests in countries like Cameroon.

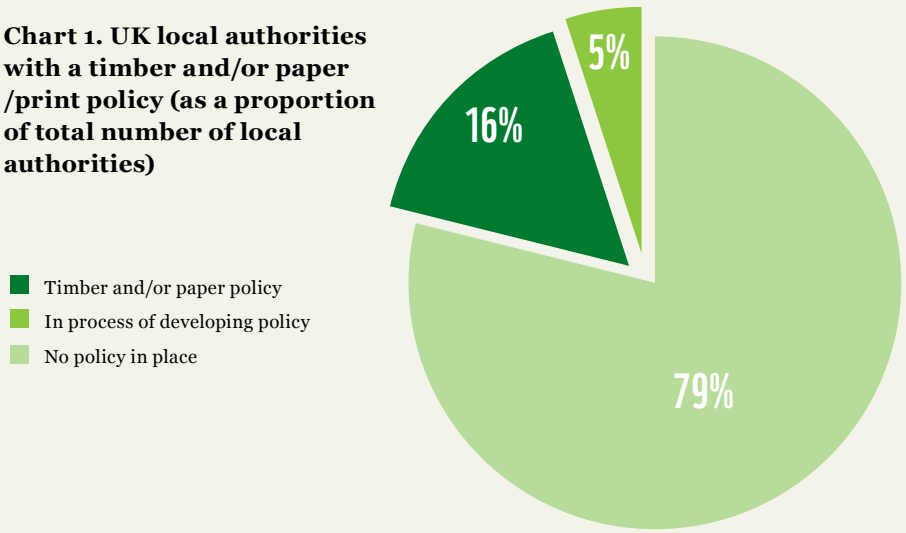
4 THE RESULTS

4.1 Overview of the current survey

A total of 124 of the 433 local authorities in England, Wales, Scotland and Northern Ireland completed the online survey – a response rate of nearly 30%. Not all 124 respondents answered all questions. Hence the number of responses varies through the analysis. Where appropriate, we've made this clear by noting the number of responses and the relevant number of respondents, as well as the percentage. We've drawn our overall conclusions on the progress that local authorities have made in recent years both on the basis of the total number of local authorities and the number of those who responded.

The current survey confirms that that 71 out of the 124 local authorities that responded had a timber and/or paper policy in place. If we assume that the 309 local authorities that failed to respond to the survey have no timber and wood product procurement policy, the proportion of local authorities in the UK with a timber and/or paper policy in place is 16% (71/433), with a further 5% (20/433) in the process of developing a policy.

Chart 1. UK local authorities with a timber and/or paper /print policy (as a proportion of total number of local authorities)



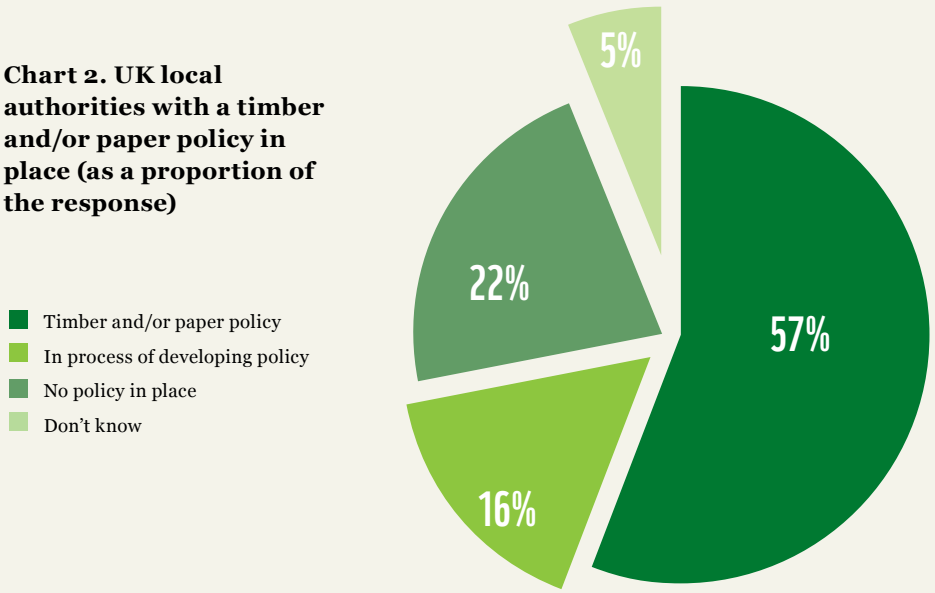
>50%

MORE THAN 50% OF AUTHORITIES THAT RESPONDED HAVE A TIMBER AND/OR PAPER PROCUREMENT POLICY IN PLACE

Based on the current survey and the responses provided by 124 local authorities, we can report the following key findings:

More than half the authorities that responded have a policy relating to responsible purchasing of timber and/or paper (57%: 71/124). Of these, the majority stated that they have a single policy covering timber and paper products (66%: 46/71), followed by a paper and/or print policy (14%: 10/71). Eight local authorities reported that they have a timber policy only, and another seven reported they had two separate policies covering timber and paper products. A further 16% reported that they were in the process of developing a policy (20/124). A quarter reported either not having a policy in place (22%: 27/124) or not knowing (5%: 7/124). Please refer to chart 2.

Chart 2. UK local authorities with a timber and/or paper policy in place (as a proportion of the response)



4.2 Comparing the current survey results with previous surveys

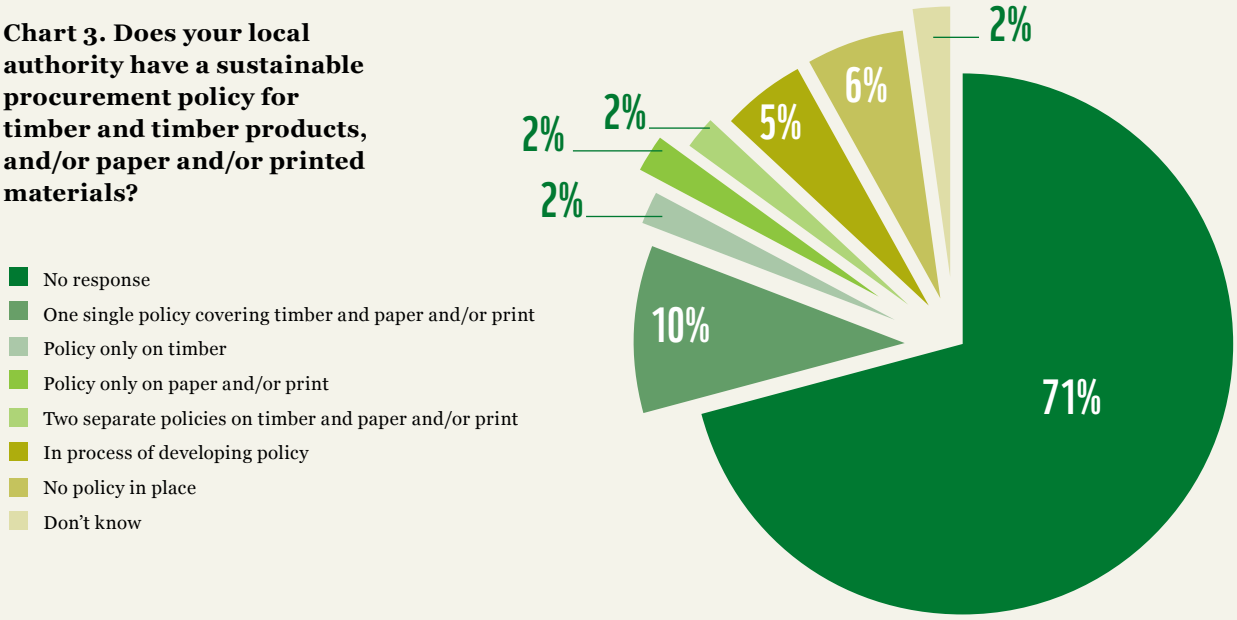
The most recent sample study of local authorities' procurement policies in the UK, commissioned for the 2007 report, *Illegal Logging, Cut it Out!*, had a response rate of only 11.5%. Of these, 16% reported they had a policy in place and 8% stated that they were about to write a policy. Though the 2007 report's data was limited, comparing it with the current survey findings indicates a significant increase in the proportion of local authorities with a timber/paper procurement policy in place – from 16% to 57% over the past five years.

A more recent and more comprehensive survey was undertaken for the ENDS report in 2008. The ENDS survey was only based on English local authority responses, but had a response rate of 86%. To compare the current survey's findings with the ENDS report, we isolated the English responses in the current study. A quarter of all English local authorities responded to the current survey and of those nearly two thirds (63%, 56/88) have a policy in place. Comparing this current survey's finding (that 63% have a policy) to the ENDS report's finding (that 7.5% of English authorities which responded had a timber and/or paper policy) shows that there's been a significant increase between 2008 and 2011 in the number of local authorities in England that have a timber and/or paper policy. In numerical terms, those local authorities reporting a timber/paper procurement policy have more than doubled – from 25 to 56. Proportion wise, it's risen from 7.5% to 63%.

Of the total number of authorities that responded to the current survey, nearly three quarters (73%) reported that they have a purchasing policy in place covering timber and/or paper/print purchases, or are in the process of developing a policy. It is, however, unlikely that the responses can be perceived as fully representative for authorities which failed to respond, as we assume that those with policies in place will be more inclined to respond.

In reality, it's likely that some of the local authorities that didn't respond do have a policy in place. We know this to be the case from other correspondence that we've had with some of these authorities. Nevertheless, we consider it a fair assumption that the majority of those that didn't respond haven't got a policy in place. With this study we can therefore conclude that, though there has been some improvement in recent years, more than half of UK local authorities are still at risk of buying illegal and unsustainable timber and paper products. And, even more important, that they're creating a market for such products.

Chart 3. Does your local authority have a sustainable procurement policy for timber and timber products, and/or paper and/or printed materials?



4.3 Policy application and coverage

All the local authorities that claimed to have a timber and/or paper policy in place stated that the policy applies to the whole authority and not only to an individual directorate or department(s).

The level of approval of the policy varied from authority to authority. Some listed that full council approval was required, whereas others listed cabinet, committee/ subcommittee and even officer level for approval.

The level of approval does not directly relate to the implementation of policy. Though there is a general trend that those councils that have full council approval are implementing their policies well (e.g. Newcastle, Woking, Fife), a number of other councils which only have officer level approval are doing equally well (e.g. Moray, Worcestershire, Northamptonshire). On the other hand, some councils (e.g. Islington, Chesterfield, Lewes) have full council approval for their policies but, in terms of implementation, there is still room for improvement.

Where products are detailed and local authorities have reported having a timber procurement policy in place, all timber products are listed as being covered – including furniture, new builds, refurbishments, hoardings, flooring and panel products.

For paper, copying paper is specifically listed in all instances where details of the products covered by the paper policy are listed. Envelopes are also specifically listed in most cases (37 of 62), whereas wrapping paper and notebooks are listed only in about one in four paper polices.

Only about half the paper polices are reported to have a specific reference to print materials.

A number of respondents commented that their authority's policy refers to the 'Government Buying Standards', formerly known as 'Quick Wins'. These are a set of sustainable specifications for a range of commonly-purchased products such as IT equipment and white goods, as well as paper (including tissue), furniture and construction. They refer to the government's timber procurement policy.

'Government Buying Standards' are mandatory for all central government departments, executive agencies and non-departmental public bodies, but local authorities are encouraged to refer to the standards only. The vast majority (86%) of local authorities responding reported that they were aware of the UK government's timber procurement policy.

4.4 Policy implementation

Less than half (44%) of the local authorities with a timber and/or paper policy in place report that their local authority purchasers have been given support (internal or external) to implement the timber and paper policy. Many respondents refer to the policy being built in to contractual requirements and supported by specifically trained members of staff. A fifth of the comments clarifying the kind of support available further refer specifically to CPET and/or WWF for external support on policy implementation. The use of CPET's free advice service on procurement of legal and sustainable timber and paper products was generally good with more than a third (39% of all respondents) reporting they make use of the support.

44%
OF THE LOCAL AUTHORITIES WITH A TIMBER AND/OR PAPER POLICY IN PLACE REPORT THAT THEIR PURCHASERS HAVE BEEN GIVEN SUPPORT TO IMPLEMENT THE TIMBER AND PAPER POLICY

Half the respondents representing authorities with a policy in place evaluated that the timber and/or paper procurement policy is fully implemented. About a third (35%) reported that the policy is only implemented for some projects or departments with the rest not responding or not knowing.

All authorities that report having a timber and paper procurement policy in place state that internal staff are aware of the policy; 57% report that contractors and 70% report that suppliers are also made aware. Many respondents also specifically comment that the public are made aware, via the policy being published on the authority's website.

More than a third (35%) of the local authorities with a policy in place reported that they collect information on the value and/or quantities and types of products purchased. The comments we received indicate that the data collected mainly relates to paper purchases, but that in some cases information on timber purchased is also requested from suppliers and contractors. Some 44% reported that they do not collect any information, with the rest not responding or not knowing.

Of the authorities who have a timber and/or paper policy in place, 61% include criteria related to legality and/or sustainability in tender specifications for contracts involving timber and paper products (following adopted policy where relevant) as recommended by WWF and CPET. Only three of the councils (2%) responded that they do not include any criteria, with the remainder not knowing or not responding.

The comments from respondents indicate that the requirements are incorporated in a number of ways across the authorities, and at different stages in the procurement process – from the invitation to tender and the Pre-Qualification Questionnaires (PQQs), to specification and contract clauses. Some authorities also rely on a framework contract to ensure that policy requirements are included.

About 42% of the authorities with timber and/or paper polices in place who responded to the survey carry out some sort of checks to ensure that their suppliers/ contractors fulfil tender specifications related to the legality and/or sustainability of timber and paper products. About a fifth (22%) of the respondents stated that no checks are undertaken. The comments provided where checks are in place reveal a heavy reliance on product certification being specified at the tendering stage, but only one authority specifically commented that certification is also confirmed at delivery.

94%
OF LOCAL AUTHORITIES WHO RESPONDED TO THE QUESTION ARE AWARE OF THE FOREST STEWARDSHIP COUNCIL (FSC) CERTIFICATION SCHEME

4.4.1 Forest certification schemes

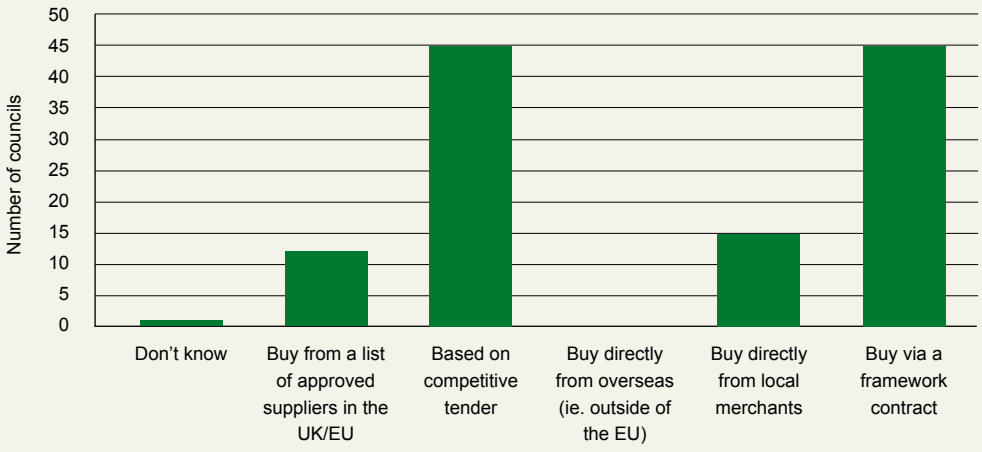
Awareness of forest certification schemes – especially the Forest Stewardship Council (FSC) – is very high among the local authorities that responded. The vast majority (94%) of those that responded are aware of forest certification schemes, with only four of 63 who provided a response reporting that they were not aware. All the respondents aware of forest certification schemes specifically listed FSC as an example; 28 of those also listed other schemes such as the Programme for Endorsement of Forest Certification (PEFC).

More than two-thirds (67%) of the respondents also stated that they accept forest certification systems as evidence that products come from sustainably managed forests, in compliance with their policies. Just under two-thirds (64%) of those who responded reported they had also bought FSC-certified timber or paper products (directly or indirectly via suppliers/contractors) in the past five years. Some 10% reported also having purchased products from other certification schemes, such as PEFC.

4.4.2 Purchasing methods

Depending on the item, timber and paper products are purchased via several methods. The responses we received in the current survey list that the main routes are: buying based on competitive tender, and via a framework contract. But the use of an approved suppliers list and purchasing directly from local merchants were also reported.

Chart 4. How do you purchase timber and paper products?
(more than one answer allowed)



4.4.3 Framework contracts

Whereas timber is generally provided via contracts and contractors, comments detailed how framework contracts are very often used for furniture and paper. Framework contracts can play an important role in implementing and ensuring legality and sustainability of timber and paper products in compliance with local authorities' policies. They also serve as an easy way for local authorities to ensure compliance with their policy. Framework contracts can, if products and suppliers are carefully selected, play a very important role for a large proportion of products purchased by local authorities.

An example of how purchasing via the Scotland Excel framework contract makes it easier to ensure legality and sustainability of timber purchases (and thereby implementation of an authority's policy) is provided by Inverclyde Council's comments supplied for this survey, set out in the box below. Scotland Excel is the Centre of Procurement Expertise for the local government sector in Scotland. It offers a number of framework contracts to local authorities, where legality and sustainability as set out in the UK government's timber procurement policy can be ensured for all timber products offered.

INVERCLYDE COUNCIL: USING A FRAMEWORK CONTRACT

As Inverclyde Council purchases all timber products via the Scotland Excel national framework, all timber framework contractors must provide the following:

"Without exception, a current, valid Chain of Custody Number must be quoted on all invoices and delivery notes for timber provided under this Framework Agreement. Only Legal and Sustainable timber can be supplied under the terms of this Framework Agreement, regardless of the description or details provided under any order mechanism (e.g. Purchase Order from Councils) and evidence to this effect (e.g. Chain of Custody referencing) must be provided for each transaction and be made available for audit at the request of Scotland Excel and any of their Members and Associate Members."

The contract schedules that are issued by Scotland Excel for distribution throughout the council detail the FSC/PEFC Certificate Number, FSC Licence Number and certificate expiry dates for each contractor. Specific details relating to the process contractors must follow are provided within the Framework and are set out below:

"In accordance with the UK Timber Policy, for those products listed in Lots 1 to 4, Scotland Excel and member Councils are committed to purchasing timber and wood-derived products originating from either legal and sustainable or FLEGT licensed or equivalent sources and are seeking Contractors who will assist in achieving this aim. As such, all timber and wood-derived products for supply or use in performance of the above lots must be independently verifiable and either:

- from a legal and sustainable source; or
- from a FLEGT-licensed or equivalent source.

Part of the Stage 1 evaluation requires tenderers to confirm that all products offered/supplied under these lots will be accompanied/supported by evidence from any of the following categories:

Category A evidence: Certification under a scheme recognised by the UK government as meeting the criteria set out in the document entitled 'UK Government Timber Procurement Policy: Criteria for Evaluating Certification Schemes (Category A Evidence)' (available from Scotland Excel on request and on CPET's website). The edition current on the day the contract is awarded shall apply. A list of assessed certification schemes that currently meet the government's requirements can be found on CPET's website. Acceptable schemes must ensure that at least 70% (by volume or weight) is from a legal and sustainable source, with the balance from a legal source. ▶

Category B evidence: Documentary evidence, other than Category A evidence and FLEGT evidence, that provides assurance that the source is sustainable. In this context 'sustainable' is defined in the document entitled 'UK Government Timber Procurement Policy: Framework for Evaluating Category B evidence' (available from Scotland Excel on request and on CPET's website). The edition current on the day the contract is awarded shall apply. Category B evidence shall be submitted in accordance with the three checklists attached. Tenderers requiring additional information on how to compile and/or complete the checklists should refer to CPET's website.

FLEGT evidence, from either or both of the following categories:

• Evidence of timber and wood-derived products being exported from a timber-producing country that has signed a bilateral Forest Law Enforcement, Governance and Trade (FLEGT) Voluntary Partnership Agreement (VPA) with the European Union and which have been licensed for export by the producing country's government. This may also include timber and wood-derived products that have been independently verified as meeting all the producing country's requirements for a FLEGT licence, where a VPA has been entered into but the FLEGT licensing system is not fully operational.

• Equivalent evidence from a country that has not entered into a VPA which demonstrates that all of the requirements equivalent to FLEGT-licensed timber have been met. In addition to providing this overarching confirmation, tenderers will be required, within the quality section of this document, to confirm on an item by item basis which category of evidence will be supplied and which certification scheme will be used."

Inverclyde are currently considering developing a timber procurement policy.

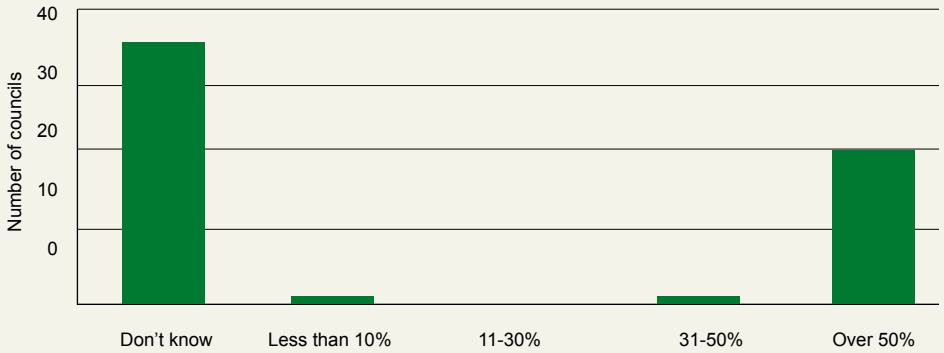
61%

THE MAJORITY OF THE RESPONDENTS DIDN'T KNOW THE PERCENTAGE OF CERTIFIED TIMBER OR PAPER THEY PURCHASED

4.5 Policy monitoring

The majority of the respondents (61%) didn't know the percentage of certified timber or paper they purchased. This reiterates the responses of 44% of the councils, which didn't collect information on the values, types and country of timber or paper products they purchased. Nevertheless, of those who knew the percentage of certified timber or paper purchased, it was encouraging to see that the majority had bought over 50% of certified products in the last five years.

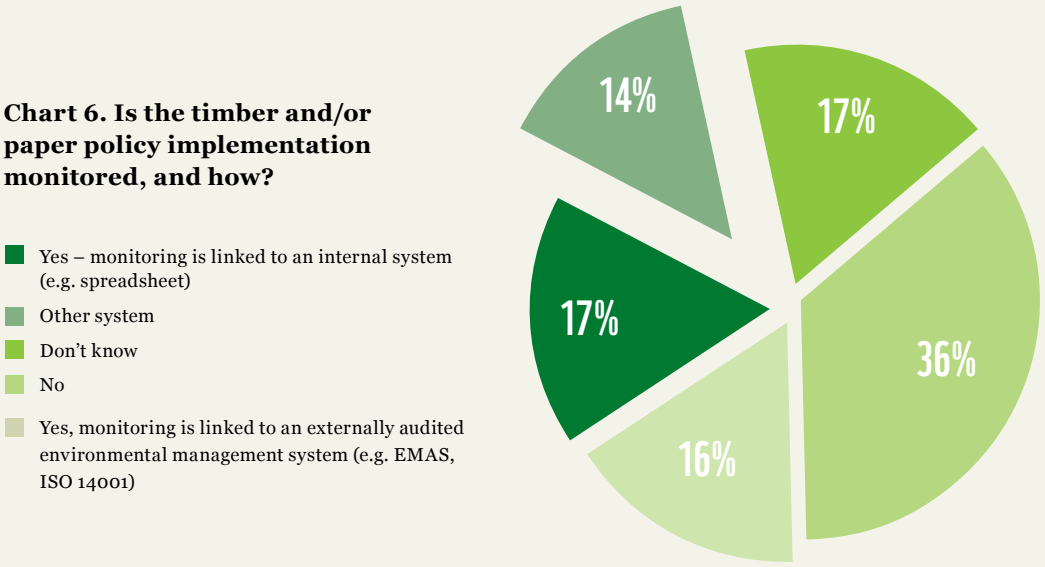
Chart 5. Do you know the percentage of certified timber or paper purchased (directly or indirectly) by your council?



Just under half (46%) of the respondents requested to see documentary evidence of the certified status of timber and paper products they purchased. Many of them stated that they asked for certificates or invoices. Interestingly, those who provided a positive answer were those who have a single policy covering both timber and paper products. None of the councils that have a policy which only covers paper requested to see documentary evidence.

About half (47%) of the respondents monitor the implementation of their timber and paper policies. The majority of these councils have a single policy that covers both timber and paper products. The method for monitoring the policy implementation varies, with some authorities using an internal system and others commenting that they rely on framework contracts and other procurement organisations to do the monitoring. Eleven authorities also report having linked the monitoring to an externally-audited environmental management system. An example of using an externally-audited system is described by Newcastle City Council in the box below.

Chart 6. Is the timber and/or paper policy implementation monitored, and how?



NEWCASTLE CITY COUNCIL'S ENVIRONMENTAL MONITORING

Newcastle upon Tyne has been named the UK's most sustainable city for 2009 and for 2010. As a Council we have made sustainability and sustainable procurement a core element in the delivery of our services.

We have committed to purchasing all of our timber and wood-derived products from independently verifiable legal and sustainable sources. This policy has been embedded in our supply chain and our procurement processes, with training delivered to all procurement staff on legal and sustainable timber, how to identify it and how to procure it. We have publicised the policy across the council through intranet messages and in staff newsletters.

However, we also recognise that having a policy in place is not always the same as fully complying with that policy, particularly across an organisation the size of Newcastle City Council, and we recognise the importance of having effective monitoring processes in place to ensure compliance.

Newcastle City Council has chosen EMAS as the best management tool to allow us to limit our environmental impact and improve upon our environmental performance. There is a corporate commitment to introduce EMAS across all of our directorates.

EMAS is the Eco-Management and Audit Scheme, a voluntary European initiative designed to recognise and reward organisations that go beyond minimum legal compliance and continually improve their environmental performance.

EMAS uses ISO 14001 (International Standards Organisation) as its management system but goes beyond this by requiring organisations to involve employees at all levels, demonstrate continued compliance to environmental legislation and provide regular information about their environmental performance to the public in the form of the annual EMAS Statement.

Environmental impacts are identified within our environmental management system, and regularly monitored. This monitoring is then subject to internal and external audit. An internal and external audit team conduct a programme of audits to check that the environmental management system complies with the standard and that there is legislative compliance. The findings of these audits are reported to senior management who take necessary action where required.

The whole system is also subjected to regular management review meetings, where senior managers and our business management officer meet and discuss the adequacy of the environmental management system and suggest where improvements can be made. The results of these meetings are fed back into the planning stage which completes the cycle of continual environmental performance improvement.

33%
OF AUTHORITIES SAID THEY HAVE A GENERAL SUSTAINABLE PROCUREMENT POLICY IN PLACE

4.6 Reported obstacles to policy development

It is interesting to note that although many authorities reported not having specific timber and/or paper policies in place, a third (33%) noted that they do have a general sustainable procurement policy in place. Comments we received generally indicated that, despite an actual specific policy not being in place, sustainability of timber and recycled paper is in many cases ensured, to an extent, via requirements being built in to overall sustainable procurement policies, requirements in framework contracts and construction contracts.

Only two local authorities claimed not to purchase any timber. Thirty-two respondents provided information about obstacles to the development and adoption of a sustainable procurement policy for timber and/or paper and printed materials. Some listed more than one obstacle. Ten considered the greatest obstacles to be lack of time and a further 10 listed a lack of resources. Nine listed 'Not considered an issue needing to be addressed at this time' as an obstacle, whereas concerns about perceived costs and lack of information about responsible procured timber were listed by seven.

There's generally very little evidence of significant price premiums for certified products. And these only really apply for specialist products, such as tropical hardwoods used in niche markets (Efeca, 2010). A study undertaken by Leicestershire County Council to assess the cost implications of moving to a sustainable timber policy found that it could be cost neutral. The council has now committed to checking the source of all its timber products and implementing a sustainable timber policy. This sends an important message to those local authorities

that are concerned about an increase in costs if they introduce a sustainable timber procurement policy.

One council commented: "The Council had a sustainable procurement policy and strategy but this was dropped from usage in 2008. The policy was found to be restrictive in that it held requirement for only environmentally sustainable products to be bought and allowed no cost/usage benefit to be considered. Given the current financial climate, cost considerations are impacting on service delivery and this needs to incorporate more flexibility in purchasing. The council now has a blanket policy within procurement to consider sustainability in any procurement but there is no mandate."

Implementation of a timber policy should be prioritised by local authorities. Our 2010 timber tracking study, highlighted in section 2.2, found that although most products purchased by local authorities were likely to be from a legal and often sustainable source, a number of cases indicated that illegal wood is still reaching the UK market and ends up being purchased by local authorities.

While there's an increasing awareness of the need to ensure legality and sustainability and forest certification by local authorities, more training and awareness raising is needed in order to ensure that the policy is implemented properly, and that certified products are actually specified and delivered.

16
OF THE 71 COUNCILS THAT REPORTED THEY HAVE POLICIES IN PLACE, WE AWARDED 16 THE VERY BEST 'GREEN' RATING

4.7 Rating of the local authorities

We used a five-tier rating system to demonstrate the level of implementation of public procurement policies among the 124 local authorities that have responded. We automatically assigned a 'red' rating to authorities that did not have a policy, or did not know. Those that reported they were in the process of developing a policy were given an 'orange' rating. No scores were given to those councils that gave these responses. The 'orange' rating also applies to councils that stated they have policies but provided no details, or those that have a general sustainable policy in place. In these two cases the councils didn't complete the survey, so it was impossible to assign a score. Actual scores were only calculated for those councils that have policies in place and provided details. The table on pages 32-33 shows the score and rating of the 124 councils that responded to the survey.

Rating of all 433 local authorities, including those that did not respond, can be found in Appendix 2: WWF Local Authorities' Scorecards (in the online version of this report wwf.org.uk/barkinguptherighttree). Of the 71 councils that reported they have policies in place, we awarded 16 the very best 'green' rating. These are councils that we consider to have good implementation and monitoring of their public procurement policies covering timber and paper products. A further 22 achieved the 'green/yellow' rating: these councils either have good implementation of their policies covering timber only, or have a single policy that covers timber and paper products but its implementation can be further improved. We gave a 'yellow' rating to 23 authorities. This indicates: 1) good implementation of the authority's paper only policy; 2) the councils stated that they have a single policy covering timber and paper products but provided little information, so we assumed there was poor awareness and implementation of their policies; or 3) authorities whose policy covers only timber, where implementation can be improved.

WORKING WITH LOCAL COMMUNITIES

FSC-certified concessions require that the concession holders consult and work with local communities and indigenous groups, to ensure that they also benefit from the employment opportunities on offer. Other requirements focus on health and safety, as well as support for local community development, such as this school in Cameroon. Local authorities scoring green in this report are taking important steps to ensure that their timber product purchases support local communities in places like this.

Local authority	Policy	Score	Rating
Aberdeenshire Council	Timber only	24	
Angus Council*	Single policy for timber and paper – 3 Tayside local authorities have a shared procurement servicea	NA	
Ashford Borough Council	No policy	NA	
Banbridge District Council	Single policy	52	
Barnsley Metropolitan Borough Council	In the process	NA	
Basingstoke and Deane Borough Council	Single policy for timber and paper	64	
Blackpool Council	In the process	NA	
Blaenau Gwent County Borough Council	Single policy for timber and paper	70	
Bradford Metropolitan District Council	Paper only	18	
Brighton and Hove City Council	Single policy for timber and paper	96	
Bristol City Council**	Timber only, though no details were given	NA	
Buckinghamshire County Council	In the process	NA	
Bury Metropolitan Borough Council	Timber only	38	
Caerphilly County Borough Council	Paper only	24	
Calderdale Council	No policy	NA	
Cardiff Council	Paper only. However, also in the process of developing a policy that will cover timber products	10	
Central Bedfordshire Council	No policy	NA	
Ceredigion County Council	Single policy for timber and paper	90	
Charnwood Borough Council	Single policy for timber and paper	84	
Chelmsford Borough Council	Single policy for timber and paper	78	
Cheltenham Borough Council	Single policy but no details were given	NA	
Cheshire West and Chester Council	No policy	NA	
Chesterfield Borough Council	Timber only	35	
Christchurch Borough Council	In the process	NA	
City and County of Swansea	Single policy for timber and paper	78	
City of Edinburgh Council	Timber only	37	
City of York Council	In the process	NA	
Clackmannanshire Council	Single policy but no details were given	32	
Cookstown District Council	No policy	NA	
Crawley Borough Council	No policy	NA	
Derbyshire County Council*	Did not fill in the questionnaire, though responded that they implemented specific clauses into timber and sheet materials contract documentation which follow the CPET rquirements and guidelines	NA	
Devon County Council	Two policies for timber and paper	87	

Local authority	Policy	Score	Rating
London Borough of Havering	Single policy for timber and paper	80	
London Borough of Hounslow	No policy	NA	
London Borough of Lambeth	Two policies for timber and paper	74	
London Borough of Redbridge	In the process	NA	
London Borough of Richmond upon Thames	No policy	NA	
Maldon District Council	No policy	NA	
Melton Borough Council	Single policy for timber and paper	48	
Merthyr Tydfil County Borough Council	No policy	NA	
Midlothian Council	In the process	NA	
Moray Council	Single policy for timber and paper	48	
Newcastle upon Tyne City Council	Single policy for timber and paper	90	
Newport City Council	Paper only	17	
Newry & Mourne District Council	Paper only but no details were provided	NA	
Newtownabbey Borough Council	No policy	NA	
North Ayrshire Council	Single policy for timber and paper	68	
North Dorset District Council	No policy	NA	
North Lanarkshire Council	No policy	NA	
North Somerset Council	Don't know	NA	
North Yorkshire County Council	In the process	NA	
Northamptonshire County Council	Single policy for timber and paper	48	
Nottingham City Council	Paper only	16	
Nuneston & Bedworth Borough Council	Single policy for timber and paper	82	
Orkeny Islands Council	In the process	NA	
Oxford City Council	Single policy for timber and paper	56	
Perth & Kinross Council	In the process of developing a policy – 3 Tayside local authorities have a shared procurement	NA	
Portsmouth City Council	Single policy for timber and paper	76	
Powys County Council	No policy	NA	
Purbeck District Council	Don't know	NA	
Reading Borough Council	Has a procurement strategy that covers a commitment to achieving sustainability	NA	
Renfrewshire Council	In the process	NA	
Rotherham Metropolitan Borough Council	Single policy for timber and paper	84	
Royal Borough of Kensington and Chelsea	Single policy for timber and paper	64	
Royal Borough of Kingston upon Thames	In the process	NA	
Royal Borough of Windsor and Maidenhead	Don't know	NA	
Rushmoor Borough Council	In the process	NA	
Scottish Borders Council	Don't know	NA	

Dorset County Council	No policy	NA	
Derry City Council	No policy	NA	
Dundee Council*	Single policy for timber and paper – 3 Tayside local authorities have a shared procurement service	NA	
Durham County Council	Single policy for timber and paper	94	
East Cambridgeshire District Council	No policy	NA	
East Lothian Council	In the process	NA	
East Essex County Council	Two policies for timber and paper	29	
Eden District Council	Two policies for timber and paper	48	
Falkirk Council	Single policy for timber and paper	78	
Fermanagh District Council*	No policy	NA	
Fife Council	Single policy for timber and paper	90	
Flintshire County Council	Don't know	NA	
Glasgow City Council	Timber only	34	
Gloucestershire County Council	Single policy for timber and paper	88	
Great Yarmouth Borough Council	No policy	NA	
Gwynedd Council	Don't know	NA	
Hampshire County Council	Single policy but no details given	NA	
Harrow Council	Single policy for timber and paper	84	
Hartlepool Borough Council	Single policy for timber and paper	94	
Hastings Borough Council	Single policy for timber and paper	78	
Herefordshire Council*	Shared procurement service, West Mercia Supplies, which has a policy covering timber products only	NA	
Highland Council	Two policies but no details were given	NA	
Inverclyde Council	No policy but purchased through Scotland Excel Framework	NA	
Islington Council	Two policies for timber and paper	35	
Kent County Council	Single policy for timber and paper	70	
Knowsley Metropolitan Borough Council	Two policies for timber and paper	65	
Larne Borough Council	No policy	NA	
Leeds City Council	No policy	NA	
Leicestershire County Council	Single policy for timber and paper	86	
Lewes District Council	Paper only	21	
London Borough of Bexley	Paper only	31	
London Borough of Camden	In the process	NA	
London Borough of Enfield***	No policy	NA	
London Borough of Hackney	Single policy for timber and paper	62	
London Borough of Haringey	Two policies for timber and paper	58	
Sefton Council	No policy	NA	
Shepway District Council	No policy	NA	
Shropshire Council*	Shared procurement service, West Mercia Supplies, which has a policy covering timber products only	NA	
Solihull Metropolitan Borough Council	Don't know	NA	
South Ayrshire Council	No policy	NA	
South Gloucestershire Council	Single policy for timber and paper	66	
South Lakeland District Council	In the process	NA	
South Northamptonshire Council	In the process	NA	
South Oxfordshire District Council	Single policy for timber and paper	32	
South Somerset District Council	Single policy for timber and paper	82	
Southampton City Council	Timber only	24	
St. Albans City Council	Single policy for timber and paper	54	
St Helens Council*	Have provided policy details but did not fill in the questionnaire	NA	
Staffordshire County Council	Single policy for timber and paper	32	
Strabane District Council*	No policy	NA	
Stroud County Council	Single policy for timber and paper	72	
Surrey County Council	Single policy for timber and paper	76	
Telford & Wrekin Council*	Shared procurement service, West Mercia Supplies, which has a policy covering timber products only	NA	
Thanet District Council	Single policy for timber and paper	60	
Vale of Glamorgan Council	In the process	NA	
Vale of White Horse Council	Single policy for timber and paper	32	
Wakefield City Council	Single policy for timber and paper	86	
Waltham Forest Council	Single policy for timber and paper	50	
Warrington Borough Council	No policy	NA	
Warwick District Council	No policy	NA	
Waverley Borough Council	No policy	NA	
West Berkshire Council*	Sustainable Procurement Impact Assessment	NA	
West Lindsey District Council	Paper only	24	
West Lothian Council	In the process	NA	
West Sussex County Council*	Sustainable procurement policy only	NA	
Woking Borough Council	Single policy for timber and paper	82	
Worcestershire County Council	Single policy for timber and paper	78	
Wrexham County Borough Council	Paper only	26	

* Councils with an asterisk aren't counted towards the total number of responses because they didn't complete the online survey and only responded via email. Councils that have a shared procurement service but didn't complete the online questionnaire were also not taken into account towards the total number.

** Based on the information provided in the survey, Bristol City Council scored an Orange rating. The council has since provided more information, and we would expect them to score higher next time.

*** Since we carried out the survey, Enfield have reported that they now have a sustainable procurement policy which covers timber.

12%

ONLY 12% OF LOCAL AUTHORITIES WHO SELL TIMBER FROM THEIR OWN FORESTS ARE AWARE OF THE NEW EU TIMBER REGULATION

4.8 The EU Timber Regulation

No local authorities reported buying direct from countries outside the EU. This means it is therefore unlikely that, with regards to purchasing, local authorities will fall into the category of "operators", placing timber products on the market for the first time under the new EU Timber Regulation coming into force in 2013.

However, a quarter (22%, 28/113) of those who answered the question responded that they own forests and sell timber for commercial purposes, which means they're operators under the EU Timber Regulation, and therefore have an obligation to carry out due diligence. Just over a third (38%, 42/110) of those who answered the question were aware of the EU Timber Regulation and the FLEGT Regulation. However, of those councils that own forest and sell timber, only 13 are aware of the regulation, and only one council specifically mentioned due diligence. Seventeen of 42 who answered the relevant question specifically commented that they were made aware of the Regulation through CPET's training workshops and/or website.

4.9 WWF pledges

Over the past two years, in the context of our What Wood You Choose? campaign[7], we've been working directly with the UK government's Central Point of Expertise on Timber Procurement (CPET) to encourage and support UK local authorities in improving the way they purchase timber. In early 2011 we wrote to all councils in the UK inviting them to make a bronze, silver or gold pledge – actions range from attending a CPET workshop on sustainable timber procurement to implementing and monitoring a sustainable timber procurement policy across the council. To date (March 2012), more than 50 local authorities have made a pledge and a further 27 authorities are, according to the current survey, considering making a pledge. See table 2 on p36.

While the majority of councils that scored high (green/yellow or even green) have made pledges (e.g. Brighton and Hove, Fife, Rotherham), many of those who made a pledge didn't respond to the online survey (e.g. Test Valley, West Dunbartonshire). On the other hand, some local authorities that haven't made a pledge scored green/yellow or green (e.g. Charnwood, Chelmsford). There's also a likelihood that those which made a pledge were more willing to respond, but there's not enough evidence to show that this is the case (17 out of 50 councils that made a pledge didn't respond to the survey). Nevertheless, many local authorities stated that they'd consider making a pledge to improve the way they purchase timber and paper products.

Many of the responses reflect the importance of WWF and CPET's support to councils in implementing the policies. There are some outstanding examples of good progress being made. One example – Durham County Council – is given in the text box below.

DURHAM COUNTY COUNCIL: AN EXAMPLE OF FULL IMPLEMENTATION

In late 2009, with support from CPET, Durham County Council adopted a Sustainable Timber Procurement Policy. This specifies that "all timber and wood-derived products are required to be purchased from independently verifiable legal & sustainable sources". The policy requires that all timber products are certified under third party certification schemes and details the criteria for evaluating evidence. We believe we were the first council in England to formally adopt a Sustainable Timber Procurement Policy. The policy is endorsed by the leader of the council and is available on the council's public website.

7 wwf.org.uk/whatwoodyouchoose

Following the endorsement and formal adoption of our policy, we put monitoring systems in place to record evidence and compliance. We engage with procuring officers throughout the organisation to ensure that the policy is implemented in contracts with a timber risk. Details of contracts involving timber are recorded and tender documents checked for policy compliance. We then contact companies directly to ensure they have the evidence required, and check invoices for proper evidence of an appropriate chain of custody.

The response from the market
When investigating contracts that were let prior to the formal endorsement of our policy, we were encouraged to find that the majority of our existing suppliers already had the capability to comply – that is, they already had FSC/PEFC certification.

Sustainable timber is something that the market in the UK is clearly very much aware of and ready to respond to. Through continually assessing contracts that we let, we have been pleased to find that the majority of suppliers providing timber products to the council can demonstrate evidence of compliance with the policy.

For example, evidence received includes:

- invoices from a print supplier detailing FSC Chain of Custody for the paper used;
- delivery notes from a construction company showing FSC Chain of Custody for the timber provided.

Embedding the policy
In an organisation as large as Durham County Council, employing over 24,000 people in more than 300 sites, fully embedding a new policy can take some time. Perhaps unsurprisingly, the most common reason for any contracts being non-compliant was that the tender documentation did not reference the policy, and so the suppliers had not been asked to guarantee they provided only sustainable timber. We have therefore been engaging with staff across the organisation to ensure they are fully aware of the requirements of the policy. It has proved difficult to ensure awareness and compliance with the policy when so many people are involved in placing contracts on a regular basis. However, as momentum increases in investigating contracts and monitoring compliance, we are seeing an increase in awareness throughout the organisation. As mentioned above, the market's awareness of sustainable timber has not been an issue – the market is, in general, highly capable of providing sustainable timber if requested.

Further research
We have recently begun investigating sustainable timber issues beyond the scope of our current policy. We have conducted research into areas where timber is used in the supply chain, for example, wooden pallets used in transportation of products. We will continue this research into 'embedded' timber, and other issues, to ensure we can continue to take a position of leadership on the sustainable procurement of timber.

THE MARKET IS HIGHLY CAPABLE OF PROVIDING SUSTAINABLE TIMBER IF REQUESTED

Table 2. Local authorities' WWF pledges

Pledge	Local authority	Remarks
Bronze	Aberdeen City Council	achieved July 2011
Bronze	Aberdeenshire Council	achieved September 2011
Bronze	Argyll and Bute Council	
Gold	Brighton and Hove City Council	achieved June 2011
Bronze	Cambridge City Council	
Bronze	Cardiff Council	achieved November 2011
Bronze	Central Bedfordshire Council	
Bronze	Chesterfield Borough Council	Considering making a pledge (and have done so since responding to this survey)
Gold	City of Edinburgh Council	
Silver	Clackmannanshire	Information from survey, not on WWF website
Bronze	Crawley Borough Council	achieved November 2011
Bronze	Dumfries and Galloway Council	achieved September 2011
Gold	Durham County Council	achieved February 2012
Bronze	East Dunbartonshire Council	achieved September 2011
Bronze	East Lothian Council	achieved September 2011
Silver	Falkirk Council	achieved July 2011
Silver	Fife Council	
Silver	Glasgow City Council	achieved October 2011
Silver	Gloucestershire County Council	
Bronze	Hackney London Borough Council	achieved February 2012
Silver	Haringey London Borough Council	
Bronze	Hart District Council	achieved October 2011
Gold	Havering London Borough Council	
Silver	The Highland Council	
Bronze	Inverclyde Council	
Silver	Lambeth Council	
Silver	Leeds City Council	
Silver	Leicestershire County Council	
Silver	Luton Borough Council	
Bronze	Mid Sussex District Council	achieved December 2011
Bronze	Midlothian Council	achieved June 2011
Bronze	North Ayrshire Council	
Bronze	Oldham Metropolitan Borough	achieved November 2011
Bronze	Perth & Kinross Council	achieved November 2011
Gold	Peterborough City Council	
Silver	Portsmouth City Council	
Bronze	Renfrewshire Council	achieved October 2011
Gold	Rotherham Metropolitan Borough Council	
Bronze	Royal Borough of Kingston Upon Thames	achieved November 2011
Silver	Rushmoor Borough Council	
Bronze	Scarborough Borough Council	
Bronze	Scottish Borders Council	achieved December 2011
Bronze	South Ayrshire Council	achieved November 2011
Bronze	South Lanarkshire Council	achieved June 2011

Pledge	Local authority	Remarks
Silver	South Somerset District Council	
Bronze	Test Valley Borough Council	achieved October 2011
Bronze	Tower Hamlets London Borough Council	
Bronze	Vale of Glamorgan Council	achieved February 2012
Bronze	West Dunbartonshire Council	achieved September 2011
Bronze	West Lothian Council	achieved September 2011
Gold	Woking Borough Council	
Responses from survey		
	Banbridge District Council	Considering making a pledge
	Barnsley Metropolitan Borough Council	Considering making a pledge
	Basingstoke and Deane Borough Council	Considering making a pledge
	Bury Council	Considering making a pledge
	Ceredigion County Council	Considering making a pledge
	Chelmsford Borough Council	Considering making a pledge
	Cheshire West and Chester	Considering making a pledg
	Chesterfield Borough Council (and have done so)	Considering making a pledge
	Christchurch Borough Council	Considering making a pledge
	City & County of Swansea	Considering making a pledge
	East Cambridgeshire District	Considering making a pledge
	Flintshire County Council	Considering making a pledge
	Hastings Borough Council	Agreed to make a pledge
	Inverclyde Council	Considering making a pledge (and have done so since responding to this survey)
	Kent County Council	Considering making a pledge
	Newcastle City Council	Considering making a pledge
	Northamptonshire County Council	Considering making a pledge
	Larne Borough Council	Considering making a pledge
	London Borough of Camden	Considering making a pledge
	London Borough of Hackney	Considering making a pledge (and have done so since responding to this survey)
	Orkney Islands Council	Considering making a pledge
	Oxford City Council	Considering making a pledge
	Purbeck District Council	In the process of doing so
	South Gloucestershire Council	Considering making a pledge
	Stroud District Council	Considering making a pledge
	Woking Borough Council	Considering making a pledge (and have done so since responding to this survey)
	Worcestershire County Council	Considering making a pledge

5 CONCLUSION AND RECOMMENDATIONS

A voluntary response rate of nearly 30% for a survey covering all 433 local authorities in England, Wales, Scotland and Northern Ireland can be considered good. It indicates willingness from the local authorities to cooperate.

Of the 124 authorities that responded, more than half have a policy relating to responsible purchasing of timber and/or paper in place (57%: 71/124). Comparing this result of the current study with our most recent sample study of local authorities' procurement policies in the UK – *Illegal Logging, Cut it Out!* (2007) – indicates a significant increase in the proportion of local authorities with a timber/paper procurement policy in place: from 16% to 57% over the past five years.

Comparing the findings in this scorecard for councils in England that responded with the recent, comprehensive survey undertaken by the ENDS report in 2008 (for England) also supports the conclusion that there's been a significant increase, from 7.5% (25 out of the 333 who responded to the ENDS survey) to 63%, in the number of English local authorities with a timber and/or paper policy in place.

Of the 71 councils that reported having policies in place, 16 received the very best 'green' rating. Based on their responses, these councils were found to implement and monitor their procurement policies covering timber and paper products well.

However, if the agreed survey methodology is followed and the 309 local authorities who failed to respond to the survey are considered as having no timber and wood product procurement policy in place, the proportion of local authorities in the UK with a timber and/or paper policy in place is reduced to 16%, resulting in 84% of local authorities in the UK potentially having no timber and/or paper policies in place. However, it should be noted that the number of local authorities in England with procurement policies in place has more than doubled – from 6.4% (25/388) of all English authorities surveyed in the ENDS report in 2008, to 16% (55/354[8]) in 2011.

47%

ONLY 47% OF LOCAL AUTHORITIES WHO RESPONDED MONITOR IMPLEMENTATION OF THEIR TIMBER AND/OR PAPER POLICIES

Only about half (47%) of the respondents monitor implementation of their timber and paper policies. The majority of these have a single policy that covers timber and paper products.

Awareness of forest certification schemes and especially Forest Stewardship Council (FSC) is very high among the local authorities that responded. The vast majority (94%) of those that responded are aware of forest certification schemes. Only four of the 63 who provided a response claimed not to be aware. All the respondents that are aware of forest certification schemes listed FSC as an example.

While there is increasing awareness among local authorities of forest certification and how to guarantee legality and sustainability, more training and awareness raising is needed in order to ensure that the policy is implemented properly, and that certified products are actually specified and delivered across the whole of the UK.

Though the current survey shows that improvements have been made, it also makes clear that only a minority (16%) of all local authorities (71/433) across the UK have timber and/or paper procurement policies in place. And, of those that have a policy, there's still room for improvement in terms of implementation. Unless requirements for legality and sustainability are clear and unless confirmation is sought, there's a risk that they're buying from poorly-managed or illegal sources.

8 A number of English local authorities have merged. We contacted 354 for this study.

Without timber procurement policies in place, many local authorities are at risk of buying illegally and/or unsustainably sourced timber products such as plywood. Choosing FSC-certified timber products is a good way of making sure that the product is legal and has been sourced from well-managed forests.

Appendix 1

SCORECARD AND RATING METHODOLOGY

Scores are assigned for most of the questions, apart from those which are not directly related to policy implementation (e.g. types of products covered in the policy; how local authorities purchase timber products). For example, no distinction is made, in terms of implementation, between a local authority that buys from a local merchant and a local authority that purchases via a framework contract, as long as they both have a procurement policy in place. It is difficult to assess which purchasing method is better so no score is given.

Different weighting was put on different questions: those that relate to implementation and monitoring were given a higher weighting (e.g. 3 or 4) than others (e.g. whether the council collects information on the products it purchases).

There were three main sections on procurement policy in the questionnaire:
1A Timber policy **1B** Paper policy **1C** Timber and paper policy.

Each section has the same number of questions. Councils that have two separate policies on timber and paper answered 1A and 1B, and points were calculated accordingly. Councils that have a single policy covering timber and paper only answered 1C – hence we doubled the scores calculated in 1C.

Rating

A five-tier rating system illustrates the different level of policy implementation and monitoring:

Colour	Remarks	Rating
	• Timber and paper policy (either two separate policies or one combined policy) – good implementation and monitoring	80-100
	• Timber policy only – good implementation • Timber and paper policy in place (either two separate policies or one combined policy) – implementation can be improved	50-79
	• Paper policy only – good implementation • A policy for timber only in place – implementation can be improved • Timber and paper policy in place (either two separate policies or one combined policy) – poor awareness and implementation	20-49
	• In the process of developing a policy • General sustainability policy • A policy for paper only in place – implementation can be improved • Councils which stated that they have policies but did not provide details	< 19
	• No policy in place, or no response, or did not know	

A policy for paper only is assigned with a lower rating compared to a policy for timber only, or policy(ies) covering both timber and paper products. This is because it is more difficult to implement a timber policy properly due to a) wider range of timber products compared to paper products; b) limited availability of certified timber products compared to paper products; c) higher risk associated with timber products compared to paper products as the likelihood of using more tropical timber in timber products is higher.

Appendix 2

WWF LOCAL AUTHORITIES' SCORECARD

Local authority	Policy	Score	Rating
Aberdeen City Council	No response	NA	
Aberdeenshire Council	Timber only policy	24	
Adur District Council	No response	NA	
Allerdale Borough Council	No response	NA	
Amber Valley Borough Council	No response	NA	
Angus Council	3 Tayside local authorities have a shared procurement service	NA	
Antrim Borough Council	No response	NA	
Ards Borough Council	No response	NA	
Argyll and Bute Council	No response	NA	
Armagh City and District Council	No response	NA	
Arun District Council	No response	NA	
Ashfield District Council	No response	NA	
Ashford Borough Council	No policy	NA	
Aylesbury Vale District Council	No response	NA	
Babergh District Council	No response	NA	
Ballymena Borough Council	No response	NA	
Ballymoney Borough Council	No response	NA	
Banbridge District Council	Single policy for timber and paper	52	
Barnsley Metropolitan Borough Council	In the process of developing a policy	NA	
Barrow Borough Council	No response	NA	
Basildon District Council	No response	NA	
Basingstoke and Deane Borough Council	Single policy for timber and paper	64	
Bassetlaw District Council	No response	NA	
Bath & North East Somerset Council	No response	NA	
Bedford Borough Council	No response	NA	
Belfast City Council	No response	NA	
Birmingham City Council	No response	NA	
Blaby District Council	No response	NA	
Blackburn with Darwen Borough Council	No response	NA	
Blackpool Council	In the process of developing a policy	NA	
Blaenau Gwent County Borough Council	Single policy for timber and paper	70	
Bolsover District Council	No response	NA	
Bolton Council	No response	NA	
Borough Council of Kings Lynn and West Norfolk	No response	NA	
Borough Council of Wellingborough	No response	NA	

WWF Local Authorities' Scorecard

Local authority	Policy	Score	Rating
Borough of Poole	No response	NA	
Boston Borough Council	No response	NA	
Bournemouth Borough Council	No response	NA	
Bracknell Forest Council	No response	NA	
Bradford Metropolitan District Council	Paper only policy	18	
Braintree District Council	No response	NA	
Breckland Council	No response	NA	
Brent Council	No response	NA	
Brentwood Borough Council	No response	NA	
Bridgend Borough Council	No response	NA	
Brighton and Hove City Council	Single policy for timber and paper	96	
Bristol City Council*	Timber only policy, but no details were given	NA	
Broadland District Council	No response	NA	
Bromsgrove District Council	No response	NA	
Broxbourne Borough Council	No response	NA	
Broxtowe Borough Council	No response	NA	
Buckinghamshire County Council	In the process of developing a policy	NA	
Burnley Borough Council	No response	NA	
Bury Metropolitan Borough Council	Timber only policy	38	
Caerphilly County Borough Council	Paper only	24	
Calderdale Council	No policy	NA	
Cambridge City Council	No response	NA	
Cambridgeshire County Council	No response	NA	
Cannock Chase Council	No response	NA	
Canterbury City Council	No response	NA	
Cardiff Council	Paper only policy. However, also in the process of developing a policy that will cover timber products	10	
Carlisle City Council	No response	NA	
Carmarthenshire County Council	No response	NA	
Carrickfergus Borough Council	No response	NA	
Castle Point Borough Council	No response	NA	
Castlereagh Borough Council	No response	NA	
Central Bedfordshire Council	No policy	NA	
Ceredigion County Council	Single policy for timber and paper	90	
Charnwood Borough Council	Single policy for timber and paper	84	
Chelmsford Borough Council	Single policy for timber and paper	78	
Cheltenham Borough Council	Single policy but no details were given	NA	
Cherwell District Council	No response	NA	
Cheshire East Council	No response	NA	
Cheshire West and Chester Council	No policy	NA	

* Based on the information provided in the survey, Bristol City Council scored an Orange rating. The council has since provided more information, and we would expect them to score higher next time.

WWF Local Authorities' Scorecard

Local authority	Policy	Score	Rating
Chesterfield Borough Council	Timber only policy	35	
Chichester District Council	No response	NA	
Chiltern District Council	No response	NA	
Chorley Borough Council	No response	NA	
Christchurch Borough Council	In the process of developing a policy	NA	
City and County of Swansea	Single policy for timber and paper	78	
City of Edinburgh Council	Timber only policy	37	
City of London Corporation	No response	NA	
City of York Council	In the process of developing a policy	NA	
Clackmannanshire Council	Single policy for timber and paper	32	
Colchester Borough Council	No response	NA	
Coleraine Borough Council	No response	NA	
Conwy County Borough	No response	NA	
Cookstown District Council	No response	NA	
Copeland Borough Council	No response	NA	
Corby Borough Council	No response	NA	
Cornwall Council	No response	NA	
Cotswold District Council	No response	NA	
Council of the Isles of Scilly	No response	NA	
Coventry City Council	No response	NA	
Craigavon Borough Council	No response	NA	
Craven District Council	No response	NA	
Crawley Borough Council	No policy	NA	
Cumbria County Council	No response	NA	
Dacorum Borough Council	No response	NA	
Darlington Borough Council	No response	NA	
Dartford Borough Council	No response	NA	
Daventry District Council	No response	NA	
Denbighshire Council	No response	NA	
Derby City Council	No response	NA	
Derbyshire County Council	Did not fill in the questionnaire, though responded that they implemented specific clauses into their timber and sheet materials contract documentation which follow the CPET requirements and guidelines	NA	
Derbyshire Dales District Council	No response	NA	
Derry City Council	No policy	NA	
Devon County Council	Single policy for timber and paper	87	
Doncaster Council	No response	NA	
Dorset County Council	No policy	NA	
Dover District Council	No response	NA	
Down District Council	No response	NA	

WWF Local Authorities' Scorecard

Local authority	Policy	Score	Rating
Dudley Metropolitan Borough Council	No response	NA	
Dumfries and Galloway Council	No response	NA	
Dundee City Council	3 Tayside local authorities have a shared procurement service	NA	
Dungannon & South Tyrone Borough Council	No response	NA	
Durham County Council	Single policy for timber and paper	94	
Ealing Borough Council	No response	NA	
East Ayrshire Council	No response	NA	
East Cambridgeshire District Council	No policy	NA	
East Devon District Council	No response	NA	
East Dorset District Council	No response	NA	
East Dunbartonshire Council	No response	NA	
East Hampshire District Council	No response	NA	
East Hertfordshire District Council	No response	NA	
East Lindsey District Council	No response	NA	
East Lothian Council	In the process of developing a policy	NA	
East Northamptonshire Council	No response	NA	
East Renfrewshire Council	No response	NA	
East Riding of Yorkshire Council	No response	NA	
East Staffordshire Borough Council	No response	NA	
East Sussex County Council	Two policies for timber and paper	29	
Eastbourne Borough Council	No response	NA	
Eastleigh Borough Council	No response	NA	
Eden District Council	Two policies for timber and paper	48	
Elmbridge Borough Council	No response, contact details provided	NA	
Epping Forest District Council	No response	NA	
Epsom & Ewell Borough Council	No response	NA	
Erewash Borough Council	No response	NA	
Essex County Council	No response	NA	
Exeter City Council	No response	NA	
Falkirk Council	Single policy for timber and paper	78	
Fareham Borough Council	No response	NA	
Fenland District Council	No response	NA	
Fermanagh District Council	No policy	NA	
Fife Council	Single policy for timber and paper	90	
Flintshire County Council	Don't know	NA	
Forest Heath District Council	No response	NA	
Forest of Dean District Council	No response	NA	
Fylde Borough Council	No response	NA	
Gateshead Council	No response	NA	

WWF Local Authorities' Scorecard

Local authority	Policy	Score	Rating
Gedling Borough Council	No response	NA	
Glasgow City Council	Timber only policy	34	
Gloucester City Council	No response	NA	
Gloucestershire County Council	Single policy for timber and paper	88	
Gosport Borough Council	No response	NA	
Gravesham Borough Council	No response	NA	
Great Yarmouth Borough Council	No policy	NA	
Greenwich Council	No response	NA	
Guildford Borough Council	No response	NA	
Gwynedd Council	Don't know	NA	
Halton Borough Council	No response	NA	
Hambleton District Council	No response	NA	
Hampshire County Council	Single policy but no details were given	NA	
Harborough District Council	No response	NA	
Harlow District Council	No response	NA	
Harrogate Borough Council	No response	NA	
Harrow Council	Single policy for timber and paper	84	
Hart District Council	No response	NA	
Hartlepool Borough Council	Single policy for timber and paper	94	
Hastings Borough Council	Single policy for timber and paper	78	
Havant Borough Council	No response	NA	
Herefordshire Council	Shared procurement service - West Mercia Supplies, which has a policy covering timber products only	NA	
Hertfordshire County Council	No response	NA	
Hertsmere Borough Council	No response	NA	
High Peak Borough Council	No response	NA	
Highland Council	Single policy but no details were given	NA	
Hinckley & Bosworth Borough Council	No response	NA	
Horsham District Council	No response	NA	
Hull City Council	No response	NA	
Huntingdonshire District Council	No response	NA	
Hyndburn Borough Council	No response	NA	
Inverclyde Council	No policy but purchased through Scotland Excel Framework	NA	
Ipswich Borough Council	No response	NA	
Isle of Anglesey County Council	No response	NA	
Isle of Wight Council	No response	NA	
Islington Council	Two policies for timber and paper	35	
Kent County Council	Single policy for timber and paper	70	
Kettering Borough Council	No response	NA	
Kirklees Council	No response	NA	

WWF Local Authorities' Scorecard

Local authority	Policy	Score	Rating
Knowsley Metropolitan Borough Council	Two policies for timber and paper	65	
Lancashire County Council	No response	NA	
Lancaster City Council	No response	NA	
Larne Borough Council	No policy	NA	
Leeds City Council	No policy	NA	
Leicester City Council	No response	NA	
Leicestershire County Council	Single policy for timber and paper	86	
Lewes District Council	Paper only policy	21	
Lichfield District Council	No response	NA	
Limavady Borough Council	No response	NA	
Lincoln City Council	No response	NA	
Lincolnshire County Council	No response	NA	
Lisburn City Council	No response	NA	
Liverpool City Council	No response	NA	
London Borough of Barking and Dagenham	Too late to respond	NA	
London Borough of Barnet	No response	NA	
London Borough of Bexley	Paper only policy	31	
London Borough of Bromley	No response	NA	
London Borough of Camden	In the process of developing a policy	NA	
London Borough of Croydon	No response	NA	
London Borough of Enfield**	No policy	NA	
London Borough of Hackney	Single policy for timber and paper	62	
London Borough of Hammersmith & Fulham	No response	NA	
London Borough of Haringey	Two policies for timber and paper	58	
London Borough of Havering	Single policy for timber and paper	80	
London Borough of Hillingdon	No response	NA	
London Borough of Hounslow	No policy	NA	
London Borough of Lambeth	Two policies for timber and paper	74	
London Borough of Lewisham***	No response	NA	
London Borough of Redbridge	In the process of developing a policy	NA	
London Borough of Richmond upon Thames	No policy	NA	
London Borough of Sutton	No response	NA	
London Borough of Tower Hamlets	No response	NA	
Luton Borough Council	No response	NA	
Magherafelt District Council	No response	NA	
Maidstone Borough Council	No response	NA	
Maldon District Council	No policy	NA	
Malvern Hills District Council	No response	NA	

** Since we carried out the survey, Enfield have reported that they now have a sustainable procurement policy that covers timber
***Since the survey closed, Lewisham Council has informed us that they have a sustainable timber procurement policy

WWF Local Authorities' Scorecard

Local authority	Policy	Score	Rating
Manchester City Council	No response	NA	
Mansfield District Council	No response	NA	
Medway Council	No response	NA	
Melton Borough Council	Single policy for timber and paper	48	
Mendip District Council	No response	NA	
Merthyr Tydfil County Borough Council	No policy	NA	
Merton Council	No response	NA	
Mid Devon District Council	No response	NA	
Mid Suffolk District Council	No response	NA	
Mid Sussex District Council	No response	NA	
Middlesbrough Council	No response	NA	
Midlothian Council	In the process of developing a policy	NA	
Milton Keynes Council	No response	NA	
Mole Valley District Council	No response	NA	
Monmouthshire County Council	No response	NA	
Moray Council	Single policy for timber and paper	48	
Moyle District Council	No response	NA	
Neath Port Talbot County Borough Council	No response	NA	
New Forest District Council	No response	NA	
Newark and Sherwood District Council	No response	NA	
Newcastle upon Tyne City Council	Single policy for timber and paper	90	
Newcastle-under-Lyme Borough Council	No response	NA	
Newham Council	No response	NA	
Newport City Council	Paper only policy	17	
Newry & Mourne District Council	Paper only but no details were given	NA	
Newtownabbey Borough Council	No policy	NA	
Norfolk County Council	No response	NA	
North Ayrshire Council	Single policy for timber and paper	68	
North Devon Council	No response	NA	
North Dorset District Council	No policy	NA	
North Down Borough Council	No response	NA	
North East Derbyshire District Council	No response	NA	
North East Lincolnshire Council	No response	NA	
North Hertfordshire District Council	No response	NA	
North Kesteven District Council	No response	NA	
North Lanarkshire Council	No policy	NA	
North Lincolnshire Council	No response, contact details provided	NA	
North Norfolk District Council	No response	NA	
North Somerset Council	Don't know	NA	
North Tyneside Council	No response	NA	

WWF Local Authorities' Scorecard

Local authority	Policy	Score	Rating
North Warwickshire Borough Council	No response	NA	
North West Leicestershire District Council	No response	NA	
North Yorkshire County Council	In the process of developing a policy	NA	
Northampton Borough Council	No response	NA	
Northamptonshire County Council	Single policy for timber and paper	48	
Northumberland County Council	No response	NA	
Norwich City Council	No response	NA	
Nottingham City Council	Paper only policy	16	
Nottinghamshire County Council	No response	NA	
Nuneaton & Bedworth Borough Council	Single policy for timber and paper	82	
Oadby and Wigston Borough Council	No response	NA	
Oldham Council	No response	NA	
Omagh District Council	No response	NA	
Orkney Islands Council	In the process of developing a policy	NA	
Oxford City Council	Single policy for timber and paper	56	
Oxfordshire County Council	No response	NA	
Pembrokeshire County Council	No response	NA	
Pendle Borough Council	No response	NA	
Perth & Kinross Council	In the process of developing a policy, also have a shared procurement service with the other Tayside local authorities	NA	
Peterborough City Council	No response, contact details provided	NA	
Plymouth City Council	No response	NA	
Portsmouth City Council	Single policy for timber and paper	76	
Powys County Council	No policy	NA	
Preston City Council	No response	NA	
Purbeck District Council	Don't know	NA	
Reading Borough Council	Have a procurement strategy that covers a commitment to achieving sustainability	NA	
Redcar & Cleveland Borough Council	No response	NA	
Redditch Borough Council	No response	NA	
Reigate & Banstead Borough Council	No response	NA	
Renfrewshire Council	In the process of developing a policy	NA	
Rhondda Cynon Taf County Borough Council	No response	NA	
Ribble Valley Borough Council	No response	NA	
Richmondshire District Council	No response	NA	
Rochdale Borough Council	No response	NA	
Rochford District Council	No response	NA	
Rossendale Borough Council	No response	NA	
Rother District Council	No response	NA	

WWF Local Authorities' Scorecard

Local authority	Policy	Score	Rating
Rotherham Metropolitan Borough Council	Single policy for timber and paper	84	
Royal Borough of Kensington and Chelsea	Single policy for timber and paper	64	
Royal Borough of Kingston upon Thames	In the process of developing a policy	NA	
Royal Borough of Windsor and Maidenhead	Don't know	NA	
Rugby Borough Council	No response	NA	
Runnymede Borough Council	No response	NA	
Rushcliffe Borough Council	No response	NA	
Rushmoor Borough Council	In the process of developing a policy	NA	
Rutland County Council	No response	NA	
Ryedale District Council	No response	NA	
Salford City Council	No response	NA	
Sandwell Metropolitan Borough Council	No response	NA	
Scarborough Borough Council	No response	NA	
Scottish Borders Council	Don't know	NA	
Sedgemoor District Council	No response	NA	
Sefton Council	No policy	NA	
Selby District Council	No response	NA	
Sevenoaks District Council	No response	NA	
Sheffield City Council	No response	NA	
Shepway District Council	No policy	NA	
Shetland Islands Council	No response	NA	
Shropshire Council	Shared procurement service – West Mercia Supplies, which has a policy covering timber products only	NA	
Slough Borough Council	No response	NA	
Solihull Metropolitan Borough Council	Don't know	NA	
Somerset County Council	No response, contact details provided	NA	
South Ayrshire Council	No policy	NA	
South Bucks District Council	No response	NA	
South Cambridgeshire District Council	No response	NA	
South Derbyshire District Council	No response	NA	
South Gloucestershire Council	Single policy for timber and paper	66	
South Hams District Council	No response	NA	
South Holland District Council	No response	NA	
South Kesteven District Council	No response	NA	
South Lakeland District Council	In the process of developing a policy	NA	
South Lanarkshire Council	No response	NA	
South Norfolk Council	No response	NA	
South Northamptonshire Council	In the process of developing a policy	NA	
South Oxfordshire District Council	Single policy for timber and paper	32	
South Ribble Borough Council	No response	NA	

WWF Local Authorities' Scorecard

Local authority	Policy	Score	Rating
South Somerset District Council	Single policy for timber and paper	82	
South Staffordshire Council	No response	NA	
South Tyneside Council	No response	NA	
Southampton City Council	Timber only policy	24	
Southend-on-Sea Borough Council	No response	NA	
Southwark Council	No response	NA	
Spelthorne Borough Council	No response	NA	
St Edmundsbury Borough Council	No response	NA	
St Albans City Council	Single policy for timber and paper	54	
St Helens Council	Provided policy details but did not fill in the questionnaire	NA	
Stafford Borough Council	No response	NA	
Staffordshire County Council	Single policy for timber and paper	32	
Staffordshire Moorlands District Council	No response	NA	
Stevenage Borough Council	No response	NA	
Stirling Council	No response	NA	
Stockport Metropolitan Borough Council	No response	NA	
Stockton-on-Tees Borough Council	No response	NA	
Stoke on Trent City Council	No response	NA	
Strabane District Council	No policy	NA	
Stratford-on-Avon District Council	No response	NA	
Stroud District Council	Single policy for timber and paper	72	
Suffolk Coastal District Council	No response	NA	
Suffolk County Council	No response	NA	
Sunderland City Council	No response	NA	
Surrey County Council	Single policy for timber and paper	76	
Surrey Heath Borough Council	No response	NA	
Swale Borough Council	No response	NA	
Swindon Borough Council	No response	NA	
Tameside Metropolitan Borough Council	No response	NA	
Tamworth Borough Council	No response	NA	
Tandridge District Council	No response	NA	
Taunton Deane Borough Council	No response	NA	
Teignbridge District Council	No response	NA	
Telford & Wrekin Council	Shared procurement service – West Mercia Supplies, which has a policy covering timber products only	NA	
Tendring District Council	No response	NA	
Test Valley Borough Council	No response	NA	
Tewkesbury Borough Council	No response	NA	
Thanet District Council	Single policy for timber and paper	60	
Three Rivers District Council	No response	NA	

WWF Local Authorities' Scorecard

Local authority	Policy	Score	Rating
Thurrock Council	No response	NA	
Tonbridge & Malling Borough Council	No response	NA	
Torbay Council	No response	NA	
Torfaen County Borough Council	No response	NA	
Torridge District Council	No response	NA	
Trafford Council	No response	NA	
Tunbridge Wells Borough Council	No response	NA	
Uttlesford District Council	No response	NA	
Vale of Glamorgan Council	In the process of developing a policy	NA	
Vale of White Horse District Council	Single policy for timber and paper	32	
Wakefield City Council	Single policy for timber and paper	86	
Walsall Council	No response	NA	
Waltham Forest Council	Single policy for timber and paper	36	
Wandsworth Council	No response	NA	
Warrington Borough Council	No policy	NA	
Warwick District Council	No policy	NA	
Warwickshire County Council	No response	NA	
Watford Borough Council	No response	NA	
Waveney District Council	No response	NA	
Waverley Borough Council	No policy	NA	
Wealden District Council	No response	NA	
Welwyn Hatfield Borough Council	No response	NA	
West Berkshire Council	Sustainable Procurement Impact Assessment	NA	
West Devon Borough Council	No response	NA	
West Dorset District Council	No response	NA	
West Dunbartonshire Council	No response	NA	
West Lancashire District Council	No response	NA	
West Lindsey District Council	Paper only policy	24	
West Lothian Council	In the process of developing a policy	NA	
West Oxfordshire District Council	No response	NA	
West Somerset Council	No response	NA	
West Sussex County Council	Sustainable procurement policy only	NA	
Western Isles Council	No response	NA	
Westminster City Council	No response	NA	
Weymouth & Portland Borough Council	No response	NA	
Wigan Council	No response	NA	
Wiltshire Council	No response	NA	
Winchester City Council	No response	NA	
Wirral Council	No response	NA	
Woking Borough Council	Single policy for timber and paper	82	

WWF Local Authorities' Scorecard

Local authority	Policy	Score	Rating
Wokingham Borough Council	No response	NA	
Wolverhampton City Council	No response	NA	
Worcester City Council	No response	NA	
Worcestershire County Council	Single policy for timber and paper	78	
Worthing Borough Council	No response	NA	
Wrexham County Borough Council	Paper only policy	26	
Wychavon District Council	No response	NA	
Wycombe District Council	No response	NA	
Wyre Borough Council	No response	NA	
Wyre Forest District Council	No response	NA	

Total 433 local authorities

Appendix 3

QUESTIONNAIRE

This is a text version of the online survey which all UK local authorities were invited to take part in.

National survey of sustainable procurement of forest products by UK local authorities

Welcome and contact details

WWF-UK is running this survey of local government in England, Scotland, Wales and Northern Ireland.

This survey aims to find out what is currently happening on the procurement of forest products – that is, timber, timber products and paper – by local authorities in the UK.

The questionnaire asks for information on your policies and actions concerning sustainable procurement of timber and timber products, and paper and printed material, with additional information requests on tender specification, and use of forest certification systems. Please try to answer each question as fully and precisely as possible. Depending on your responses, we expect that this questionnaire should take about 30 minutes to complete, and there is a maximum of 41, mainly multiple choice, questions.

We plan to publish the assessment results for the council as a whole in early 2012. Councils will be identified, but the identity of individuals responsible for the responses will be kept confidential. A copy of the final report will be made available to you one week before publication. Please respond by 10 January 2012.
Many thanks – Beatrix Richards, head of forest policy and trade, WWF-UK.
tel: 01483 426444

Local authority name

Your full name

Your position

Your email address

Your phone number

Your preferred method to be contacted (should we need to) i.e. phone or email

1. Does your local authority have a sustainable procurement policy for timber and timber products, and/or paper and/or printed materials?

- ☐ Yes, we have a sustainable procurement policy covering only timber and timber products (you will answer questions in sections 1A and 4)
- ☐ Yes, we have a sustainable procurement policy covering only paper and/or printed materials (you will answer questions in sections 1B and 4)
- ☐ Yes, we have a single sustainable procurement policy covering timber, and timber products, and paper and/or printed materials (you will answer questions in sections 1C and 4)
- ☐ Yes, we have two separate policies and requirements for timber and timber products, paper and/or printed materials (you will answer questions in sections 1A, 1B and 4)
- ☐ No, we are in the process of developing a sustainable procurement policy on timber and timber products, paper and/or printed materials (you will answer questions in section 2 and section 4)
- ☐ No, we do not have any sustainable procurement policy in place (you will answer questions in section 3 and section 4)
- ☐ Don't know (you will answer questions in section 3 and section 4)

SECTION 1

For local authorities that have a policy in place

1A Your policy on timber and timber products

What is the timber policy and what are the requirements?

2. Where does your timber policy apply?

- ☐ Whole authority
- ☐ Don't know
- ☐ Individual directorate/department(s) – please list below

3. What was the level of approval for this timber policy?

- ☐ Full council
- ☐ Cabinet
- ☐ Committee/Subcommittee
- ☐ Officer level
- ☐ Don't know

4. What types of products are covered in the timber policy?

- ☐ Furniture
- ☐ New build
- ☐ Refurbishment
- ☐ Hoarding/joinery
- ☐ Flooring
- ☐ Panel products (e.g. plywood)
- ☐ Others, please provide details

5. Please summarise the main elements of the timber and timber product procurement policy below. For example, what are the requirements, what type of evidence is required to demonstrate compliance? AND please email or post a copy of your policy to WWF-UK – contact details are at the end of this survey.

6. Is support (internal or external) provided to local authority purchasers to implement the timber policy?

- ☐ Don't know
- ☐ No
- ☐ Yes – please provide details

7. Who is aware of your timber and timber product procurement policy?

- ☐ Internal staff
- ☐ Contractors
- ☐ Suppliers
- ☐ None of the above
- ☐ Others (e.g. general public). Please give details
- ☐ Don't know

Implementation of the timber policy

8. To what degree has the timber policy been implemented?

- ☐ Full
- ☐ In some departments
- ☐ For some projects
- ☐ Not at all
- ☐ Don't know

9. Do you collect any information on the value and/or quantities, and types of timber and timber products purchased? For example, the country of origin, product type, species.

- ☐ Don't know
- ☐ No
- ☐ Yes – please provide details

10. Do you include criteria related to the legality and/or sustainability in tender specifications for contracts involving timber and timber products (following adopted policy where relevant)?

- ☐ Don't know
- ☐ No
- ☐ Yes – please provide details

11. Do you carry out checks that your suppliers/contractors fulfil your tender specifications related to the legality and/or sustainability of timber and timber products?

- ☐ Don't know
- ☐ No
- ☐ Yes – please provide details

12. How do you purchase timber and timber products? (Can choose more than one answer)

- ☐ Don't know
- ☐ Buy from a list of approved suppliers in the UK/EU
- ☐ Based on competitive tender
- ☐ Buy directly from overseas (i.e. outside of the EU)
- ☐ Buy directly from local merchants
- ☐ Buy via a framework contract
- ☐ Others – please give details

13. Are you aware of any forest certification schemes?

- ☐ No
- ☐ Yes – please name the scheme(s) that you are familiar with

14. Does your Council use and accept forest certification systems as evidence that products come from sustainably managed forests (following adopted policy where relevant)?

- ☐ Don't know
- ☐ No
- ☐ Yes – please name acceptable schemes

15. Has your Council bought any certified timber or timber products from these certification schemes in the past 5 years (directly or indirectly through your suppliers/contractors)?

- ☐ No
- ☐ Don't know
- ☐ Forest Stewardship Council (FSC)
- ☐ Others – please name the scheme(s)

16. Do you know the percentage of certified timber purchased (directly or indirectly) by your Council?

- ☐ Don't know
- ☐ Less than 10%
- ☐ 11-30%
- ☐ 31-50%
- ☐ Over 50%

17. Do you request to see documentary evidence of the certified status of timber products you have bought or have been bought on your behalf from contractors and suppliers?

- ☐ Don't know
- ☐ No
- ☐ Yes – please give details

Monitoring

18a. Is the timber policy implementation monitored, and how?

- ☐ Don't know
- ☐ No
- ☐ Yes – the monitoring is linked to an externally audited environmental management system (e.g. EMAS, ISO 14001)
- ☐ Yes – monitoring is linked to an internal system (e.g. spreadsheet)
- ☐ Yes – we use another system, please give details

18b. Does your Council have a separate policy on paper and/or printed materials?

- ☐ Yes, my Council has a separate policy on paper and/or printed materials (you will continue to sub-section B)
- ☐ No, my Council does not have a separate policy (you will continue to section 4)

1B Your policy on paper and/or printed material

What is the paper and/or printed material policy and what are the requirements?

19. Where does your paper and/or printed material policy apply?

- ☐ Whole authority
- ☐ Don't know
- ☐ Individual directorate/department(s) – please list below

20. What was the level of approval for this paper and/or printed material policy?

- ☐ Full council
- ☐ Cabinet
- ☐ Committee/Subcommittee
- ☐ Officer level
- ☐ Don't know

21. What types of products are covered in the paper and/or printed material policy?

- ☐ Copying paper
- ☐ Envelope
- ☐ Printed materials
- ☐ Notebook
- ☐ Wrapping/packaging
- ☐ Others – please give details

22. Please summarise the main elements of the paper and/or printed material procurement policy below. For example, what are the requirements, what type of evidence is required to demonstrate compliance? AND please email or post a copy of your policy to WWF-UK – contact details are at the end of this survey.

23. Is support (internal or external) provided to local authority purchasers to implement the paper and/or printed material policy?

- ☐ Don't know
- ☐ No
- ☐ Yes – please provide details

24. Who is aware of your paper and/or printed material procurement policy?

- ☐ Internal staff
- ☐ Contractors
- ☐ Suppliers
- ☐ None of the above
- ☐ Others (e.g. general public). Please give details
- ☐ Don't know

Implementation of the paper and/or printed material policy

25. To what degree has the paper and/or printed material policy been implemented?

- ☐ Full
- ☐ In some departments
- ☐ For some projects
- ☐ Not at all
- ☐ Don't know

26. Do you collect any information on the value and/or quantities, and types of paper products purchased? For example, the country of origin, species.

- ☐ Don't know
- ☐ No
- ☐ Yes – please provide details

27. Do you include legality and/or sustainability criteria in tender specifications for contracts involving paper and/or printed material (following adopted policy where relevant)?

- ☐ Don't know
- ☐ No
- ☐ Yes – please provide details

28. Do you carry out checks that your suppliers/contractors fulfil your tender specifications related to the legality and/or sustainability of paper products and/or printed materials?

- ☐ Don't know
- ☐ No
- ☐ Yes – please provide details

29. How do you purchase paper products? (Can choose more than one answer)

- ☐ Don't know
- ☐ Buy from a list approved suppliers in the UK/EU
- ☐ Based on competitive tender
- ☐ Buy directly from overseas (i.e. outside of the EU)
- ☐ Buy directly from local merchants
- ☐ Buy via a framework contract
- ☐ Others – please give details

30. Are you aware of forest certification schemes?

☐ No
☐ Yes – please name the scheme(s) that you are familiar with

31. Does your Council use and accept forest certification systems as evidence that products come from sustainably managed forests (following adopted policy where relevant)?

☐ Don't know
☐ No
☐ Yes – please name acceptable schemes

32. Has your Council bought any certified paper products from these certification schemes in the past 5 years (directly or indirectly through your suppliers/contractors)?

☐ No
☐ Don't know
☐ Forest Stewardship Council (FSC)
☐ Others – please name the scheme(s)

33. Do you know the percentage of certified paper/printed products purchased (directly or indirectly) by your Council?

☐ Don't know
☐ Less than 10%
☐ 11-30%
☐ 31-50%
☐ Over 50%

34. Do you request to see documentary evidence of the certified status of paper/printed products you have bought or have been bought on your behalf from contractors and suppliers?

- ☐ Don't know
- ☐ No
- ☐ Yes – please give details

Monitoring

35. Is the policy on paper/printed material implementation monitored, and how?

- ☐ Don't know
- ☐ No
- ☐ Yes – the monitoring is linked to an externally audited environmental management system (e.g. EMAS, ISO 14001)
- ☐ Yes – monitoring is linked to an internal system (e.g. spreadsheet)
- ☐ Yes – we use another system, please give details

PLEASE CONTINUE AT SECTION 4

1C Your policy on timber and timber products, paper and/or printed material

What is the timber and paper policy and what are the requirements?

36. Where does your timber and paper policy apply?

- ☐ Whole authority
- ☐ Don't know
- ☐ Individual directorate/department(s) – please list below

37. What was the level of approval for this timber and paper policy?

- ☐ Full council
- ☐ Cabinet
- ☐ Committee/Subcommittee
- ☐ Officer level
- ☐ Don't know

38. What types of products are covered in the timber and paper policy?

- ☐ Furniture
- ☐ New build
- ☐ Refurbishment
- ☐ Hoarding/joinery
- ☐ Flooring
- ☐ Panel products (e.g. plywood)
- ☐ Envelope
- ☐ Wrapping/packaging
- ☐ Notebook
- ☐ Printed materials
- ☐ Others – please give details

39. Please summarise the main elements of the timber and paper procurement policy below. For example, what are the requirements, what type of evidence is required to demonstrate compliance. AND please email or post a copy of your policy to WWF-UK – contact details are at the end of this survey.

40. Is support (internal or external) provided to local authority purchasers to implement the timber and paper policy?

- ☐ Don't know
- ☐ No
- ☐ Yes – please provide details

41. Who is aware of your timber and paper procurement policy?

- ☐ Internal staff
- ☐ Contractors
- ☐ Suppliers
- ☐ None of the above
- ☐ Others (e.g. general public). Please give details
- ☐ Don't know

Implementation of the timber and paper policy

42. To what degree has the timber and paper policy been implemented?

- ☐ Full
- ☐ In some departments
- ☐ For some projects
- ☐ Not at all
- ☐ Don't know

43. Do you collect any information on the value and/or quantities, and types of timber and paper products purchased? For example, the country of origin, product type, species.

- ☐ Don't know
- ☐ No
- ☐ Yes – please provide details

44. Do you include criteria related to the legality and/or sustainability in tender specifications for contracts involving timber and paper products (following adopted policy where relevant)?

- ☐ Don't know
- ☐ No
- ☐ Yes – please provide details

45. Do you carry out checks that your suppliers/contractors fulfil your tender specifications related to the legality and/or sustainability of timber and paper products?

- ☐ Don't know
- ☐ No
- ☐ Yes – please provide details

46. How do you purchase timber and paper products? (Can choose more than one answer)

- ☐ Don't know
- ☐ Buy from a list of approved suppliers in the UK/EU
- ☐ Based on competitive tender
- ☐ Buy directly from overseas (i.e. outside of the EU)
- ☐ Buy directly from local merchants
- ☐ Buy via a framework contract
- ☐ Others – please give details

47. Are you aware of any forest certification schemes?

- ☐ No
- ☐ Yes – please name the scheme(s) that you are familiar with

48. Does your Council use and accept forest certification systems as evidence that products come from sustainably managed forests (following adopted policy where relevant)?

- ☐ Don't know
- ☐ No
- ☐ Yes – please name acceptable schemes

49. Has your Council bought any certified timber or paper products from these certification schemes in the past 5 years (directly or indirectly through your suppliers/contractors)?

- ☐ No
- ☐ Don't know
- ☐ Forest Stewardship Council (FSC)
- ☐ Others – please name the scheme(s)

50. Do you know the percentage of certified timber or paper purchased (directly or indirectly) by your Council?

- ☐ Don't know
- ☐ Less than 10%
- ☐ 11-30%
- ☐ 31-50%
- ☐ Over 50%

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51. Do you request to see documentary evidence of the certified status of timber and paper products you have bought or have been bought on your behalf from contractors and suppliers?

- ☐ Don't know
- ☐ No
- ☐ Yes – please give details

Monitoring

52. Is the timber and paper policy implementation monitored, and how?

- ☐ Don't know
- ☐ No
- ☐ Yes – the monitoring is linked to an externally audited environmental management system (e.g. EMAS, ISO 14001)
- ☐ Yes – monitoring is linked to an internal system (e.g. spreadsheet)
- ☐ Yes – we use another system, please give details

SECTION 2

For local authorities that are in the process of developing a policy

1A Your policy on timber and timber products

53. Where will your policy apply?

- ☐ Whole authority
- ☐ Don't know
- ☐ Individual/directorate/department(s) – please list below

54. What products will be covered?

- ☐ Furniture
- ☐ New build
- ☐ Refurbishment
- ☐ Hoarding/joinery
- ☐ Panel products (e.g. plywood)
- ☐ Flooring
- ☐ Copying paper
- ☐ Envelopes
- ☐ Wrapping/packaging
- ☐ Notebook
- ☐ Printed materials
- ☐ Others, please specify

55. Please summarise the main elements of the DRAFT policy below. For example, what are the requirements, what type of evidence is required to demonstrate compliance? AND please email or post a copy of your policy to WWF-UK – contact details are at the end of this survey

PLEASE CONTINUE AT SECTION 4

SECTION 3

For local authorities that do not have a policy in place

56. Please state what you consider the greatest obstacles have been to the development and adoption of a sustainable procurement policy for timber and/or paper and printed materials. Any insight of this will be particularly useful: (tick one or more)

- ☐ Not considered an issue needing to be addressed at this time
- ☐ Lack of time
- ☐ Lack of political commitment
- ☐ Concerns about perceived costs
- ☐ Lack of information about responsibly produced timber
- ☐ More comments or other reasons – please give details

SECTION 4

Information about UK procurement policy and EU Timber Regulation (all local authorities should complete this section)

57. Is your Council aware of the UK government's public procurement policy on timber and paper products?

- ☐ Yes
- ☐ No

58. Does your Council make use of the government's Central Point of Expertise on Timber (CPET) free advice service on procurement of 'legal and sustainable' timber, including guidance on the suitability of different certification schemes?

- ☐ Don't know
- ☐ No
- ☐ Yes
- ☐ Do you have any further comments?

59. Is your Council aware of the FLEGT and EU timber regulations and the respective requirements of these regulations with respect to local authority procurement?

- ☐ Don't know
- ☐ No
- ☐ Yes – please give details

60. Does your Council own any forest and sell timber for commercial purpose?

- ☐ Don't know
- ☐ No
- ☐ Yes – we own forests but they are for recreational purpose only
- ☐ Yes – we own forest and sell timber for commercial purpose. Please give details about the location(s) of your forest and your commercial activities

61. WWF is currently running a campaign asking local authorities to make a pledge on sustainable timber procurement. Has your Council made a pledge or are you considering making one?

- ☐ Don't know
- ☐ Considering
- ☐ No
- ☐ Yes
- ☐ If you answered 'Considering' or 'Yes' please give details

Thank you for your co-operation with this survey!

WWF-UK aims to encourage all local authorities in the UK to implement environmentally responsible procurement policies for forest products.

Please send copies of forest product procurement policies to: (A WWF contact was given)

Our forest campaign in numbers

100% RECYCLED

>50

More than 50 UK local authorities have made a pledge with WWF to help protect forests by choosing responsibly sourced timber

2013

In March 2013 a new law will exclude illegal timber from the EU market

10%

An estimated 10% of the timber imported into the UK from outside Europe is from illegal sources (around 1.5 million m^3 per year)

X2

The number of local authorities with a sustainable timber product procurement policy has more than doubled since 2008. But over half still don't have such a policy

WWF

Why we are here
To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

wwf.org.uk

WWF · BARKING UP THE RIGHT TREE?

UK

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