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Corporate Responsible Procurement Policy

This document should be read in conjunction with the following:

Social Value Policy
Sustainable Procurement Policy
Procurement Equalities Policy
SME Procurement Policy
Corporate Responsible Procurement guide for Potential suppliers
Social Value Procurement Handbook

1. Introduction

Warwick District Council spent £25 million during the financial year 2014/15. We are a major contributor to the local economy, buying a range of goods, works and services including: catering, furniture, construction, utilities, vehicles, social care, buildings maintenance etc.

Warwick District Council Social Value aims and objectives are delivered under the wider umbrella of Responsible Procurement. A key part of the Council's approach will be focused on measurable, relevant and proportional Social Value goals. These goals will be reviewed on an annual basis to ensure they remain in line with the wider Warwick District Council Strategy.

The Social Value Act requires Sponsoring Manager(s) / Procurement to consider securing economic, social and environmental benefits when buying services. To comply with the Act, Sponsoring Manager(s) / Procurement must think about what they are going to buy, how they are going to buy it, whether it could have additional benefits over and above the core of the contract. They must also consider whether they should consult on these issues.

The Council focus on seven Responsible Procurement Objectives:

1. Environmental Sustainability
2. Equality and Diversity
3. Safeguarding
4. Ethical Sourcing
5. Supply Chain Diversification
6. Health and Safety

7. Social Value: Employment & Skills and Supporting, protecting and improving community assets

3. Purpose

The purpose of Warwick District Councils Responsible Procurement Policy is to adhere to the following commitments:

- Improve value for money and create efficiencies where possible
- Improve the quality of services delivered on behalf of the Council
- Encourage innovation and creative service delivery
- Minimise impacts on the environment, biodiversity and animal welfare
- Minimise our direct and indirect greenhouse gas emissions
- Encourage a more self-reliant and diverse local economy
- Encourage fair pay and working conditions in our supply chain
- Eliminating modern slavery and human trafficking in our supply chain
- Ensure we are meeting our Public Sector Equality Duty
- Enforce robust safeguarding standards in our supply chain
- Consider where we can deliver Social Value in procurement

4. Scope

This policy covers all areas of procurement within Warwick District Council and will influence the way we source goods, works and services.

5. Key Policy Objectives

- a) Warwick District Council will minimise adverse environmental impacts associated with the goods, works and services it purchases and will promote positive impacts wherever practical.**

The Council will aim to specify goods, works and services that have minimal adverse environmental impacts provided they can perform the task(s) required without entailing excessive additional costs.

In delivering value for money we will take into consideration whole life costs in procurement decisions. This means considering quality, longer term running and disposal costs, and opportunities as well as initial price.

b) Warwick District Council will encourage its suppliers to cascade Responsible Procurement objectives down their own supply chains

In order to reduce adverse impacts throughout its supply chain Warwick District Council will encourage its suppliers to have measures in place to encourage responsible business throughout their own supply chains. Increasingly the Council is procuring managed services which rely on a robust supply chain of sub-contractors. For Responsible Procurement to have a significant impact these ambitions must be shared with those sub-contractors.

c) Warwick District Council will maximise opportunities to build a diverse supply chain including SMEs and Voluntary, Community and Social Enterprise (VCSE) sector organisations

Warwick District Council aims to contract with a wide range of businesses including small and VCSE suppliers. We commit to helping them comply with and exceed our responsible procurement requirements which will in turn improve their chances of being awarded contracts - thus maximising the benefit Warwick District Council offers the local economy.

As part of the sourcing strategy, buyers will consider the potential to:

- Use "lotting" to break down larger contracts to match market capacity
- Encourage collaboration between SMEs and VCSE organisations to compete for larger contracts
- Encourage larger suppliers to sub-contract to SMEs and VCSE organisations

Where appropriate hold supplier briefings prior to issuing Invitations to Tender to explore innovation and ensure that specifications are deliverable by the marketplace.

d) Warwick District Council will enforce Safeguarding standards in our supply chain to ensure the protection of vulnerable adults and children

All procurement projects over £25k total contract value will be assessed for Safeguarding risks. Irrespective of the level of risk basic Safeguarding contract clauses will be included in all contracts. For high risk contracts safeguarding will form a constituent part of selection and

award criteria as appropriate, in addition extended contract clauses will apply.

e) Warwick District Council will ensure that all suppliers comply with the Equality Act

Sponsoring Manager(s) and Procurement will work with Providers to deliver the principles of the Council's Equality and Diversity aims and objectives in all procurement projects. This will be facilitated through the use of a Comprehensive Impact Assessment, where appropriate, and the Responsible Procurement Checklist.

f) Ensuring high standards of Health and Safety practice

Warwick District Council is committed to ensuring the health, safety and wellbeing of its staff, visitors, contractors, residents and any other users of its buildings, facilities or services. Where these services or facilities are provided by suppliers (including contractors, sub-contractors and any other partner organisations), those providers will be subject to a proportionate assessment of their health and safety (H&S) arrangements. There will be occasions when it is deemed that, due to the nature of the services to be provided, a specific H&S assessment will not be required.

g) Social Value: adding benefit to the community

Social Value is "the additional benefit to the community...over and above the direct purchasing of goods, services and outcomes." (Social Enterprise UK)

The Public Services (Social Value Act) 2012 - for the first time, all public bodies in England and Wales are required to consider how the services they procure might improve the economic, social and environmental well-being of the area. We hope it will transform the way public bodies choose to buy services.

The Act, at its most useful can be used as a tool to save help money in the context of service public finance cost saving pressures and help to think about how we can redesign public services in a more coherent, cost effect and joined up way.

We have put together some good practice examples for Sponsoring Manager(s) / Procurement to consider when developing their social value outcomes.

The example social value outcomes are as follows:

Employment and Skills

- Increasing access to education, skills and training
- Job creation, especially of higher paid employment

Supporting, protecting and improving community assets

- Creating, supporting or improving community assets
- Supporting, protecting or improving Warwick District's natural, cultural or heritage assets
- Supporting local energy, fuel security, and fuel poverty projects
- Creating sustainable communities with access to clean and safe environments

7. Communicating, Monitoring and Reporting

We will;

- Seek to identify, learn from and share examples of good and best practice.
- Communicate this policy across our organisation, our partners and through our supply chains.
- Endeavour to provide resources where available to take Responsible Procurement forward, aligning our objectives with government guidance and policy as they evolve.
- Implement appropriate means of measuring progress, including establishing a baseline and regularly reporting progress.
- Promote the successes we achieve in Warwick district in order to promote best practice.