

# Sustainable and Ethical Procurement Policy 2022-2026



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This policy was approved by Cabinet on 16 February 2022 and produced by the Corporate Strategy Service

# Introduction

Enfield Council spends approximately £400m per year procuring goods, works and services. This presents a significant opportunity to use our purchasing power to help us to achieve our strategic objectives.

This policy sets out how we will procure value for money goods, services and works, whilst maximising social value, protecting the environment, ensuring workers are treated and paid decently and ensuring human rights are upheld in supply chains.

We focus on four main themes: social value, ethical procurement, supporting the local economy and local employment, and climate action. The policy sets out our commitments as a commissioner; our minimum expectations of suppliers, service providers and contractors; and the ways in which organisations will be expected to demonstrate how they will deliver additional social value when competing for Council contracts.

Sustainable and ethical procurement is key to delivering our ambition to create a lifetime of opportunity for everyone in the borough and we want to work with organisations who can help us to achieve this.

## Legal framework

The [Public Services \(Social Value\) Act 2012](#) came into force on 31 January 2013. The Act requires public commissioners to consider, at the pre-procurement stage, how the procurement of services over the Public Contract Regulations 2015 (PCR) threshold<sup>1</sup> could improve the social, economic and environmental wellbeing of the local area.

The Act (along with the [Local Government Act 1999](#)) encourages commissioners to get maximum value from their procurement.

### Public procurement post-Brexit

In June 2021 the government published a National Procurement Policy Statement (05/21), in which it states that all contracting authorities should consider the following national priority outcomes alongside any additional local priorities in their procurement activities:

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

All contracting authorities should consider whether they have the right policies and processes in place to manage the key stages of commercial delivery identified in this statement where they are relevant to their procurement portfolio.

All contracting authorities should consider whether they have the right organisational capability and capacity with regard to the procurement skills and resources required to deliver value for money.

The implementation of this Policy will support the delivery of Government objectives. The Procurement Act received Royal Assent in October 2023 and is due to go live in October 2024. The Act aims to transform public procurement post-Brexit so it is simpler, more flexible and more effective. It will bring a variety of new rules including:

- A requirement to publish more transparency notices, and earlier on in the procurement process
- Simplification down to three procurement procedures (single stage, competitive flexible and light touch).

There are many benefits of the Act for sustainable and ethical procurement. Buyers can now reserve competitions for contracts below certain thresholds for UK suppliers, SMEs and social enterprises. In addition, strengthened rules around exclusions enable more effective combating of modern slavery; any supplier who has evidence of modern slavery in their supply chain can be excluded.

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1 As of 1st January 2024, the relevant PCR thresholds are:

- Goods and services: £214,904
- Light Touch Regime (as of Schedule 3 of Public Contract Regulations 2015): £663,540
- Works: £5,372,609.



# Sustainable and Ethical Procurement Principles

Sustainable and ethical procurement is key to delivering Enfield's Council's ambition to create a lifetime of opportunity for everyone in the borough. Enfield Council is keen to work with partners who can contribute to the delivery of its strategic objectives.

## Clean and green places

- Working towards a carbon neutral supply chain.
- Circular economy

## Strong, healthy and safe communities

- Preventing Modern Slavery in the supply chain

## Thriving children and young people

- Skills and employment opportunities for young people

## More and better homes

- Ethical and considerate construction

## An economy that works for everyone

- Supporting MSMEs and local businesses to thrive
- High-quality employment and training opportunities
- Encourage local supply chains

## Financial resilience

- Targeting resources smartly to deliver value for money

## Climate conscious

- Minimising environmental damage in the supply chain

## Accessible and responsive

- \* Delivering services that are accessible and appropriate

## Fairer Enfield

- \* Setting high standards for equality and diversity

## Collaboration and early help

- \* Improving outcomes for residents through social value
- Working in partnership to benefit residents

The Sustainable and Ethical Procurement Policy is underpinned by four core principles: social value, ethical procurement, supporting the local economy and local employment, and climate action. This section provides an overview of what each principle means to Enfield Council and its suppliers.

1

## Social value

Social Value means delivering wider economic, social and environmental benefits over and above the provision of core contract requirements. Achieving additional social value through procurement leads to greater value for money, improving outcomes for residents while generating long-term savings.

**Enfield Council seeks to work with organisations who show a wider commitment to the borough, its residents and local business, through the delivery of social value.**

Suppliers are encouraged to deliver social value outcomes that support the delivery of Enfield's Council Plan:

- contributing to the local economy
- providing skills and employment opportunities for residents, in particular targeted at young people and residents from disadvantaged groups
- working towards a carbon neutral supply chain
- improving equality, diversity and inclusion for all those who live, work and earn in Enfield
- creating strong, healthy and safe communities

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## Ethical Practices

Ethical procurement means upholding international labour standards, workers' and human rights and the rule of law.

**Enfield Council seeks to work with organisations who maintain high standards of ethical conduct, treat their employees fairly and promote equality and diversity in employment and service provision.**

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## Supporting the local economy and local employment

With the employment rate in Enfield below that of London and the UK, there is a clear need to provide local people with skills and access to high quality employment.

**Enfield Council seeks to work with organisations who are based in Enfield, or who support Enfield's economy by working with local businesses or providing employment or training to Enfield residents.**

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## Climate action

Enfield Council has declared a climate emergency and has published its Climate Action Plan detailing its commitment to becoming a carbon neutral organisation by 2030 and a carbon neutral borough by 2040. By 2040, the Council's vision is that everyone in Enfield will understand the importance of keeping resources in use for as long as possible and recovering resources at the end of their lives.

The Council recognises that it cannot tackle the climate emergency alone and must work with its suppliers to achieve its vision for Climate Action.

**Enfield Council seeks to work with suppliers who are committed to reducing their carbon emissions and environmental impact.**

# How to use this policy

This policy includes a framework for minimum, enhanced and preferred standards for specific areas in sustainable and ethical procurement.

This framework details what a supplier should do as a minimum when seeking to work with Enfield Council. The framework also includes enhanced standards, which go beyond these minimum requirements, and preferred standards which are considered best practice. The Council encourages its suppliers and those bidding for contracts to consider working towards enhanced and preferred standards to add value and weight to their tenders.

How this framework is used will be dependent on each individual procurement and this will be clearly explained in the tender documentation.

Enhanced and preferred standards may be used within the specification, depending on the contract, or they may be included as part of the social value weighting. How the framework is used within procurement exercises will always be proportionate to the contract.

Where suppliers or those bidding for contracts do not yet meet minimum standards, the Council will support these organisations by signposting them to relevant information and guidance to ensure that they can meet them in the future.

## Related Documents

All contracts are awarded as per the [Council's Contract Procedure Rules \(CPRs\)](#), financial regulations and relevant council policies. This policy must be considered when undertaking any procurement activity.

The policy should be considered in conjunction with other key policies and strategies which set out the Council's vision for delivering a lifetime of opportunities.

- [Council Plan](#)
- [Fairer Enfield: Equality, Diversity and Inclusion Policy](#)
- [Climate Action Plan](#)
- [Local Plan](#)
- [An Economy that Works for Everyone: Economic Development Strategy](#)
- [Meridian Water Environmental Sustainability Strategy](#)
- [Meridian Water Employment Strategy](#)
- [Housing and Growth Strategy](#)
- [Joint Health and Wellbeing Strategy](#)
- [Modern Slavery Strategy](#)
- [Modern Slavery Statement 2022](#)

# Social Value

The Council encourages all organisations seeking to work with it to assist in the delivery of the Council Plan priorities, in a way that is proportionate and relevant to the size of the contract and the type of contract being delivered.

This includes:

- contributing to the local economy
- providing skills and employment opportunities for residents, in particular targeted at young people and residents from disadvantaged groups
- working towards a carbon neutral supply chain
- improving equality and diversity for all those who live, work and earn in Enfield
- creating strong, healthy and safe communities.

Enfield Council will prioritise and give greater weighting within its Social Value evaluation criteria to proposals that promote local skills and employment and contribute to the local economy, where appropriate and proportional. This is in line with Government objectives and responds to the Public Procurement Notice 05/21 which focuses on the creation of new businesses, jobs and skills in the UK.

The Council's expectations in relation to social value outcomes will always be proportionate and relevant to the contract. Expectations will be set out in the specification we provide as part of the procurement process.

## Contracts over the Procurement threshold

The Council's Contract Procedure Rules (CPRs) state that officers must consider the inclusion of a minimum 10% evaluation weighting for social value in all procurements over the PCR threshold. Suppliers seeking these major contracts will be partly assessed on their proposals to deliver additional benefits for Enfield's residents and communities.

## Contracts below the Procurement threshold

For procurement under the PCR threshold, the inclusion of Social Value will be considered; this will be proportional and reflect the Social Value Framework (Appendix A). This framework, which sets out Enfield's priorities, should be followed, and provides examples of activities the Council would like to see from suppliers when developing their social value proposals. Officers are encouraged to use this framework and will consider the percentage weighting proportionally for social value in all procurements that are tendered through open competition.





# Ethical practices

## Labour and employment practices

Minimum	Enhanced	Preferred
<p>Supplier adheres to the Ethical Trading Initiative (ETI) Base Code:</p> <ol style="list-style-type: none"> <li>1. Employment is freely chosen.</li> <li>2. Freedom of association and right to collective bargaining are respected.</li> <li>3. Working conditions are safe and hygienic.</li> <li>4. Child labour shall not be used.</li> <li>5. Living wages are paid.</li> <li>6. Working hours are not excessive.</li> <li>7. No discrimination is practised.</li> <li>8. Regular employment is provided.</li> <li>9. No harsh or inhumane treatment is allowed.</li> </ol>	<p>Supplier avoids the excessive use of unfair and zero hour contracts. Supplier only uses zero- hour contracts when clearly beneficial to both employer and employee.</p> <p>Supplier provides access to training and professional development opportunities for employees.</p>	<p>Supplier demonstrates commitment to working practices which promote staff wellbeing. Examples include providing mental health and wellbeing training to staff, having a flexible working policy, providing opportunities for physical activity at work, providing access to comprehensive and multidimensional wellbeing programmes etc.</p> <p>Supplier holds employer accreditations, such as Disability Friendly, Stonewall, Investors in People, etc.</p>

## London Living Wage

Enfield has committed to paying all its directly employed staff London Living Wage or above. Enfield Council encourages its suppliers, contractors, and service providers to adopt the London Living Wage or Real Living Wage, whichever is applicable. As a commissioner, Enfield Council will review on a case by case basis where it is appropriate to require the payment of London/Real Living Wage to staff through its contracts.

## Equality and diversity

The Fairer Enfield Policy sets out the Council's approach as a community leader, employer and service provider to improve equality and diversity for all who live, work and earn in Enfield.

### Expectations of Suppliers

Minimum	Enhanced	Preferred
<p>Supplier complies with any applicable obligations under the <a href="#">Equality Act 2010</a>.</p> <p>Supplier has an Equality and Diversity policy. Policies should be clear, up to date and cover all aspects of operations, including implementation and monitoring of the policy.</p> <p>Supplier collects and analyses workforce monitoring data. Please see the Mayor of London's Data Equality Guide for guidance.</p> <p>Supplier reviews recruitment, selection, promotion, training and termination procedures to ensure no discrimination is being practised.</p> <p><b>Works Contracts</b> Supplier complies with provisions of the Unite Construction Charter (Appendix C), including its supply chain.</p> <p><b>Service Contracts</b> Supplier delivers services which are accessible and appropriate to meet the diverse needs of citizens and communities.</p>	<p>Supplier provides equality and diversity training to all employees.</p> <p>Supplier examines existing policies and practices to identify barriers to equal opportunities and creates an action plan which clearly states how progress will be monitored.</p> <p>Supplier collects and monitors equalities data from its employees; uses this data to assess how effective their policies are at recruiting and promoting staff from underrepresented groups; and takes action to actively recruit staff from these groups.</p> <p><b>Service Contracts</b> Supplier collects and monitors equalities data from service users; uses this data to assess how effective the service is at reaching and improving outcomes for diverse communities; and takes action to further improve accessibility and reach of its service as a result.</p>	<p>Supplier provides equality and diversity training to all employees and supply chain staff.</p> <p>Supplier provides employment and training opportunities for priority target groups, i.e. people affected by disability, Ex Service Personnel, care leavers, long term unemployed, long term unemployed over 50, young offenders, ex-offenders, NEETS (aged 18 – 24).</p> <p>Supplier is taking steps to improve supplier diversity, in particular increasing the number of ethnic minority owned businesses, Micro, Small and Medium Enterprises (MSMEs) and Voluntary and Community and Social Enterprises (VCSEs) in their supply chains.</p> <p><b>Service Contracts</b> Supplier engages with residents to design, manage and deliver the service through consultation and community engagement.</p> <p><b>Financial Wellbeing</b> The supplier supports staff with access to safe methods of borrowing such as Credit Union.</p>

Further information on what the Council expects from its suppliers can be found in the [Equality and Diversity in Procurement Supplier Guide](#).

## Prompt and fair payments throughout the supply chain

Minimum	Enhanced	Preferred
Suppliers who subcontract any work in relation to the provision of goods, works or service to the Council pays suppliers within 30 days after receipt of an acceptable invoice, in line with government prompt payment rules	N/A	Supplier commits to paying MSMEs, ethnic minority owned businesses and Enfield based businesses 10 days after receipt of an acceptable invoice, in line with Enfield Council's payment policy.

Further information on what the Council expects from its suppliers can be found in the Equality and Diversity in Procurement Supplier Guide.

## Modern Slavery

The Council is committed to ensuring that there is no modern slavery or human trafficking in its supply chains or in any part of its operations. [The Council's Modern Slavery Strategy](#) sets out the Council's vision to protect its communities from modern slavery and human trafficking.

The Council has committed to the Co-operative Party's Charter Against Modern Slavery (Appendix B) which sets out how the Council can reduce the risk of modern slavery in its supply chains. The Council will only work with suppliers who ensure it can meet the commitments of this charter.

The Council expects its suppliers and contractors to take all possible steps to ensure that human trafficking and modern slavery are not taking place in any of their supply chains or their own operations.

## Expectations of Suppliers

Minimum	Enhanced	Preferred
<p>Supplier complies with the <a href="#">Modern Slavery Act 2015</a>, wherever it applies.</p> <p>Relevant suppliers must state and demonstrate their compliance with the reporting requirements set out in Section 54 relating to transparency in supply chains.</p> <p>Supplier has their own whistleblowing policy which enables staff to raise suspicions of unlawful and unethical employment practices, including modern slavery.</p>	Supplier incorporates modern slavery requirements into their contracts.	Supplier undertakes a supply chain mapping exercise which identifies potential modern slavery risks and develops an action plan to mitigate any risks.

## Prevention of corruption

### Expectations of Suppliers

Minimum	Enhanced	Preferred
<p>Supplier adheres to the following Council policies:</p> <ul style="list-style-type: none"> <li>• <a href="#">Whistleblowing Policy and Procedures</a></li> <li>• Anti-Money Laundering Policy &amp; Guidance</li> <li>• <a href="#">Counter Fraud Strategy and Operating Plan</a></li> <li>• <a href="#">Counter Fraud Sanction and Prosecution Policy</a></li> <li>• Fair Tax Declaration</li> </ul> <p>Supplier does not systematically compile or use prohibited lists which contain information on those who are members of trade unions or take part in trade union activity, or those who have been involved in whistleblowing as a result of becoming aware of any unlawful or unethical practices.</p>	N/A	N/A

## Sustainable Food

Enfield Council is committed to promoting sustainable and ethically sourced food. The Council passed a [motion](#) in November 2020 to reaffirm its commitment to achieving and maintaining Fairtrade Borough status. As part of this aim to achieve Fairtrade Borough status, the Council will encourage suppliers to use Fairtrade products wherever possible.

### Expectations of Suppliers

Minimum	Enhanced	Preferred
<p>Food and drink that the Council procures must meet the following standards:</p> <ul style="list-style-type: none"> <li>• Eggs are from cage-free hens.</li> <li>• All fish and seafood should come from sustainable sources and have Marine Stewardship Council (MSC) (or equivalent) certification.</li> <li>• Meat and dairy products are from farms which satisfy UK welfare (ideally Red Tractor assured).</li> </ul> <p>Food miles may also be considered as part of the evaluation process to look at the carbon footprint for delivery of food products, where relevant.</p>	<p>Where food is sourced from outside the UK and EU, products holds one of the following certifications, whatever is most appropriate for the product:</p> <ul style="list-style-type: none"> <li>• Fairtrade</li> <li>• Direct trade</li> <li>• Rainforest Alliance</li> <li>• Fair for Life</li> <li>• Ethical Tea Partnership</li> <li>• Organic</li> <li>• UTZ</li> </ul>	N/A

# Supporting the local economy and local employment

Procurement has an important role to play in strengthening and growing the local economy and supporting local employment. As a major procurer in the borough, Enfield Council recognises the need to leverage its purchasing power to support residents to secure good employment and to help local businesses and voluntary and community organisations to thrive.

Contractors, suppliers and service providers engaged to work for the Council must show a commitment to the borough, its residents and businesses. Suppliers are encouraged to support the local economy through the use of local businesses in their supply chains and by building social value into their contracts, including using local labour wherever possible to fulfil contract obligations.

Enfield Council will prioritise and give greater weighting within its Social Value evaluation criteria to proposals that promote local skills and employment and contribute to the local economy, where appropriate and proportional. This may include considering work force ratios, training opportunities and providing apprenticeship opportunities. This is in line with Government objectives and responds to the Public Procurement Notice 05/21 which focuses on the creation of new businesses, jobs and skills in the UK.<sup>2</sup>

Where legislation and regulation allow, Enfield Council will maximise all opportunities to prioritise local organisations and MSMEs and VCSEs within procurement activity.

As a commissioner, Enfield Council will:

- Open up opportunities for MSMEs and VCSEs to bid for opportunities by breaking down larger contracts into 'lots', where feasible.
- Seek a minimum number of local quotations, dependent on contract size, for contracts below the PCR threshold, as per the

Contract Procedure Rules, to support local businesses and local VCSEs to bid for contracts.

- Reserve below threshold procurement for MSMEs/VCSEs and also by supplier location, where possible and where appropriate, as per the new Government [Procurement Policy Notice](#) (PPN 11/20).
- Carry out pre-market engagement including market warming events and promote these events to local MSMEs and VCSEs.
- Commission services that support local voluntary and community sector organisations to complete applications for grants and funding.
- Keep local voluntary and community sector organisations updated about relevant funding information through the '[Enfield4Community](#)' search facility.
- Use social value to prioritise local skills and employment and support for the local economy.
- Signpost local businesses to access government funding enabling business and community growth through the provision of apprenticeships for residents.

## Enhancing skills and connecting local people to opportunities: Enfield Skills Academy

To enable upskilling and training of the construction workforce, and provide opportunities to local and London residents, Enfield Council, in partnership with Vistry Partnerships and Capital City College Group (CCCG), launched a Skills Academy at Meridian Water in 2023. The aim of the Skills Academy is to provide training and certification appropriate for entry level opportunities across construction and built environment, create pathways to higher level training, and upskill existing workforce within the construction supply chain companies.

<sup>2</sup> Please refer to page 5 for further information.

## Expectations of Suppliers

Minimum	Enhanced	Preferred
<p>Works contracts over the PCR threshold:</p> <ul style="list-style-type: none"> <li>Supplier meets S106 requirements with regards to work force ratios, training opportunities and apprentice opportunities, in consultation with the Enfield Skills Academy at Meridian Water.</li> <li>Supplier has commitment to 25% of workforce coming from Enfield, of which 5% will be skilled apprenticeships.</li> <li>Supplier must engage with the Enfield Skills Academy</li> </ul> <p><b>Works contracts under the PCR threshold:</b></p> <ul style="list-style-type: none"> <li>Suppliers are encouraged to engage with the Enfield Skills Academy in developing their tender responses.</li> </ul> <p><b>Meridian Water works contracts:</b> All construction sites meet London Living Wage construction site accreditation.</p>	<p>Supplier commits to x number of their workforce coming from Enfield or Enfield sub-locality, including those employed through the supply chain, as set out in the tender.</p> <p>Supplier uses workforce from local Enfield market for higher-skilled roles.</p>	<p>Supplier creates high-quality, well-paid jobs for residents paying at least London Living Wage.</p> <p>Supplier provides apprenticeships and training opportunities for residents. Supplier provides work experience placements and careers support for residents, including pupils and students, and, where appropriate, paid work experience.</p> <p>Supplier provides employment and training opportunities for priority target groups, e.g. people affected by disability, Ex Service Personnel, care leavers, long term unemployed, long term unemployed over 50, young offenders, ex-offenders, NEETS.</p> <p>Supplier provides supply chain opportunities for Enfield businesses.</p> <p>Supplier maximises opportunities for VCSEs to participate in supply chains. Supplier provides relevant and practical business advice and guidance to local organisations.</p> <p><b>Works contracts:</b> Supplier creates high-quality, well-paid jobs for residents paying at least London Living Wage for staff including supply chain and support services e.g. catering and security.</p>

For further examples of how to support Enfield's local economy, please refer to the Social Value Framework (Appendix A).

# Climate action

Enfield Council is committed to becoming a carbon neutral organisation by 2030 and a carbon neutral borough by 2040, as set out in the [Enfield Climate Action Plan](#). As the organisation works towards reducing its carbon emissions and environmental impact, it is crucial that suppliers also come on this journey.

Enfield Council understands Climate Action is a new and developing area for many organisations and maturity levels in this area will vary. For this reason, the majority of the minimum standards in this section involve a commitment to moving towards environmentally sustainable practices, rather than imposing strict standards.

## Carbon emissions

Minimum	Enhanced	Preferred
<p><b>Large (SECR) :</b> Suppliers that exceed the threshold are expected to comply with SECR reporting and to have made a commitment to reducing carbon emission.</p> <p><b>MSME:</b> Smaller suppliers are encouraged to report on emissions following SECR or approved GHG methodologies, make a commitment to track emissions by 2025 and set reduction targets that are monitored annually.</p> <p><b>Contracts over £5m:</b> Suppliers are expected to provide a Carbon Reduction Plan and confirm their commitment to achieving Net Zero by 2050 in the UK.</p>	<p>Supplier commits to x number of their workforce coming from Enfield or Enfield sub-locality, including those employed through the supply chain, as set out in the tender.</p>	<p>Supplier is carbon neutral certified.</p> <p>Supplier has commitment to continued emissions reduction and offsetting Scope 1 &amp; 2 emissions to zero through certified or locally approved schemes.</p> <p>Supplier has commitment to monitor and reduce Scope 3 emissions.</p> <p>Provides climate change or carbon reduction training for all staff e.g. SDGs Academy courses or Supply Chain Sustainability School.</p>





## Assessment approach

### Minimum

### Enhanced

### Preferred

Written confirmation from supplier of:

**Large (SECR):**

1. Declaration of Scope 1, 2 and 3 emissions (This could include Carbon Certification and Supply Chain Carbon Certification)
2. Key Targets and reduction commitments

**MSME:**

1. Commitment to reducing carbon emissions
2. Timescale for starting to monitor emissions

Further guidance can be found [here](#).

**Contracts over £5m:**

1. Provide Carbon Reduction Plan that meets the criteria as set out in [\[link to be added\]](#)

Copy of most recent (must be within last 18 months) carbon emissions monitoring data or report, which includes a summary of the methodology used (This could include Carbon Certification and Supply Chain Carbon Certification).

As for 'Enhanced' assessment plus:

1. Confirmation of net zero emissions target date and evidence of monitoring plan with specific milestones
2. Evidence of certified carbon offsets (must be within last 18 months)
3. (Large only) – Carbon neutral certification

These requirements affect:

- all UK incorporated companies listed on:
  - the main market of the London Stock Exchange
  - a European Economic Area market
  - or whose shares are dealing on the New York Stock Exchange or NASDAQ
- unquoted large companies incorporated in the UK, which are required to prepare a Directors' Report under Part 15 of the Companies Act 2006
- large Limited Liability Partnerships (large is defined as per the existing framework for annual accounts and reports, based on sections 465 and 466 of the Companies Act)

Further information on SECR requirements can be found [here](#).



## Energy

Minimum	Enhanced	Preferred
<p>Supplier has a commitment to reduce their energy consumption and is committed to switching to low-carbon energy in the future. Where the supplier rents their premise, this may include discussions with their landlord about how they can make premises more energy efficient or switching to low-carbon energy.</p>	<p>Supplier has a commitment to using 100% renewable or low-carbon energy with a target date of 2025 or sooner.</p>	<p>Supplier is supplied by 100% low-carbon or renewable energy.</p> <p>Supplier uses or procures renewable electricity either on-site or through REGOs, Green Tariffs or PPAs.</p>
Assessment approach		
<p>Written confirmation from supplier of:</p> <ol style="list-style-type: none"> <li>1. Commitment to using low carbon energy</li> <li>2. Commitment to reducing energy consumption</li> </ol>	<ol style="list-style-type: none"> <li>1. Copy of most recent (must be within last 18 months) energy monitoring data or report, which includes the mix of fuel types (electric, gas, etc.) and sources (renewable, low carbon, fossil fuel, etc.)</li> </ol>	<p>As for 'Enhanced' assessment plus:</p> <ol style="list-style-type: none"> <li>1. Evidence that the sources are low-carbon or renewable energy</li> </ol>



## Travel

Minimum	Enhanced	Preferred
<p>Supplier has a commitment to switch to low or zero emission modes of transport in the future.</p>	<p>Supplier sometimes uses low or zero emission modes of transport to deliver goods and services.</p> <p>Supplier has passive transport programmes to reduce staff travel emissions e.g. car sharing schemes, cycle to work programmes, public transport season ticket loans or bicycle pools.</p> <p>Where relevant, Fleet Operator Recognition Scheme (FORS) accreditation to Bronze at least.</p>	<p>Supplier prioritises the use of low or zero emission modes of transport and optimises transport efficiency by minimising the number of trips wherever possible.</p> <p>Supplier has an active approach to reducing staff travel emissions e.g. plan to progressively reduce onsite car parking, higher mileage rates for staff using active modes for work, pool vehicle only for work trips.</p> <p>Where relevant, Fleet Operator Recognition Scheme (FORS) accreditation to Gold.</p>

### Assessment approach

<p>Written confirmation from supplier of:</p> <ol style="list-style-type: none"> <li>1. Commitment to using low or zero emission means and modes of transport</li> <li>2. Timescales for using low or zero emission means and modes of transport (must be within contract period)</li> </ol>	<p>Written confirmation from supplier of:</p> <ol style="list-style-type: none"> <li>1. The specific goods and services which are transported using low or zero carbon modes</li> <li>2. The measures in place to reduce staff travel emissions (ideally in the form of a staff travel plan dated in the past 18 months)</li> <li>3. Current FORS accreditation level (where relevant)</li> </ol>	<p>As for the 'Enhanced' assessment plus:</p> <ol style="list-style-type: none"> <li>1. Evidence of a proportional reduction in number of trips and that more trips are being made by low or zero emission modes of transport</li> <li>2. Monitoring data showing staff travel to work mode</li> </ol>
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## Energy

Minimum	Enhanced	Preferred
<p>Supplier adheres to relevant legislation for the removal and disposal of waste and recyclable materials.</p> <p>Where goods or services provided are likely to generate waste, supplier has a strategy in place to minimise the amount of waste generated e.g. materials reused wherever possible, recycling and composting is maximised.</p> <p>Supplier has waste management verification policies where necessary.</p>	<p>Supplier adheres to circular economy principles such as:</p> <ul style="list-style-type: none"> <li>• Hard to recycle waste is diverted from landfill or incineration through specific recycling partnerships.</li> <li>• Take-back schemes for products such as electrical and electronic equipment and light bulbs.</li> <li>• Single-use plastic packaging is eliminated through reusable packaging solutions or schemes.</li> <li>• Local partnerships where goods and services implement circular economy solutions i.e. ground coffee waste used for landscaping or used technological equipment is repurposed in local VCSEs.</li> <li>• Materials are reused either onsite or via an exchange.</li> </ul>	<p>Adheres to circular economy principles as stated in 'enhanced'.</p> <p>Supplier supports MSMEs and VCSEs within the supply chain to adopt Circular Economy solutions.</p>
Assessment approach		
<p>The supplier should provide information on:</p> <ol style="list-style-type: none"> <li>1. Their approach to the removal and disposal of waste and recyclable materials</li> <li>2. The strategy they have in place to minimise the amount of waste generated</li> <li>3. Any waste management verification policies which are in place</li> </ol>	<p>As for 'Minimum' assessment with additional details on how they deliver circular economy principles</p>	<p>As for 'Enhanced' assessment with additional details on how they support MSMEs and VCSEs within the supply chain</p>

## Purchased goods

Minimum	Enhanced	Preferred
<p>Product meets the minimum Government Buying Standards (GBS) and is in line with Council Policy.</p> <p>Product specific:</p> <ul style="list-style-type: none"> <li>• Cleaning products are cruelty free and not tested on animals, in line with our cruelty free policy.</li> <li>• Timber and paper products carry Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest certification or are made from recycled materials and carry FSC Recycled or Ecolabel certification or similar. If independently certified timber proves to be unavailable, the Council will accept, as a second resort only, timber that can be supplied with category B evidence as detailed under the UK Government Timber Procurement Policy.</li> <li>• Waste electrical and electronic equipment Suppliers meet their obligations under the Waste Electrical and Electronic Equipment (WEEE) Regulations (2013). The Council will require all contracts, suppliers and service providers to Enfield Council, upon request, with all necessary information about how items have been dealt with.</li> </ul>	<p>Product meets the best practice Government Buying Standards (GBS).</p> <p>Product specific:</p> <ul style="list-style-type: none"> <li>• Waste electrical and electronic equipment. Utilises circular economy principles such as take-back schemes.</li> <li>• Single-use plastic packaging is eliminated through reusable packaging solutions or schemes.</li> <li>• Hard to recycle waste is diverted from landfill or incineration through specific recycling partnerships.</li> </ul>	<p>Product meets Enfield standards for buying. These will be stated in the specification.</p> <p>This may include, where relevant, products that:</p> <ul style="list-style-type: none"> <li>• have ISO 14024 (type I) compliant ecolabel certification</li> <li>• have ISO 14025 (type III) compliant ecolabel certification (Environmental Product Declaration)</li> <li>• have nationally recognised ethical/responsible sourcing third party certification</li> <li>• generate less waste during use/installation</li> <li>• after use on the asset, are more readily reusable</li> <li>• are accepted by local recycling collection services</li> <li>• can be sourced locally</li> <li>• are from reused (preferred) or recycled sources</li> <li>• are made from bio-based materials</li> <li>• utilise circular economy principles, e.g. servitisation, manufacturer take-back, material passports.</li> </ul>
Assessment approach		
<p>Written evidence (such as product sheets) that goods and services procured by the Council meet the specific standards as outlined</p>	<p>As for 'Minimum' assessment</p>	<p>As for 'Enhanced' assessment with specific details of the carbon emissions attributable to the Council from the delivery of the goods and services being procured</p>

## Water

Minimum	Enhanced	Preferred
<p>Suppliers seek to minimise the use of water wherever possible and promote the use of water efficient equipment and services.</p>	<p>Suppliers seek to minimise the use of water wherever possible and promote the use of water efficient equipment and services.</p>	<p>Suppliers have an active approach to water management with clearly defined targets for reducing consumption by location and/or activity.</p> <p>Suppliers have a water recycling and reuse strategy.</p>
Assessment approach		
<p>Written evidence of overall water consumption split by location and/or activity</p>	<p>As for 'Minimum' assessment with additional information on processes in place to minimise consumption including details of any water efficient equipment and services.</p>	<p>As for 'Enhanced' assessment with additional information on:</p> <ol style="list-style-type: none"> <li>1. Water management processes and related targets</li> <li>2. Water recycling and reuse strategy</li> </ol>

# Measures of Success

To monitor the implementation of this policy and its success, the following measures will be developed and used:

- Increase in procurement spend, both council-wide and by department, with Enfield based organisations:
  - ▶ By volume
  - ▶ By value
- Increase in procurement spend with MSME businesses:
  - ▶ By volume
  - ▶ By value
- Increase in Enfield based organisations invited to bid for opportunities
- Increase in MSME businesses invited to bid for opportunities



# Implementation, Governance and Review

After its approval at Cabinet in October 2021, the policy will be mandatory for all procurements over the PCR threshold.

All contractors, suppliers and service providers will be expected to satisfy the Council of their ability to comply with the provisions of this policy. Contractors, suppliers and service providers will also be expected to comply with these principles during the lifecycle of the contract.<sup>3</sup> The Council may request evidence of compliance with the standards set out in this policy during the procurement process and as part of the contract management throughout the lifetime of the contract. This may include clauses and specifications, the inclusion of questions within method statements, and monitoring, specifically in relation to the areas detailed in this policy.

The Council is not seeking to retrospectively impose the provisions of this policy on contracts that have already been let prior to the policy being ratified but would like to seek the agreement of the relevant contractors to implement some or all of this policy.

Implementation of this policy will therefore be linked to the re-letting of existing contracts and as new contracts are tendered following the policy approval.

The Council procures a wide range of goods, works and services, and it is recognised that there can be no 'one size fits all' model. The Council may in certain cases give exemptions from certain requirements where the size or nature of the contract or contractor, supplier or service provider does not warrant their fullest application. Where an organisation does not currently meet 'minimum' standards, the Council will support them through signposting to relevant guidance and information.

The implementation of this policy will be the responsibility of all services engaged in procurement, Procurement Services and the Procurement Assurance Group. Specific roles and responsibilities are set out below.

The Sustainable and Ethical Procurement Policy will be annually reviewed and updated to reflect changing priorities, new strategies and national policy or legal framework changes.

The policy will be reviewed annually, with a view to strengthening minimum requirements as the Council develops capacity in this area and sectors increase maturity levels in ethical and sustainable practices.

<sup>3</sup> This could include contracts where a supply chain is at particularly high risk of modern slavery or where goods have an obvious environmental impact. Whether the policy is mandated for a particular contract will be clearly stated in the tender.

Role	Responsibilities
Managers and officers in the Procurement Service	<ul style="list-style-type: none"> <li>• Conduct procurements over the PCR threshold in line with this policy</li> <li>• Support the organisation to deliver sustainable and ethical procurement</li> </ul>
Managers and officers engaged in procurement	<ul style="list-style-type: none"> <li>• Carry out pre-market engagement including market warming events</li> <li>• Ensure suppliers are adhering to this policy through appropriate specifications and method statement questionnaires</li> <li>• Monitor contracts to ensure compliance with policy provisions, as set out in the specification</li> <li>• Managers should ensure that their staff are aware of the policy and its implications for their work</li> </ul>
EMT and Other Committees	<ul style="list-style-type: none"> <li>• Review and update the policy when necessary</li> <li>• Monitor the measures of success on an annual basis</li> </ul>



# Appendices

## Appendix A

### Council Plan and Social Value Framework

The framework below sets out the Council’s priorities and some of the activities that the Council would like to see from contractors when developing their Social Value proposals. This list is not exhaustive.

Council Plan Priority	Social value outcomes	Social value measures
Clean and green places	A carbon neutral supply chain	Savings in CO2 emissions on the contract achieved through de-carbonisation Requirements or support for suppliers to demonstrate climate change and carbon reduction training for all staff e.g. SDGs Academy courses or Supply Chain Sustainability School
Strong, healthy and safe communities	Healthy, independent and thriving communities	Initiatives taken or support to engage people in health interventions or wellbeing initiatives in the community e.g. stop smoking, obesity, alcoholism, drugs, physical activities for adults or children Innovative measures to enable healthier, safer and more resilient communities Initiatives to support older, disabled or vulnerable people to build stronger community networks e.g. befriending schemes or digital inclusion clubs
Thriving children and young people	Improved employability of and opportunities for young people	No. weeks spent on meaningful work placements or pre-employment courses (paid and unpaid)
An economy that works for everyone	More local people in employment	No. of local direct employees hired on the contract No. of local people employed through the supply chain Innovative measures to promote local skills and employment
	Improved skills and local people connected to opportunities	No. of weeks of training opportunities on the contract e.g. BTEC, City & Guilds, NVQ, HNC No. of weeks of apprenticeships on the contract
	More opportunities for local businesses and organisations	Total amount (£) spent with local VCSEs within your supply chain Total amount (£) spent with local MSMEs through the contract Total amount (£) spent in local supply chain through the contract Provision of expert business advice to local businesses, MSMEs and VCSEs

Fairer Enfield	More opportunities for disadvantaged groups	<p>No. of employees hired on the contract who are long term unemployed</p> <p>No. of employees hired on the contract who are Not in Employment, Education, or Training (NEETs)</p> <p>No. of 18+ y.o. employees hired on the contract who are rehabilitating or ex offenders</p> <p>No. of disabled employees hired on the contract</p> <p>No. of 16-25 y.o. care leavers hired on the contract</p> <p>No. of armed forces veterans employees hired on the contract</p> <p>No. of employees taken on who are rehabilitating young offenders (18-24 y.o.)</p> <p>No. of hours of support into work provided to over 24 y.o. unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance</p>
	Improved staff wellbeing and mental health	<p>Equality, diversity and inclusion training provided for staff</p> <p>Equality, diversity and inclusion training provided to supply chain staff</p> <p>No. of employees provided access to comprehensive and multidimensional wellbeing programmes</p> <p>Mental health campaigns for staff on the contract</p>
	More ethical procurement	<p>Initiatives taken throughout the local and global supply chain to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring in relation to the contract e.g. supply chain mapping, staff training and contract management</p>
Climate conscious	Safeguard the environment	<p>Donations or investments towards reforestation or afforestation initiatives</p> <p>Innovative measures to safeguard the environment and respond to the climate emergency</p>

# Appendix B

## Charter Against Modern Slavery

Enfield Council will:

1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply.
2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.
5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
7. Review its contractual spending regularly to identify any potential issues with modern slavery.
8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.
9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
10. Report publicly on the implementation of this policy annually.

# Appendix C

## UNITE Construction Charter

As a Local Authority we are responsible for the procurement of a multitude of construction projects. It is therefore appropriate that we as a responsible client enter into this agreement and commit to working with the appropriate trade unions, to achieve the highest standards in respect of; direct employment status, health & safety, standard of work, apprenticeship training and the implementation of appropriate nationally agreed terms and conditions of employment. The following shall be a requirement for all contractors and their supply chain engaged by this Authority: -

1. All parties recognise that the highest level of compliance with current HMRC regulations must be achieved where public funds are utilised. It is therefore a contractual requirement that all operatives are directly employed on a PAYE basis under a contract of employment. Furthermore the use of intermediary payroll or umbrella companies will be prohibited on all contracts.
2. Health and safety of workers on all of our construction projects is paramount. It is therefore a requirement that all contractors rigorously implement and adhere to our minimum standards for health and safety, as set out in our procurement documents. In addition, we require all contractors to provide quality welfare facilities fit for purpose in accordance with the Construction Design and Management Regulation of 2015.
3. It is a recognised fact that the presence of trade union safety representatives significantly improves safety in the workplace. Contractors and their supply chain are required to work collaboratively with the appropriate trade unions to identify and implement reasonable real- world initiatives.
4. The Authority requires all projects to be completed to the highest standard, so as to meet the aspirations of the residents of this Authority. In order to achieve this, it is recognised that it is necessary that all workers are competent and have the appropriate level of skill to carry out the work they are employed to do. To assist in the achievement of this goal the Authority's contractors and their supply chain will ensure they retain documented evidence that all workers are competent to carry out the work they have been employed to do. They will ensure that such evidence is retained in a way as to allow the Authority or its nominees to audit the documentation. Possession of the recognised industry skills / grade card such as JIB or CSCS will be considered acceptable evidence.
5. The Authority is mindful of the industry skills shortage and the need to address this through appropriate apprenticeships, including adult training in up skilling. The Authority's contractors and supply chain will in consultation with the Authority and other interested parties develop and implement a programme that addresses the skills shortage and provides training opportunities to local residents.
6. The Authority recognises the right of all construction workers to be employed under and to be protected by the appropriate national industry collective agreement. The

Authority requires full compliance with all appropriate national agreements applicable to the construction industry.

7. All contractors and their supply chain will accept the right of any trade union that is a signatory to an appropriate national agreement, to appoint shop stewards, workplace health & safety representatives and Union Learning Reps. All trade union accredited representatives will be granted appropriate time and facilities to carry out their responsibilities.
8. The Authority, its contractors and their supply chain are committed to a fair and transparent recruitment policy. All contractors and their supply chain will actively ensure that the engagement of labour is based on the individual's ability to meet the needs of the project and the specific tasks for which they are recruited to undertake.
9. The Authority its contractors and their supply chain agree it's not acceptable for anyone to use or make reference to any form of blacklist.
10. The Authority recognises the benefit trade unions bring to the workplace and the rights of workers to hear from trade union representative. The Authority's contractors and their supply chain are required to allow access to nominated trade union officer from trade unions that are signatories to the appropriate national agreements. Access shall mean access to welfare facilities during working times so as to allow them to consult with their members and potential members.

11. The Authority supports the Get Britain Building campaign, which is aimed at supporting and sustaining the British construction industry. Consequently, all relevant construction contracts will be required to comply with our Authority's Sustainable Buying Standard for Highways and Construction Materials, which requires structural steel and other relevant materials to be covered by BES 6001 Responsible Sourcing of Construction Product certification, or equivalent.

# Appendix D

## Fair Tax Declaration

### Councils for Fair Tax Declaration

1. Lead by example and demonstrate good practice in our tax conduct right across our activities. Including:
  - Ensuring IR35 is implemented robustly, and a fair share of employment taxes are paid by contractors.
  - Shunning the use of offshore vehicles for the purchase of land and property, especially where this leads to reduced payments of stamp duty.
  - Undertaking due diligence to ensure not-for-profit structures are not being used inappropriately by suppliers as an artificial device to reduce the payment of tax and business rates.
  - Consider opportunities to enhance procurement and contracting processes to encourage responsible tax practices, which may include extended due diligence and contract management approaches.
  - Demanding clarity on the ultimate beneficial ownership of suppliers, be they UK based or overseas, and their group consolidated profit and loss position, given lack of clarity could be strong indicators of poor financial probity and weak financial standing.
2. Promote FairTax Mark accreditation, especially to any business in which we have a significant stake and where corporation tax is due.
3. Join in and support Fair Tax Week events in the area and celebrate the tax contribution made by responsible businesses that are proud to promote responsible tax conduct.
4. Support calls for reform of UK law to enable local councils to revise their procurement policies and better penalise poor tax conduct and reward good tax conduct amongst suppliers.

# Appendix E

- [Modern Slavery in Supply Chains](#) (Introduction for procurement professionals)
- [Modern Day Slavery Act 2015](#) (Overview of the Act focusing on the impact on Supply Chains)
- [CIPS guide to tackling Modern Slavery in Supply Chains](#)
- [Transparency in Supply Chains](#) (Government guidance issued under section 54 (9) of the Modern Slavery Act 2015)
- [Ethical Trading Initiative](#)
- [Equality Framework for Local Government](#).
- The Carbon Trust have [free support for small businesses](#)

Thank you for taking the time to read our Sustainable and Ethical Procurement Policy 2022-2026. If you have any questions or comments please contact us at: [Procurement.support@enfield.gov.uk](mailto:Procurement.support@enfield.gov.uk)