

## APPENDIX

### DRAFT SUSTAINABLE PROCUREMENT CHARTER

The Horsham District is a large predominantly rural area in West Sussex with a high-quality environment and is a much sought-after place to both live and work. It is in a prime location and is well connected; being mid-way between London and the south coast, with Gatwick Airport on the doorstep, regular rail access to London and close proximity to all the South East's major ports.

The District offers first class business accommodation, together with a highly skilled workforce, with educational attainments amongst the highest in the country. It is a place with a positive and dynamic atmosphere and a progressive Council committed to supporting business - making it one of the most desirable locations in the UK for business.

The Sustainable Procurement Charter has been developed to ensure that organisations working with the Council through a procurement process are responsible and ethical employers and are committed to supporting economic, social, and environmental improvements in the District. The Charter also helps the Council manage its responsibility to ensure that slavery and human trafficking is not taking place in our supply chains.

Although the Charter is new it pulls together many issues that the Council already seeks to deliver through procurement. The Charter makes these issues transparent and allows suppliers to clearly understand the Council's priorities.

The Charter supports our Corporate Priorities, 2019-2023 which includes ensuring that the District remains a great, healthy, and safe place to live, with well-balanced communities that meet resident's needs, a supply of affordable homes and a strong voluntary sector. It aims to have a thriving economy by increasing economic growth and creating new jobs so that residents have access to a wide range of local employment opportunities. It also recognises the need to protect and enhance the District's high quality environment, whilst tackling climate change and improving waste management. The Council has targets to become a carbon neutral organisation and wants to work with suppliers so they can help the organisation reach these targets by reducing their own emissions.

In addition to the Council's own priorities, the Charter also reflects national strategic priorities for public procurement, as set out in the National Procurement Policy Statement June 2021, which are: -

- creating new businesses, new jobs, and new skills,
- tackling climate change and reducing waste,
- improving supplier diversity, innovation, and resilience.

## Sustainable Procurement Charter Priorities

The Charter contains four priorities which are linked to the Council's Corporate Plan. These are: -

1. A thriving economy where residents have access to employment and skills development opportunities
2. A strong, safe, and healthy community by being a responsible employer
3. Support local community organisations and businesses and sustainable economic growth
4. A cared for environment by applying good environmental business practices

Each principle has several commitments we want suppliers to work to achieve in a proportionate way depending on the value of the contract. Further details of each commitment and when it applies are shown in Table 1 at the end of this document.

## Implementing the Charter Through Our Procurement Processes

The Council regularly undertakes procurement processes for the supply of goods, works and services. Details of the Council's procurement processes, and forthcoming tender opportunities can be found [here](#).

The Council is keen to ensure that through its procurement processes it delivers value for money contracts along with wider benefits for the environment as well as the local economy and community. Under the Public Services (Social Value) Act 2012<sup>1</sup> the Council has a duty to consider social value in all relevant procurements. The Charter is a tool to assist in the delivery of these requirements and, therefore, encourages all its suppliers to use the Charter either voluntarily, in a reasonable efforts approach, or through full mandatory compliance, depending on the value of the contract.

In some sectors we appreciate that it might be difficult to deliver on some of the commitments; hence why we include a reasonable efforts approach. For example, if you are a supplier that is not based locally you may not be able to recruit or provide apprenticeship opportunities directly within the Horsham District.

Each procurement process is unique, the Charter ensures a proportionate and flexible approach is taken. The expectation is that the supplier will confirm their willingness to deliver on the commitments (tier 2 and 3) as part of their tender submission. Suppliers may also be asked as part of the quality evaluation to set out the specifics of what their organisation can commit to deliver through the life of the contract; this will be evaluated as part of the tender process. If you have any queries about the Charter, please email the Procurement Team at [procurement@horsham.gov.uk](mailto:procurement@horsham.gov.uk) or visit the procurement section of the Council's website [www.horsham.gov.uk/business/procurement-and-contracts](http://www.horsham.gov.uk/business/procurement-and-contracts).

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<sup>1</sup> Referred to as the Social Value Act in this document

	Charter Tender Requirements		
	Tier 1	Tier 2	Tier 3
<b>Type and value of the contract</b>	All goods and services contracts below £50,000 and all works contracts below £100,000	Contracts for services and goods between £50,000 and the threshold £189,330*  Contracts for works between £100,000 and £2,000,000	Contracts for services and goods above the threshold £189,330* Contracts for works above £2,000,000
<b>When does the Charter apply?</b> See full commitments at the end of the document in Table 1	Charter is not mandatory; suppliers may sign up voluntarily	Charter is mostly applicable in a “reasonable efforts” approach, however, some requirements are mandatory	Charter is applicable mostly on a mandatory basis
<b>How do we evaluate against the Charter in the procurement process?</b>	N/A	The supplier will be asked to confirm that they meet any mandatory requirements of the Charter and will be assessed on a pass / fail basis.  The use of specific questions related to social value may be used as part of the quality assessment if relevant and proportionate	The supplier will be asked to confirm that they meet any of the mandatory requirements of the Charter and will be assessed on a pass / fail basis.  Relevant and proportionate questions as part of the quality assessment are used to test commitment to social value
<b>Monitoring arrangements</b>	N/A, unless it is a voluntary signatory, in which case annual update will be required through your contract management mechanisms	Monitoring arrangements to be agreed by contract manager to ensure commitments are delivered. Contractors are required to provide an annual report capturing achievements made where appropriate	An action plan is drawn up by the contractor during the contract implementation phase. Contractors are required to report and monitor progress and outcomes through the life of the contract and at least annually

\*Thresholds can be found through the following [link](#).

The procurement team and the Council's contract managers will consider how to best apply the Charter on a case-by-case basis, regardless of the tiers above, by considering the relevance and proportionality to each individual contract.

Suppliers are encouraged to be innovative in considering how they might go about achieving social value outcomes for the Horsham District.

Some of the practical initiatives your organisation could consider are:

- Monitor and report on carbon emissions and have a plan to reduce these year on year
- Support the Council's Wilder Horsham District programme by enhancing habitats (such as restoring or planting hedgerows) or inspiring the local community to appreciate local wildlife
- Attend local recruitment fairs. Set targets to source employees from the local community
- Create apprenticeship and traineeship opportunities as part of your work in Horsham or through the supply chain. Attend apprenticeship events to promote these opportunities. Be clear on how many placements you support
- Consider providing work-based learning such as work shadowing, work experience placements/ summer internships and interactive work 'taster' events
- Create volunteering opportunities for your organisation's employees to help within the community. The Council can help with this via its online portal and connections to local businesses. You could mention how many hours you will provide
- Consider working with schools and colleges to promote working in your sector and inspiring young people to be ambitious in their career aspirations
- Identify opportunities to do business with the local supply chain and commit to setting a target for sourcing a percentage of work from the local community
- Host and/or participate in supplier workshops or seminars to engage with local businesses, such as the "Meet the Buyers" event in the local area

## **How is progress against the Charter monitored?**

It's important that organisations are active in ensuring they deliver against any commitments they have made.

Organisations who have committed to deliver against the Charter through a successful procurement process should report progress through contract management reporting. This will help the Council to understand what has been achieved and also what is planned for the future. The carbon data that is provided by suppliers (where relevant) will form part of the Council's annual reporting on its carbon emissions.

## **How can I find more information?**

The Council can offer help and advice on the commitments in the Charter. The Employment Support Team can help with apprenticeships, local recruitment, and opportunities to attend events with Horsham District based businesses. For more information on this and local business networking groups go to [www.horsham.gov.uk/business](http://www.horsham.gov.uk/business).

The Council hosts the local Voluntary Support Service which can provide you advice on volunteering and also promotes volunteering opportunities [www.horsham.gov.uk/voluntary-sector-support](http://www.horsham.gov.uk/voluntary-sector-support).

More information on the Councils climate change aspirations and actions, as well as the Wilder Horsham District project can be found here [www.horsham.gov.uk/climate-and-environment](http://www.horsham.gov.uk/climate-and-environment).

**Table 1 – Sustainable Procurement Charter; priorities and commitments**

**Key:** N/A – non-applicable      B – “reasonable efforts”      ✓ – mandatory

Sustainable Procurement Charter Tier		1st tier	2nd tier			3rd tier			
Type and value of contract		All goods and services contracts below £50,000 and all works contracts below £100,000	Services	Goods	Works	Services	Goods	Works	
			Between £50,000 and threshold (£189,330)	Between £50,000 and threshold (£189,330)	Between £100,000 and £2,000,000	Above threshold (£189,330)	Above threshold (£189,330)	Over £2,000,000	
Priorities	Charter commitments:								
<b>1</b> A thriving economy where residents have access to employment and skills development opportunities	1A	Recruit local labour, in particular those who are unemployed and disadvantaged and promote the benefits of a diverse workforce	N/A	R	N/A	R	✓	N/A	✓
	1B	Employ apprentices and provide work experience opportunities	N/A	R	R	R	✓	✓	✓
	1C	Promote wide ranging career aspirations in the local area and help ensure people are equipped with the right skills to match the labour market	N/A	R	N/A	R	✓	N/A	✓
	1D	Contribute to the broader community by applying corporate social responsibility policies and practices within the Horsham District	N/A	R	R	R	✓	✓	✓

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Priorities	Charter commitments:								
<b>2</b> A strong, safe, and healthy community; be a responsible employer	2A	Ensure a positive commitment to the health and wellbeing of employees.	N/A	✓	✓	✓	✓	✓	✓
	2B	Operate inclusive, fair, and transparent recruitment processes that safeguard vulnerable users and ensure high quality training and skills development opportunities for employees.	N/A	✓	✓	✓	✓	✓	✓
	2C	Help foster a loyal and motivated workforce by having fair and transparent employment policies and contracts. Minimise the use of zero-hours contracts.	N/A	✓	✓	✓	✓	✓	✓

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Priorities	Charter commitments:								
<b>3</b> Support local community organisations and businesses and sustainable economic growth	3A	Make all sub-contracting opportunities accessible to a diverse supply chain including local suppliers, SMEs and third sector organisations.	N/A	R	R	R	✓	✓	✓
	3B	Provide prompt payment throughout the supply chain	N/A	✓	✓	✓	✓	✓	✓
	3C	Support local community organisations and/or improve local facilities/areas through staff volunteering, resources, or expertise.	N/A	R	R	R	✓	✓	✓
	3D	Promote the Charter and encourage the uptake of these commitments within your supply chain.	N/A	R	R	R	R	R	R



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		Between £50,000 and threshold (£189,330)	Between £50,000 and threshold (£189,330)	Between £100,000 and £2,000,000	Above threshold (£189,330)	Above threshold (£189,330)	Over £2,000,000		
Priorities	Charter commitments:								
<b>4</b> A Cared for Environment by applying good environmental business practices	4A	Demonstrate that you are working towards becoming a carbon neutral organisation by reducing energy consumption, using renewable/low carbon technology and green energy tariffs, as well as reducing travel and non-sustainable forms of transport	N/A	✓	✓	✓	✓	✓	
	4B	Support the enhancement and conservation of local biodiversity and green/public spaces.	N/A	R	N/A	R	✓	N/A	✓
	4C	Adhere to ethical and responsible sourcing practices  <b>Note 1:</b> All paper or timber products purchased are required to be recycled or sourced from sustainable forests, with a clear chain of custody. Fairly traded alternatives (e.g. those carrying Fairtrade mark) should be considered.	N/A	✓	✓	✓	✓	✓	✓

<p style="text-align: center;"><b>4</b></p> <p style="text-align: center;">A Cared for Environment by applying good environmental business practices</p>	<p>4D</p> <p>Reduce the use of natural resources and support the principles of a circular economy</p> <p><b>Note 2:</b> a circular economy is based on the principles of designing out waste and pollution, ensuring that products can easily be reused and are designed to last longer, as well as using natural systems where possible (such as the use of renewable energy)</p>	N/A	R	R	R	✓	✓	✓
	<p>4E</p> <p>Avoid the creation of waste (including reducing or eliminating the use of single-use plastics) and promote reusing and recycling</p> <p><b>Note 3:</b> Minimise waste including packaging waste, construction waste, the disposal of any consumables and the disposal of assets at end of their life. When we refer to “single-use plastics” we mean lightweight plastic bags, disposable utensils, stirrers, beverage containers, coffee capsules, wet wipes, etc.</p>	N/A	R	✓	✓	✓	✓	✓



## Notes

This Charter is not intended to be onerous or force partners to adhere to unrealistic expectations and targets. Organisations are requested to use all reasonable efforts to comply with these priorities, which means doing what is reasonable to increase the likelihood that local benefits will be realised.

Signing up does not override the requirements to adhere to rules governing procurement, employment, fairness, competition, etc.

Definition of 'local' in priority order. Local is described as people and companies located in the:

1. Horsham District administrative boundary
2. West Sussex County Council administrative boundary
3. Gatwick Diamond area (within the administrative boundaries of Crawley Borough, Mid Sussex District, Epsom and Ewell Borough, Mole Valley District, and Reigate and Banstead Borough Council)

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