

Appendix 4 Guidance - Supplier Charter for Responsible Procurement & Commissioning

	Supplier Charter Requirement	Evidence required	Stage
1. Environmental Performance	a) Supplier has taken basic steps to minimise the main environmental impacts of its business.	<p>The information required is as follows:</p> <p>a) Identification of the business’s main environmental impacts e.g.</p> <ul style="list-style-type: none"> i. Greenhouse gas emissions ii. Local air pollution from fleet iii. Waste generated on site iv. Materials procured: supply chain impact <p>b) Next to each impact identified, list the main actions taken to minimise it e.g.</p> <ul style="list-style-type: none"> i. Switched electricity to 100% green tariff/ replaced 80% lighting to LEDs/ switched to lower global warming potential refrigerant gases in 2020 ii. Replaced 10% of vehicle fleet to full electric vehicles/ started use of courier bikes for 50% of deliveries in 2018 iii. Increased waste separation/ began to donate surplus paint/food in 2019 iv. Implemented sustainable procurement policy/ plastic free packaging initiative/ increased local sourcing by 20% in 2021 <p>This requirement can be fulfilled by submitting any of the following evidence:</p> <ul style="list-style-type: none"> • Suppliers with externally certified Environmental Management Systems e.g. ISO14001, EMAS, Green Mark etc. should provide the most recent report • Those without should provide one or more of the following that covers a) the business’s main environmental impacts and b) principle actions taken: <ul style="list-style-type: none"> ▪ A link(s) to relevant pages on the company website ▪ A link or attached copy of the most recent sustainability report ▪ A written summary sent by e-mail [c.500 word summary] 	Within 3 months
	b) Supplier has a sustainability point of contact whose (at least partial) remit is to reduce impacts including (at the minimum) greenhouse gas emissions, local air pollution and waste.	<p>This requirement will be fulfilled upon the provision of contact details and introductory e-mail to the sustainability point of contact who can be made available to liaise with WCC staff and report on environmental performance relevant to the contract, throughout its lifetime. [E-mail only]</p>	
	c) Supplier has a system in place to collect data on waste, greenhouse gas emissions and local air pollution that may arise from its business activities.	<p>Suppliers should provide a short report, or alternatively hold an online meeting to run through the following with WCC counterparts:</p> <ul style="list-style-type: none"> ▪ Quarterly waste data including type of waste, by weight or volume, by site ▪ Scope 1 and 2 emissions at least, with scope 3 if already collected ▪ Local air pollutant data should include a list of vehicle (plant/generator) make, model and mileage (or fuel card data) [Data only] 	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	Suppliers should provide a short description of activities already taken or those planned over the next 12 months (which are endorsed by leadership/ with secured resourcing and/or with established targets), to reduce CO2e emissions associated with business activities, expanding on the information provided as part of the environmental performance requirement [Summary report c.500 words]	Within 3 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	Suppliers are ready to present, by means of an online meeting with WCC Scope 3 data can be attributed to different client accounts, that can be used to make reasonable estimates of WCC emissions i.e. spend- or volume-based data [Online meeting + Data]	
	c) Supplier has developed a baseline for scopes 1 & 2 (direct emissions) as set out in PPN 06/21 on Carbon Reduction	Please see online guidance provided by Government within Procurement Policy Notice (PPN) 06/21 on Carbon Reduction [Data and Carbon Reduction Plan]	Within 6 months
	d) Supplier has developed a baseline for scope 3 emissions listed in PPN 06/21 on Carbon Reduction		
	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	Suppliers should provide a short description of activities already taken or those planned over the next 12 months, to reduce emissions of PM and NOx associated with business activities, expanding on the information provided as part of the environmental performance requirement [Summary report c.500 words]	Within 3 months
	b) Supplier collates data on emissions of 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.	Local air pollutant data (Particulate Matter (PM) and NOx) should include a list of vehicle (plant/generator) make, model and mileage (or fuel card data) for those vehicles and equipment used on Westminster's contract [Data only]	Within 6 months
4. Waste Reduction	a) Supplier has taken demonstrable action to apply the waste hierarchy (Reduce→ Reuse→ Recycle→ Recover before disposal) - OR has plans to do so within 12 months, with leadership endorsement/ secured resourcing and/or with established targets	Suppliers should provide a short description of activities already taken or those planned over the next 12 months, to reduce waste associated with business activities, expanding on the information provided as part of the environmental performance requirement [Summary report c.500 words]	Within 3 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.	Waste data that should include type of waste, by weight or volume, per quarter for all sites/ projects associated with contracts for Westminster City Council [Data only]	Within 6 months
5. Modern Slavery	a) Supplier has a published, valid Modern Slavery Statement as set out in Section 54. Modern Slavery Act (MSA) 2015	For those organisations in scope of s.54 of the Modern Slavery Act, suppliers must provide a link to a valid Modern Slavery Statement, which should be: <ul style="list-style-type: none"> • Approved – signed by a director, member or partner of the organisation • In date - delays in publication may occur, but an MS Statement more than 24 months out of date will not be considered valid • Published - on the organisation’s website with a link to it on the homepage • Complete – describing the steps the organisation has taken to prevent modern slavery in its supply chains and own business and the effectiveness of these steps. [URL link to Statement on company website] 	At SQ stage
	b) Supplier has a modern slavery/ risk/ H&S/CSR 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	This requirement will be fulfilled upon the provision of the contact details and an introductory e-mail from the organisation’s modern slavery point of contact, who will be responsible for liaising with WCC staff on modern slavery due diligence related to the contract, throughout its lifetime. [E-mail only]	Within 3 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 the Modern Slavery Act 2015 s.54 i.e. those providing a valid Modern Slavery Statement do not have to provide the evidence set out in this requirement)</i>	Suppliers should provide a brief summary similar to the recommended structure of a Modern Slavery Statement, describing steps the organisation has taken to prevent modern slavery in its supply chains and own business i.e. <ul style="list-style-type: none"> • <i>Organisational structure, business and supply chains</i> • <i>Policies</i> • <i>Due diligence processes</i> • <i>Risk assessment & management</i> • <i>Effectiveness/ action taken</i> • <i>Training</i> [Summary report c.1000 words] 	
	d) Supplier has a suitable system/ procedure in place to enable supply chain transparency & assess modern slavery risk	Supplier presents, by means of an online meeting, a database of suppliers that can be sorted in terms of annual spend, with a short description of the goods or services they provide. [Short presentation only]	Within 6 months

	e) Supplier has completed the Modern Slavery Assessment Tool (MSAT)	Suppliers answer questions online about the nature of its recruitment and supply chains and about current approaches to modern slavery due diligence as part of the UK Government Modern Slavery Assessment Tool (MSAT) . Once completed, suppliers share responses via your MSAT dashboard by simply clicking the 'Share' link and searching by Buyer or by using the invitation code you will be sent by WCC. If suppliers have submitted a response to the tool previously, this response can be submitted. [Tool completed online and shared with WCC] Once the response is submitted, the MSAT generates a series of recommendations to assist suppliers with continuously improving their approach. These recommended actions will help inform ongoing collaborative work between the supplier and WCC on identifying and mitigating contract-specific risks of supply chain modern slavery.	
	f) Supplier has initiated recommended actions identified by the MSAT	Once the MSAT is completed, suppliers will receive tailor-made recommendations generated from responses that will need to be acknowledged. After each suggested recommendation has been responded to, the assessment will be complete and a full report will be made accessible. Suppliers will be asked to provide a short, written report covering the following: <ul style="list-style-type: none"> ▪ an overview of existing due diligence procedures relevant to the contract ▪ a description of the initial actions taken in response to the MSAT recommendations ▪ a summary of future continuous improvement activities [c.500 word report] 	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	Supplier provides data to evidence that it has paid at least 95% of undisputed invoices within no more than 60 days, in at least one of two previous 6 month reporting periods, as set out in PPN 08/21 [Data only]	Within 6 months
	b) Supplier reports on its payment performance 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	Supplier provides a link to the relevant company website URL or sends an e-mail with attached data on % undisputed invoices paid within 60 days and 30 days, by size of supplier, over the last two (6 month) reporting periods. [URL or data only]	Within 3 months
	e) Supplier promotes fair payment practices by reflecting these obligations in its own supply chain arrangements	Supplier provides sample wording in standard terms and conditions that requires suppliers to cascade fair payment terms [Sample wording only]	

7. Local, diverse supply chains	a) Supplier reports on spend with SMEs, VCSEs and minority led suppliers with system in place to determine where suppliers are based .	Supplier provides a spend breakdown of different sizes/ types of business in its supply chain, including: <ul style="list-style-type: none"> ▪ SMEs (<i>Small (under 50 employees) and Medium (under 250 employees) Enterprises – preferably presented separately</i>) ▪ VCSEs (<i>Voluntary, Community & Social Enterprise organisations i.e., non-governmental, value-driven organisations which principally reinvest their surpluses to further social, environmental or cultural objectives. They include small local community and voluntary groups, registered charities, trusts, social enterprises and co-operatives.</i>) ▪ Minority-led suppliers (<i>i.e. Women-, BAME-, LGBTQ-, disabled-led</i>) ▪ Suppliers within the borough of Westminster (<i>e.g. by postcode</i>) [Data only] 	Within 6 months
8. Employment & Skills	Supplier has an EST/ HR point of contact whose (at least partial) role it is to: <ol style="list-style-type: none"> a) prioritise advertising of all local employment opportunities through appropriate local channels b) help fill positions for employment and skills opportunities offered by the business within tenders c) report on outputs of the above, including any unsuccessful initiatives/ efforts made and attempts to deliver appropriate alternatives 	Contact details and introductory e-mail to the relevant employment, skills & training/ HR point of contact who can be made available to liaise with WCC staff at Westminster Employment Service/ Westminster Employment and report on recruitment/ training performance throughout the lifetime of the contract. [E-mail only]	Within 1 month
9. Community Benefit	Supplier has a social value/ community engagement/CSR point of contact whose (at least partial) role is to: <ol style="list-style-type: none"> a) engage with relevant client teams to liaise on current projects, community, school initiatives etc. b) support the fulfilment all social value commitments made by the business within tenders c) report on outputs of the above, including any unsuccessful initiatives taken/ efforts made and attempts to deliver appropriate alternatives. 	Contact details and introductory e-mail to the relevant social value point of contact who can be made available to liaise with WCC social value leads report on social value delivery throughout the lifetime of the contract. [E-mail only]	Within 1 month