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Corporate Responsible Procurement guide for potential suppliers

Introduction

This has been published to give an understanding of Responsible Procurement at Warwick District Council, in line with our Responsible Procurement practice. It gives information and advice on how we promote Responsible Procurement in the purchasing of goods, works and services and what we expect from potential suppliers during the procurement process.

For Warwick District Council, responsible procurement means pioneering socially, environmentally and economically responsible procurement to deliver improved quality of life and better value for money for our people, our businesses and our County. Essentially, responsible procurement is good procurement.

Warwick District Council focus on 6 Responsible Procurement work streams, information and guidance on these individual work streams can be found below:

1. Environmental Sustainability
2. Equality and Diversity
3. Safeguarding
4. Ethical Sourcing
5. SME Engagement
6. Health and Safety

Structure of this Guidance

In this guidance the Procurement Team have summarised each area of responsible procurement to show you, our potential suppliers, how they will be considered in the procurement process. Therefore each section is loosely structured as followed:

- Introduction
- Council Policy and Approach
- Expectation of Suppliers
 - Although Warwick District Council use a risk based approach to Responsible Procurement some considerations will be made in all procurement projects, these are outlined here
- Inclusion in the Procurement Process
 - What is considered at Pre-Qualification
 - What to expect in Award and Contract Management

Considerations at the Invitation to Tender stage have not been included in this guidance since they are specific to the individual procurement project.

1. Environmental Sustainability

Introduction, Council Policy and Approach

Procurement has an important role to play in the protection of both our local and global environments.

Warwick District Council, along with its partners, are committed to ensuring that goods and services are delivered in a way that helps to protect the quality of the environment, and minimises any adverse impact on the climate from the release of Greenhouse Gases.

Considerations are made under the following environmental headings:

- Reducing soil, water & air pollution
- Reducing energy consumption & climate change
- Reducing materials, packaging & waste

These topics map across onto the Responsible Procurement Checklist which is used by the CPT when building the business case for a procurement project.

The Importance of Carbon Management in Procurement

Carbon footprints carried out by other Local Authorities have shown procurement to account for between 60-80% of total Greenhouse Gas emissions from their organisations emphasising the importance of its consideration by Warwick District Council.

Environmental Sustainability is considered using a modular approach based on the Responsible Procurement Checklist as below.

What is considered:

Generally project specific questions will be reserved for the Invitation to Tender stage however on occasion additional questions may be asked.

	<p>Does your organisation have ISO 14001 Environmental Management System (EMS) certification?</p> <p>If 'yes' please enclose a copy of the certificate and proceed directly to section 3.6 without answering any of the other questions in section 3.5.</p> <p>If no please complete the remainder of Section 3.5.</p>	<p>Yes / No</p> <p>Certificate attached Yes / No</p>
	<p>Please explain in what respect your EMS does not meet the broad requirements of ISO 14001 and detail what alternative measures you have in place and how these compare or differ to the requirements of ISO 14001?</p> <p>This question will be evaluated as a whole and higher marks will be awarded to Applicants that demonstrate their alternative measures do not detract from the requirements of ISO 14001.</p>	



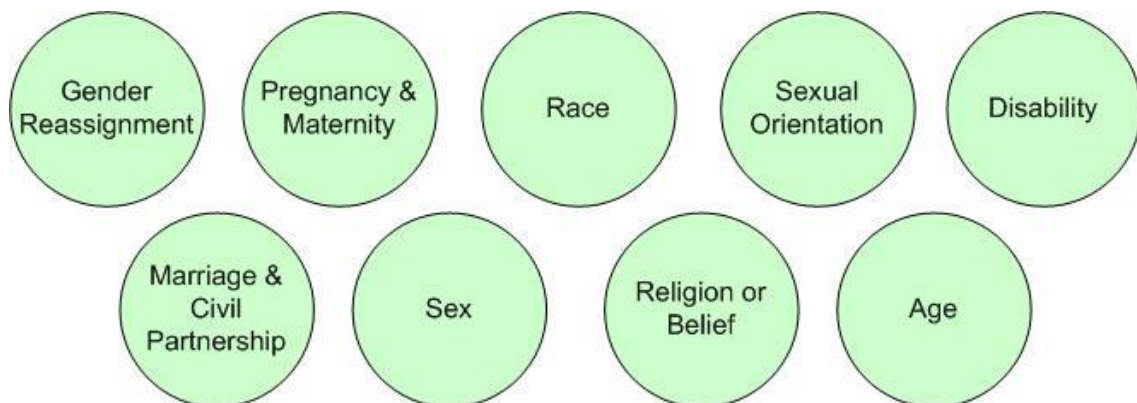
What to Expect in Award and Contract Management

The Council are keen to engage with suppliers in voluntary agreements for continual improvement in the areas of environmental sustainability and carbon management. In both cases, the snapshot captured during the procurement process only gives an indication of action and change in the awarded contractors. Therefore continued improvement will be monitored wherever practical and relevant to the subject matter of the contract.

2. Equality and Diversity

- **Equality** - is about giving everyone an equal chance to fulfil their potential. It means providing equality of opportunity, equal access to services and fair and proportional treatment.
- **Diversity** - recognises, respects, values and celebrates everyone's differences. Treating everyone as an individual means appreciating each person's skills, ideas, perspectives and experiences and meeting their needs.

There are nine protected characteristics to equality that as a local government we focus on, these are defined in the Equalities Act 2010:



In Addition, under the Equality Act, carers of disabled and older people get a level of protection.

Council Policy and Approach

Warwick District Council is committed to meeting its legal duties under the nine protected characteristics of equality & diversity and ensure that its service users and employees are not discriminated against.

As part of the Council's approach to Equal Opportunities and statutory responsibilities, the Council is keen to ensure that we procure goods, works and services in a manner which:-

- Promotes equal opportunity
- Promotes good relations
- Eliminates discrimination (either direct or indirect).

The Equality Act 2010 governs the way in which Warwick District Council considers equal opportunities issues.

What we expect from suppliers

Warwick District Council expects suppliers to comply with all relevant legislation; this requirement is incorporated in our contracts.

Suppliers providing services to, or on behalf of, Warwick District Council, must carry out their duties in accordance with the UK Legislation and take appropriate action to combat discrimination based on the nine protected characteristics.

Irrespective of size, where a firm employs people, then the requirements of employment legislation should be met. For sole traders or firms that employ less than five employees it may be viewed as unrealistic to have formal written policy statements on equality. For other Small and Medium Enterprises (SME's), above five employees then a more formalised approach to equality issues would be expected, this should include a written policy and a suitable review period. Beyond 50 employees, training in equality issues and ethnic monitoring would be expected.

Inclusion in the Tender Process

What is considered:

	<p>Please confirm that your organisation complies with its legal obligations relating to the following:</p> <ul style="list-style-type: none"> a) Race, b) Sexual Orientation, c) Gender Reassignment d) Disability, e) Age, f) Religion or Belief, g) Sex, h) Marriage & Civil Partnership i) Caring Association j) Pregnancy & Maternity 	<p>Confirm Yes / No</p>
	<p>Please confirm that your organisation has an Equality & Diversity policy</p>	<p>Confirm Yes / No</p>

What to expect in Award and Contract Management

All contracts for goods, works and services will have a requirement to adhere to the Council's standard terms and conditions containing a specific clause on equality –

Additional clauses relating to equalities may be included in relation to certain contracts depending on the nature of the requirement.

Once a contract has been awarded, it will be part of the contract management process to monitor and ensure you continue to meet the equality requirements. The level of monitoring will depend on the nature of the contract.

We may need to see reports on how you meet the legal obligations required of you in the contract, and where appropriate reports on your workforce profile, the take up of

your service, incidences of harassment, bullying and discrimination in regards to your users/customers or staff. We would agree with you appropriate and timely frequency of reporting and would use our contract reviews as an opportunity to discuss these reports.

3. Safeguarding

Everybody has the right to be safe no matter who they are or what their circumstances. Safeguarding is about protecting children, young people and vulnerable adults from abuse and neglect.

We are all responsible for the safety of children, young people and vulnerable adults. We must ensure that we are doing all we can to protect the most vulnerable members in our society.

Safeguarding is considered in all procurement projects. For many projects safeguarding risks will be low, however for high risk projects Safeguarding is taken very seriously and will feature highly in both the procurement and contract management processes.

Safeguarding risks might include contractors visiting homes, schools or other sites where vulnerable adults and children are present.

The Council expects that any organisation wishing to provide services where staff are employed to work directly or indirectly with children, young people or vulnerable adults are able to demonstrate standards of safeguarding commensurate with those expected of statutory organisations.

All suppliers are expected to have considered Safeguarding risks both in their general operations and HR procedures and in relation to the contract being tendered.

What is considered:

	Confirm the Applicant has a Safeguarding policy that complies with the Council's policy and provides a commensurable level of protection as that policy. A copy of the Council's policy can be found on the	Yes / No
	If the answer to 3.11.1 is 'No', confirm you will make such amendments to your policy to ensure compliance with the Council's.	Yes / No

If a high risk/relevance is identified advice is sought from Safeguarding Specialists within the council with regards to project specific questions on topics such as:

- Safe recruitment
- Staff training
- Management of allegations
- Management involvement

What to Expect in Award and Contract Management

All contracts for goods and services will have a requirement to adhere to the Council's standard terms and conditions containing a specific clause on Safeguarding.

4. Ethical Sourcing

Ethical sourcing means that organisations take responsibility for improving the working conditions of the people who make the products they buy. Most of these workers are employed by supplier companies around the world, many of them based in poor countries where laws designed to protect workers' rights are inadequate or not enforced.

Warwick District Council is committed to finding applications of ethical sourcing considerations. We will use a risk-based approach, based on country, public exposure (reputational risk) and proportionality to identify relevant products and specific contracts suitable for ethical sourcing considerations.

Warwick District Council is currently compiling an Ethical Sourcing Policy guided by five principles as in UK best practice:

1. Identify suitable applications of ethical sourcing considerations.
2. Improve labour conditions in the supply chain
3. Monitor working conditions
4. Engage with Suppliers
5. Deliver Benefits within Law and Best Value

5. SME Engagement

To raise awareness and promote our approach and commitment to the local economy and Small, Medium Enterprises (SME's) we have produced a policy statement.

This details the steps we are taking to maximise the opportunities for SME's and local suppliers to bid for Council Contracts through a fair and transparent process. It explains how we are supporting the Cornish economy, the constraints we face on restricting purchases to local suppliers, the things we are currently doing to encourage them to compete and also highlights the initiatives we have planned.

Also to support this commitment, Warwick District Council is pleased to announce that it has signed up to the Small Business Friendly Concordat. This is a Government voluntary, non statutory code of practise that is a statement of principles to encourage effective trade between local authorities and small businesses and sets out the actions that local authorities will take to make their contracts more accessible.

Signing the Concordat demonstrates Warwick District Council's pledge to actively engage with small businesses and show our authority's commitment to good procurement practises.

6. Health and Safety

Warwick District Council is committed to ensuring the health, safety and welfare 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 an appropriate and proportionate assessment of their health and safety (H&S) policy and 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.

If this is the case it would be expected as part of the procurement process that the supplier signs a declaration to the effect that they will comply with the Council's H&S policy and all relevant health and safety legislation.

The policy aims to ensure that work undertaken on behalf of the Council, suppliers is carried out in a manner that will avoid, reduce or control to acceptable levels, foreseeable risks to the health, safety and welfare of Warwick District Council staff and to anyone else to whom it owes a duty of care under health and safety legislation.

The objectives of the policy include to:

- Safeguard all persons on council premises and land
- Minimise risks associated with work carried out or services provided by suppliers
- Protect Council staff, property, assets and the environment
- Ensure the Council and suppliers employ recognised good practice and comply with basic legislative requirements

To achieve this, the Council will ensure that:

- Only suitable and competent suppliers are engaged to carry out work on behalf of the Council
- Suppliers are supplied with adequate health and safety information and instructions relating to their specific Council contract.
- Effective communication co-operation and co-ordination is maintained between the Council's representatives, the contractor/suppliers/partners and their sub-contractors
- Suppliers will be required to adhere to agreed codes of conduct and plan/manage their work effectively with regard to the safety, health and welfare of anyone who can be affected by their work activities.
- Suppliers health and safety performance will be constantly reviewed by the project team during the contract period and on completion of works

Inclusion in the Procurement Process

What health and safety subject areas are assessed?

The list below shows some of subject areas of health and safety that are typically assessed. Not all subject areas of the assessment process will apply in all circumstances, this will depend on the kind of work the supplier does. A full list of areas considered can be found on the Councils Health and Safety internet page.

- Health and Safety Policy Statement
- Organisational arrangements for health and safety management
- Source of competent health and safety advice
- First aid
- Fire and emergency procedures
- Display screen equipment
- Manual handling of loads
- Accident reporting and investigation
- Monitoring, audit and review

Pre-assessed suppliers within the PQQ or ITT process

If a prospective contractor or supplier can demonstrate that they have already undergone a prior health and safety assessment by a recognised body and that assessment is current then they will not be required to complete a further one as part of the PQQ or ITT process.

Recognised bodies are considered to be:

- Any member of the Safety Schemes in Procurement (SSIP) forum (see further information below)
- Any Occupational Health & Safety Assessment Series (OHSAS) 18001 certificate issued by an IRCA (International Register of Certificated Auditors) registered body

Further information:

Further information regarding SSIP and how suppliers can apply for an assessment, including the list of SSIP Forum member organisations, can be found on the SSIP website: www.ssip.org.uk

What to Expect in Award and Contract Management

The Council has responsibilities to take reasonable steps to ensure that the suppliers they appoint, are competent to undertake the work they are being contracted for, whilst maintaining essential health and safety standards throughout the duration of the contract.