

Supplier Charter: Responsible Procurement & Commissioning

This Supplier Charter is one mechanism Westminster City Council is using to implement our new Responsible Procurement and Commissioning (RPC) Strategy. It is a set of commitments that suppliers are asked to make to demonstrate that they share the council's responsible business ambitions. The Charter has been consulted with around one hundred of our existing suppliers and other organisations wishing to do business with Westminster City Council and amendments have been made in response to the feedback received.

The Supplier Charter requirements are tailored according to the nature, value and duration of the contract each supplier has/ is bidding for, in order to ensure relevance and proportionality and in order to uphold the principle of not creating artificial barriers to tendering; especially important as we seek to diversify our supply chain and increase the number of smaller, local businesses, social enterprises and voluntary and community sector organisations.

With our existing supply chain partners, signing the Supplier Charter will be voluntary and timelines for providing evidence will be mutually agreed.

Within new procurement processes, these requirements will be implemented in the form of 'selection criteria' i.e., suppliers must confirm that they will meet the requirement in order to progress through to tender. The council will use its discretion to allow organisations through to tender if they have reasonable justification that they will not be able to provide evidence in the time period set out.

Unlike most selection criteria, we are allowing a period of 3, 6 or 9 months to provide evidence of compliance with the majority of these requirements after contract commencement, depending on how onerous each criterion is. This is to reduce administrative burden during the tendering process for bidders who are then unsuccessful, but also in recognition of the fact that different suppliers are at different stages of their responsible business journey and we as an organisation want to encourage continuous improvement, including for smaller and newer businesses. That said, these criteria form part of the tender process and therefore compliance with each becomes a contractual requirement and as such it is still considered a robust approach to implementing the foundations of our RPC Strategy.

A guidance document has been developed to accompany the Supplier Charter, setting out in detail what is required in order to provide clarity to bidders. Within our e-tendering platform, this guidance will be provided in the form of pop-up boxes for each requirement.

	Supplier Charter Requirement	Date required	Sectors/ Spend categories/ Contract type	Contract Value	Duration
1. Environmental Performance	a) Supplier has taken basic steps to minimise the main environmental impacts of its business.	Within 3 months	All contracts	213k+ goods & services, £5.3m works	6 months+
	b) Supplier has (a) sustainability point of contact whose (at least partial) remit is to reduce environmental impacts including (at the minimum) greenhouse gas emissions, local air pollution and waste.			£500k+ goods & services, £5.3m works	12 months+
	c) Supplier has a system in place to collect data on waste, greenhouse gas emissions and local air pollution arising from its business activities.	Within 6 months			
2. Carbon dioxide equivalent (CO2e) Reduction	a) Supplier has already taken demonstrable action to reduce CO2e emissions associated with its business activity OR has plans to reduce CO2e emissions within 12 months, which are endorsed by leadership/ with secured resourcing and/or with established targets	Within 3 months	High carbon sectors i.e., construction, highways, waste collection, transport & logistics, facilities management etc.	£500k+ goods & services, £5.3m works	6 months+
	b) Has a system in place to provide accurate data on the highest contract/ project related emissions to enable clients to disclose Scope 3 (indirect) CO2e emissions in a clear and transparent way				
	c) Supplier has developed a baseline for scopes 1 & 2 (direct emissions) as set out in PPN 06/21 on Carbon Reduction	Within 6 months	All contracts	£5m+	12 months+
	d) Supplier has developed a baseline for scope 3 emissions listed in the PPN 06/21				
	e) Supplier has a target to reach net zero emissions by 2050 or before, with an accompanying carbon reduction plan as required by PPN 06/21				
3. Local air quality	a) Supplier has already taken demonstrable action to reduce local air pollutants OR has plans to reduce emissions within 12 months, which are endorsed by leadership/ with secured resourcing and/or with established targets	Within 3 months	Suppliers using owned, leased or hired fleets of vehicles, NRMM, plant or other site equipment emitting PM and NOx as part contract delivery	£500k+ goods & services, £5.3m works	6 months+
	b) Supplier collates data on emissions of Particulate Matter (PM) and NOx from vehicles, plant and equipment used to deliver goods, services or works and is able to apportion these emissions (albeit through reasoned estimates) to individual clients.	Within 6 months		£2m+ goods & services, £5.3m works	12 months+

4. Waste Reduction	a) Supplier has already taken demonstrable action to apply the waste hierarchy (Reduce→ Reuse→ Recycle→ Recover before disposal) - OR has plans to do so within 12 months, which are endorsed by leadership/ with secured resourcing and/or with established targets	Within 3 months	All contracts	£500k goods & services, £5.3m works	6 months+
	b) Supplier collates data on distinct waste streams arising from their business activity and is able to apportion waste generated (albeit through reasoned estimates) to individual clients.	Within 6 months	All contracts involving relatively high volumes of consumables, goods, materials, packaging etc.	£2m+ goods & services, £5.3m works	12 months+
5. Modern Slavery	a) Supplier has a published, valid Modern Slavery Statement as set out in Section 54. Modern Slavery Act (MSA) 2015	SQ	Suppliers within scope of s.54 of the Modern Slavery Act 2015	213k+ goods & services, £5.3m works	Any
	b) Supplier has a modern slavery/ risk/ H&S/CSR lead or point of contact whose (at least partial) role is to oversee and continuously improve approaches to Modern Slavery due diligence within (in)direct recruitment and supply chains	Within 3 months	Suppliers within sectors at high risk of modern slavery within (sub) contracted recruitment e.g., those within construction, waste, security, hospitality, agriculture, janitorial, logistics & transport, health & social care	£500k+ goods & services, £5.3m works	12 months+
	c) Supplier has summarised the due diligence procedures undertaken to guard against modern slavery occurring through (in)direct recruitment or supply chains <i>(For suppliers not in scope of Modern Slavery Act 2015 s.54)</i>				
	d) Supplier has a suitable system/ procedure in place to enable supply chain transparency and assess modern slavery risk	Within 6 months	AND/OR Suppliers sourcing high-risk products e.g., food, construction materials, electronic equipment, other manufactured products e.g., textiles, PPE & medical supplies.	£2m+ goods & services, £5.3m works	
	e) Supplier has completed the Modern Slavery Assessment Tool (MSAT)			£5m+ per annum	
	f) Supplier has initiated recommended actions identified by the MSAT	Within 9 months			

6. Supply chain prompt payment	a) Supplier pays 95% undisputed invoices within no more than 60 days , evidencing at least one of two previous 6 month reporting periods, as set out in PPN 08/21	Within 3 months	All contracts	£5m	6 months+
	b) Supplier reports on its payment performance	Within 6 months	All contracts	£500k goods & services, £5.3m works	12 months+
	c) Supplier has a system in place to pay undisputed invoices to any size of business within 60 days d) Supplier has a system in place to pay undisputed invoices to small businesses (less than 50 employees) within 30 days e) Supplier promotes fair payment practices by reflecting these obligations in its own supply chain arrangements				
7. Local, diverse supply	a) Supplier is able to report on spend with different type of supplier , including size (to distinguish SMEs), purpose (to distinguish VCSEs) and leadership (to distinguish minority led suppliers), with system in place to determine where suppliers are based .	Within 6 months	All contracts	£5.3m+	12 months+
8. Employment & Skills	Supplier has an EST/ HR or other relevant point of contact whose (at least partial) role it is to:	Within 3 months	All contracts that include EST in the contract requirements (spec/scope) and/or award criteria	213k+ goods & services, £5.3m works	3 months+
	a) prioritise advertising of any local employment opportunities that may arise through appropriate local channels e.g., Westminster Employment Service				
	b) help fill positions for employment and skills opportunities created by the business as part of any commitments made in tender offers				
	c) report on outputs of the above, including any unsuccessful initiatives taken/efforts made and attempts to deliver appropriate alternatives				
9. Community Benefit	Supplier has a social value/ community engagement/CSR or other relevant point of contact whose (at least partial) role is to:	Within 3 months	All contracts that include social value in the contract requirements (spec/scope) and/or award criteria	213k+ goods & services, £5.3m works	3 months+
	a) engage with relevant client teams so they can be signposted to current projects, community or school initiatives etc.				
	b) support the fulfilment social value commitments that may be made by the business as part of tender offers				
	c) report on outputs of the above, including any unsuccessful initiatives taken/efforts made and attempts to deliver appropriate alternatives				