



# Everyone Procures

## Ethical Procurement Policy

**October 2008**

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## Executive Summary

The Council of the Royal Borough of Kingston (The Council) is committed to working towards 'Sustainable Development' in all its activities and responsibilities. Sustainable Development brings together values relating to:

- Environmental protection and enhancement
- Quality of life – both material wealth, and social and cultural well-being
- Providing for the future
- Equity and fairness – between individuals, generations and countries.

Sustainable development is an ambitious goal, a long-term aspiration that will demand significant commitment and effort as well as changes in society and business. The Council is committed to promote this agenda. Establishing this Policy is a significant step; the Policy will be updated to keep pace with thinking on all sustainable development issues and incrementally to 'raise the bar' in its expectations of itself and its partners. The Council is also a community leader and intends to set an example and promote the adoption of sustainable development values in the wider community/business marketplace.

The role/purpose of the Ethical Procurement Policy is to apply actively the Council's various policies regarding sustainable development to its procurement practices, and thereby to its partners/suppliers. When an organisation partners with the Council, or supplies goods or services to the people of the Royal Borough of Kingston on behalf of the Council, those organisations function as a virtual extension to the Council and should demonstrate the same values and priorities.

This Policy will be reviewed and updated after **three years**, unless specific progress in sustainable development initiatives indicate an earlier review date. Annex A will be reviewed and updated **annually** to ensure that the specific advice provided remains as up-to-date as possible.

The Council's ethical procurement values support sustainable development by:

- Establishing clear requirements for goods and services which specify and/or promote those ethical values.
- Assessing the ethical credentials of prospective suppliers, including specific elements as part of the assessment criteria where appropriate.
- Requiring/encouraging suppliers of goods and services to provide ethically sound alternatives, and being willing to bear the additional costs where these can be shown to be genuinely justified.
- Undertaking Ethical Impact Assessments (EthIAs), which identify which aspects of the Ethical Procurement Policy apply to the specific procurement and assess what impact those policies have to that procurement. In this sense the Ethical Impact Assessment acts as a co-ordinator of all other impacts assessments e.g. Environmental and Equalities Impact Assessments:
  - At Stage 1: Identify Need will include conduct of an Ethical Impact Assessment
  - At Stage 2: Business Case will reflect the full costs and benefits, including where necessary the ethical benefits and costs derived from the Ethical Impact Assessment
  - At Stage 4: Supplier Appraisal – the Ethical Impact Assessment will be reflected in Evaluation Criteria and weightings used to assess Suppliers.
  - At Stage 5: Tender Evaluation – the Ethical Impact Assessment will be reflected in Evaluation Criteria and weightings used to evaluate Tenders.
- Including sustainability criteria within contract specifications
- Undertaking sustainability assessments of major contracts
- Including sustainability measures as part of the ongoing performance criteria and reporting of contracts.

For each area of sustainable development policy, this document provides:

- A brief statement of the Council's commitment and/or objectives.
- The source policy(ies) and reference documentation.
- Application of the policy to the procurement cycle, stage by stage.
- Identification of the relevant documents within the Procurement Framework.

The applicability of, and emphasis on, different aspects of sustainable development will vary considerably according to the nature of the services or goods being procured, therefore the content of this Policy cannot be either prescriptive or exhaustive. It is the responsibility of the Service Directorates, who have expert knowledge of the service requirements, and of the Council's experts in sustainable development, to identify specific expectations of partners/suppliers and requirements for sustainable goods/services.

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## Equality - Diversity

### Commitment:

One of the key objectives in the Council’s policy programme is to ‘be a Council which celebrates diversity and practices equality in everything we do, in providing and commissioning services, and as an employer.’ (Key Objective 16)

The Council is committed to meeting the requirements of the Equality Standard for Local Government (CPA assessment) and all Equalities legislation relating to race, gender, marital status, transgender, disability, religion or belief, sexual orientation and age, including the Race Relations (Amendment) Act(2000 and the Disability Discrimination Act,2005, and the Equality Act, 2006 (the gender duty) which places an emphasis on promoting equalities. This is in addition to the fundamental statutory responsibilities of all employers to enforce minimum wage and ensure access to employee representation. The Council has a duty to promote equality in terms of ethnicity, disability and gender. The Council will expect contractors to honour this duty. In some contracts, the contractor will itself count as a public authority for the purposes of the equality duties if it carries out functions of a public nature.

### Reference Documentation:

- Detail guidance, see Annex B
- Putting People First – Equality and Diversity Policy2007
- Equality Scheme 2007
- Race Relations Amendment Act 2000
- Disability Discrimination Act & Supporting Codes of Practice 1995
  - Rights of Access – Goods, Facilities, Services and Premises
  - Code of Practice – Employment and Occupation
- Disability Discrimination Act 2005
- Supplementary Planning Guidance – Access for All July 2005
- Equality Act 2006
- SEU Report on Mental Health
- [www.kingston.gov.uk](http://www.kingston.gov.uk)
- [www.socialexclusion.gov.uk](http://www.socialexclusion.gov.uk)

### Application to Procurement

Procurement Cycle Stage	Policy Statements	Guidance Reference/ Template(s)
1: Identify Need	<ul style="list-style-type: none"> <li>• Specific requirements and risks related to diversity will be identified</li> </ul>	<ul style="list-style-type: none"> <li>• Needs Evaluation</li> <li>• Terms of</li> </ul>

	<ul style="list-style-type: none"> <li>The Ethical Impact Assessment will be conducted as a basis for future stages</li> </ul>	<p>Reference</p> <ul style="list-style-type: none"> <li>Ethical Impact Assessment</li> </ul>
<b>2: Business Case</b>	<ul style="list-style-type: none"> <li>The Business Case will include full-life costs and all measurable benefits, both financial and community.</li> <li>Performance Indicators relating to equality and diversity will be identified in the Business Case. These may include requirements for monitoring services and employment.</li> </ul>	<ul style="list-style-type: none"> <li>Business Case</li> </ul>

<b>Procurement Cycle Stage</b>	<b>Policy Statements</b>	<b>Guidance Reference/ Template(s)</b>
<b>3: Procurement Approach</b>		
<b>4: Supplier Appraisal</b>	<ul style="list-style-type: none"> <li>Potential Suppliers will be issued with the Council's Equality and Diversity Policy and Equality Scheme.</li> <li>Supplier obligations and responsibilities under those policies will be specified, along with any requirements specific to the goods/services being procured. Equality outcomes will be specified where this is consistent with meeting the Council's needs.</li> <li>Suppliers will be required to provide detailed information on their approach to equality/diversity in relation to employment and to service delivery, with monitoring information as evidence of application.</li> <li>The Council will provide a model system, with support for its use to assist organisations.</li> <li>Equality and Diversity will be included in the Supplier Appraisal criteria, weighted according to the nature of the goods/services being procured. Principles of proportionality and relevance will apply.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-Qualification Questionnaire</li> <li>Memorandum of Information</li> <li>Evaluation Criteria</li> </ul>
<b>5: Tender Evaluation</b>	<ul style="list-style-type: none"> <li>Any specific requirements relating to equality/diversity will be included in the Invitation to Tender and Tender Evaluation Criteria, weighted according to</li> </ul>	<ul style="list-style-type: none"> <li>Invitation to Tender</li> <li>Evaluation</li> </ul>

	the nature of the goods/services being procured.	Criteria
<b>6: Contract Award</b>	<ul style="list-style-type: none"> <li>Supplier commitments to Equality and Diversity policies – the Council's and their own, as assessed in Stages 4 and 5, will be explicitly included in the Contract. For all contracts the Council expects contractors to recruit, train and manage their workforce so that the contract can be performed in accordance with specifications.</li> </ul>	<ul style="list-style-type: none"> <li>Contract</li> </ul>
<b>7: Manage Live Contract</b>	<ul style="list-style-type: none"> <li>Performance against the Council's and the Supplier's equality and diversity policies will be included in ongoing Performance Monitoring, based on Performance Indicators identified in the Business Case.</li> <li>Requirements will be established for ongoing Ethical Impact Assessment during the Contract.</li> </ul>	
<b>8: Review</b>	<ul style="list-style-type: none"> <li>Performance against the Council's and the Supplier's equality and diversity policies will be addressed in the final performance review.</li> </ul>	

**Equality and Diversity – Accessibility to Small & Medium-sized Enterprises (SMEs), the Voluntary Sector, Ethnic Minority Businesses (EMBs), businesses run by disabled people and women and business specializing in services to women.**

**Commitment:**

The Council is committed to ensuring that SMEs, the Voluntary Sector and EMBs (alternative suppliers) are encouraged and supported in order that they have full access to opportunities to do business with the Council.

**Reference Documentation:**

- Council Compact with Voluntary Organisations 2000
- [www.kingston.gov.uk](http://www.kingston.gov.uk)

See also Voluntary Sector Unit and Partnership and Economic Regeneration Unit

**Application to Procurement**

The procurement process will be kept as simple and streamlined as possible. Assistance will be provided to alternative suppliers throughout the process: through templates, process diagrams, accessible explanations etc. The supplier’s ability to provide the goods or services, for the full term of the contract will be an over-riding requirement.

<b>Procurement Cycle Stage</b>	<b>Policy Statements</b>	<b>Guidance Reference/ Template(s)</b>
<b>1: Identify Need</b>	<ul style="list-style-type: none"> <li>• The need for goods/services will be stated explicitly as outcomes, leaving room for innovation/flexibility in how they might be delivered</li> <li>• The Ethical Impact Assessment will be conducted as a basis for future stages</li> </ul>	<ul style="list-style-type: none"> <li>• Needs Evaluation</li> <li>• Ethical Impact Assessment</li> </ul>
<b>2: Business Case</b>	<ul style="list-style-type: none"> <li>• Opportunities will be advertised in a range of media to maximise access</li> <li>• The Prior Information Notice will be sent to the local Chamber of Commerce to encourage participation.</li> <li>• The Business Case will include full-life costs and all measurable benefits, both financial and community.</li> </ul>	<ul style="list-style-type: none"> <li>• Prior Information Notice</li> <li>• Official Journal of the European Union</li> </ul>

	<ul style="list-style-type: none"> <li>Performance Indicators will be identified with minimal management overhead</li> </ul>	<ul style="list-style-type: none"> <li>Business Case</li> </ul>
<b>Procurement Cycle Stage</b>	<b>Policy Statements</b>	<b>Guidance Reference/ Template(s)</b>
<b>3: Procurement Approach</b>	<ul style="list-style-type: none"> <li>Market analysis will identify potential alternative suppliers</li> <li>Consideration will be given to how the work is broken down into 'packages' to improve access to smaller/specialist organisations</li> <li>The Council will consider innovative/flexible funding/payment options</li> </ul>	<ul style="list-style-type: none"> <li>Market analysis</li> <li>Funding Options Paper</li> </ul>
<b>4: Supplier Appraisal</b>		
<b>5: Tender Evaluation</b>	<ul style="list-style-type: none"> <li>Larger suppliers will be encouraged to partner with alternative suppliers for provision of specialist goods/services.</li> </ul>	
<b>6: Contract Award</b>	<ul style="list-style-type: none"> <li>The Council will consider innovative/flexible funding/payment options and/or contract terms/duration.</li> </ul>	<ul style="list-style-type: none"> <li>Contract</li> </ul>
<b>7: Manage Live Contract</b>	<ul style="list-style-type: none"> <li>Additional support may be provided to support the monitoring/reporting requirements of the Council</li> <li>Requirement will be established for ongoing Ethical Impact Assessment during the Contract.</li> </ul>	
<b>8: Review</b>		

## **Environmental Protection & Enhancement**

### **Commitment:**

The Council's Environmental Policy states: 'The Royal Borough of Kingston upon Thames is committed to improving its own environmental performance, to minimising its impact on the local, regional and global environment and to encouraging others working in, living in, and visiting the Royal Borough to do likewise'

The Council aims to purchase only what is really necessary, and to use goods/services efficiently. The Council's Environmental Policy states that it will aim to:

- Raise the environmental awareness of councillors, council officers, the public and the business community to encourage them to make environmentally sound and sustainable decisions.
- Encourage the efficient and least environmentally damaging use of energy and in particular, to reduce the emission of carbon dioxide.
- Reduce the need to travel and minimise the environmental impact of transport while ensuring reasonable access to the community.
- Encourage the environmentally sound and sustainable use of resources.
- Reduce the quantity of waste produced in the Royal Borough of Kingston upon Thames and to limit the environmental impact of waste.
- Limit the level of pollution caused by activities in the Royal Borough and encourage improvement in the quality of air, water and land.
- Protect and enhance Natural Habitats, Open Spaces and Landscape for wildlife, access and amenity.
- Protect quality in, and enhance the Built Environment and Townscape for the benefit of those who live, work in and visit the Borough.
- Protect and promote health and safety and limit the impact of noise.

### **Reference Documentation:**

- Community Plan
- Local Agenda 21 Plan
- Mayor of London's Green Procurement Policy
- [www.kingston.gov.uk](http://www.kingston.gov.uk)

## Application to Procurement

Procurement Cycle Stage	Policy Statements	Guidance Reference/ Template(s)
1: Identify Need	<ul style="list-style-type: none"> <li>• Goods/Service Requirements will specify environmental aspects as either 'mandatory' or 'optional'</li> <li>• Specific risks to the environment, resulting from use or provision of the goods/services will be identified</li> <li>• The Ethical Impact Assessment will be conducted as a basis for future stages</li> </ul>	<ul style="list-style-type: none"> <li>• Needs Evaluation</li> <li>• Terms of Reference</li> <li>• Ethical Impact Assessment</li> </ul>
2: Business Case	<ul style="list-style-type: none"> <li>• The Business Case will include full-life costs including environmental impacts.</li> <li>• The Business Case will seek to quantify all benefits: financial, community and environmental.</li> <li>• Performance Indicators relating to environmental protection and enhancement will be identified in the Business Case</li> </ul>	<ul style="list-style-type: none"> <li>• Business Case</li> </ul>
3: Procurement Approach	<ul style="list-style-type: none"> <li>• Market analysis will identify/confirm availability/sustainability of environmental requirements.</li> </ul>	
4: Supplier Appraisal	<ul style="list-style-type: none"> <li>• Potential Suppliers will be issued with the Council's Environmental Policy. Supplier obligations and responsibilities will be specified, along with any 'mandatory' or 'optional' requirements specific to the goods/services being procured.</li> <li>• Suppliers will be required to provide detailed information on their approach to environmental protection and enhancement with evidence of its application.</li> <li>• Environmental protection and enhancement mandatory and optional requirements will be included in the Supplier Appraisal criteria, weighted according to the nature of the</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Qualification Questionnaire</li> <li>• Memorandum of Information</li> <li>• Evaluation</li> </ul>

	goods/services being procured.	Criteria
<b>Procurement Cycle Stage</b>	<b>Policy Statements</b>	<b>Guidance Reference/ Template(s)</b>
<b>5: Tender Evaluation</b>	<ul style="list-style-type: none"> <li>Any specific requirements relating to environmental protection and enhancement will be included in the Invitation to Tender and Tender Evaluation Criteria, weighted according to the nature of the goods/services being procured.</li> <li>Suppliers will be required to quantify and justify the environmental impact of their proposed solution.</li> </ul>	<ul style="list-style-type: none"> <li>Invitation to Tender</li> <li>Evaluation Criteria</li> </ul>
<b>6: Contract Award</b>	<ul style="list-style-type: none"> <li>Supplier commitments to Environmental protection and enhancement policies – the Council's and their own, as assessed in Stages 4 and 5, will be explicitly included in the Contract.</li> </ul>	<ul style="list-style-type: none"> <li>Contract</li> </ul>
<b>7: Manage Live Contract</b>	<ul style="list-style-type: none"> <li>Performance against the Council's and the Supplier's environmental protection and enhancement policies will be included in ongoing performance monitoring, based on PIs identified in the Business Case.</li> <li>Requirement will be established for ongoing Ethical Impact Assessment during the Contract.</li> </ul>	
<b>8: Review</b>	<ul style="list-style-type: none"> <li>Performance against the Council's and the Supplier's environmental protection and enhancement policies will be addressed in the final performance review.</li> </ul>	

In this complex and multi-faceted area, more specific policies regarding the aims listed above are provided at Annex A.

## Fair Trade

### Commitment:

The Royal Borough of Kingston is a Fair Trade Borough as defined by the Fair Trade Town Initiative operated by the Fair Trade Foundation. The Council is committed to use Fair Trade products wherever possible and to use their influence to promote their use by partners and suppliers.

### Reference Documentation:

- Community Plan
- [www.kingston.gov.uk](http://www.kingston.gov.uk)

### Application to Procurement

Procurement Cycle Stage	Policy Statements	Guidance Reference/ Template(s)
1: Identify Need	<ul style="list-style-type: none"> <li>• Goods/Service Requirements will specify where Fair Trade products are either 'mandatory' or 'optional'; this will be subject to availability</li> <li>• The Ethical Impact Assessment will be conducted as a basis for future stages</li> </ul>	<ul style="list-style-type: none"> <li>• Needs Evaluation</li> <li>• Terms of Reference</li> <li>• Ethical Impact Assessment</li> </ul>
2: Business Case	<ul style="list-style-type: none"> <li>• Full life costs will be included in the Business Case</li> <li>• Additional cost of fair trade products will be balanced by quantified 'soft' benefit</li> </ul>	<ul style="list-style-type: none"> <li>• Business Case</li> </ul>
3: Procurement Approach	<ul style="list-style-type: none"> <li>• Market analysis will identify/confirm availability/sustainability of using Fair Trade products.</li> </ul>	<ul style="list-style-type: none"> <li>• Market analysis</li> </ul>
4: Supplier Appraisal	<ul style="list-style-type: none"> <li>• Suppliers will be required to provide information on their Fair Trade policy, commitment, demonstrated practice.</li> <li>• Fair Trade will be included in the Evaluation Criteria, weighted according to the nature of the goods/services being procured.</li> <li>• The Memorandum of Information will include Fair Trade products as</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Qualification Questionnaire</li> <li>• Memorandum of Information</li> <li>• Evaluation</li> </ul>

	'mandatory' or 'optional'	Criteria
<b>Procurement Cycle Stage</b>	<b>Policy Statements</b>	<b>Guidance Reference/ Template(s)</b>
<b>5: Tender Evaluation</b>	<ul style="list-style-type: none"> <li>• Mandatory use of Fair Trade products will form part of the Invitation to Tender and Tender Evaluation Criteria</li> <li>• Optional use of Fair Trade products will attract higher scores/weighting in the evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Invitation to Tender</li> <li>• Evaluation Criteria</li> </ul>
<b>6: Contract Award</b>	<ul style="list-style-type: none"> <li>• Commitment to use Fair Trade products, as proposed at Stage 5, will be explicitly included in the Contract.</li> </ul>	<ul style="list-style-type: none"> <li>• Contract</li> </ul>
<b>7: Manage Live Contract</b>	<ul style="list-style-type: none"> <li>• Use, and effectiveness/efficiency of Fair Trade products will be included in performance monitoring, based on the Performance Indicators identified in the Business Case</li> <li>• Requirement will be established for ongoing Ethical Impact Assessment during the Contract.</li> </ul>	
<b>8: Review</b>	<ul style="list-style-type: none"> <li>• Use, and effectiveness/efficiency of Fair Trade products will be included in performance review.</li> </ul>	

## Healthy Kingston

### Commitment:

The World Health Organisation defines health as ‘not merely an absence of disease but a complete state of social, physical and mental well-being’

The Council is committed to making Kingston a healthy and caring place to live. As purchasers of goods and services, the Council will set standards by positive selection and ensure healthy policies in Council Contractors. RBK will aim to ensure that partners have arrangements to:

- Reduce ill-health in workers caused, or made worse by, work
- Help their employees who have been made ill, whether caused by work or not, to return to work
- Improve work opportunities for people not currently in employment due to ill-health or disability
- Use the work environment to help people maintain or improve health.

### Reference Documentation:

- A Healthy Kingston Strategy, and its supporting Annual Action Plans
- *Securing Health Together* – Health and Safety Executive 2000
- *Choosing Health: Making Healthier Choices* – Department of Health White Paper 2004
- *The Framework of Vocational Rehabilitation* – Department for Work and Pensions 2004
- *Constructing Better Health* – Health and Safety Executive 2004
- [www.kingston.gov.uk](http://www.kingston.gov.uk)

More specific policies regarding the aims listed below are provided at Annex B.

### Application to Procurement

Procurement Cycle Stage	Policy Statements	Guidance Reference/ Template(s)
1: Identify Need	<ul style="list-style-type: none"><li>• Goods/services specified will require, give priority to, or at least encourage healthy living solutions</li><li>• Consideration will be given to innovative service delivery models which facilitate healthier life choices</li><li>• The Ethical Impact Assessment will be conducted as a basis for future stages</li></ul>	<ul style="list-style-type: none"><li>• Needs Evaluation</li><li>• Terms of Reference</li> <li>• Ethical Impact Assessment</li></ul>

<b>Procurement Cycle Stage</b>	<b>Policy Statements</b>	<b>Guidance Reference/ Template(s)</b>
<b>2: Business Case</b>	<ul style="list-style-type: none"> <li>• The Business Case will include full life costs, and reflect the indirect costs of less healthy solutions and/or the indirect benefits of the healthy solutions</li> <li>• Performance Indicators will be included to reflect the costs/benefits relating to health</li> <li>• Consideration will be given to innovative funding options</li> </ul>	<ul style="list-style-type: none"> <li>• Business Case</li> <li>• Funding Options Paper</li> </ul>
<b>3: Procurement Approach</b>	<ul style="list-style-type: none"> <li>• Market analysis will identify/confirm availability/sustainability of healthier living solutions</li> </ul>	
<b>4: Supplier Appraisal</b>	<ul style="list-style-type: none"> <li>• Pre-Qualification Questionnaire and Invitation to Tender will include questions addressing healthy living policy, commitment and practice of the potential suppliers</li> <li>• Where appropriate supplier's healthy living policy/practice will form part of the Evaluation Criteria.</li> <li>• Memorandum of Information will include requirements regarding healthy living as either 'mandatory' or 'optional'</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Qualification Questionnaire</li> <li>• Evaluation Criteria</li> <li>• Memorandum of Information</li> </ul>
<b>5: Tender Evaluation</b>	<ul style="list-style-type: none"> <li>• Mandatory requirements for healthy living solutions will form part of the ITT and Tender Evaluation Criteria</li> <li>• Optional requirements will attract higher weighting in the evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Invitation to Tender</li> <li>• Evaluation Criteria</li> </ul>
<b>6: Contract Award</b>	<ul style="list-style-type: none"> <li>• Commitment to healthy living solutions, as assessed at Stage5, will be explicitly included in the Contract.</li> </ul>	<ul style="list-style-type: none"> <li>• Contract</li> </ul>
<b>7: Manage Live Contract</b>	<ul style="list-style-type: none"> <li>• Use, and effectiveness/efficiency of healthy living solutions will be included in performance monitoring, based on PIs specified in the Business Case.</li> <li>• Requirement will be established for ongoing Ethical Impact Assessment during the Contract.</li> </ul>	
<b>8: Review</b>	<ul style="list-style-type: none"> <li>• Use, and effectiveness/efficiency of healthy living solutions will be included in performance review.</li> </ul>	

## Health and Safety

### Commitment:

The Council is legally responsible for the health & safety of all activities undertaken on its behalf. Suppliers also have a legal responsibility for the health & safety of their goods/services and for their staff's health, both mental and physical.

RBK acknowledges that, as the 'client', it can have a powerful influence on improving health and safety standards, particularly among SMEs. In view of this, it will consider new ways to establish and support partners in developing effective health and safety cultures in a changing economy so that employers take their responsibilities seriously, the workforce is fully involved and risk is properly managed.

### Reference Documentation:

- Health and Safety Policy
- Health and Safety Guidance Documents
- *Revitalising Health and Safety* – Health and Safety Executive 2000
- *A Strategy for Workplace Health and Safety in Great Britain to 2010 and beyond* – Health and Safety Commission 2004
- *Government Setting an Example* – Health and Safety Commission 2004
- *Making Companies Safe – What Works?* – Centre for Corporate Accountability 2004
- [www.hse.gov.uk](http://www.hse.gov.uk) and [www.kingston.gov.uk](http://www.kingston.gov.uk)

### Application to Procurement

Procurement Cycle Stage	Policy Statements	Guidance Reference/ Template(s)
<b>1: Identify Need</b>	<ul style="list-style-type: none"> <li>• Goods/services specified will state any specialist health &amp; safety requirements.</li> <li>• The Ethical Impact Assessment will be conducted as a basis for future stages</li> </ul>	<ul style="list-style-type: none"> <li>• Needs Evaluation</li> <li>• Terms of Reference</li> <li>• Ethical Impact Assessment</li> </ul>
<b>2: Business Case</b>	<ul style="list-style-type: none"> <li>• The Business Case will include Performance Indicators relating to health</li> </ul>	<ul style="list-style-type: none"> <li>• Business Case</li> </ul>

	& safety requirements – both regulatory requirements and any specific to what is being procured	
<b>Procurement Cycle Stage</b>	<b>Policy Statements</b>	<b>Guidance Reference/ Template(s)</b>
<b>3: Procurement Approach</b>		
<b>4: Supplier Appraisal</b>	<ul style="list-style-type: none"> <li>• Potential Suppliers will be issued with the Council's Health &amp; Safety and any relevant Guidance documents.</li> <li>• Preference will be given to Suppliers which have/are seeking accreditation under the Contractors Health &amp; Safety Assessment Scheme (CHAS).</li> <li>• Supplier obligations and responsibilities under those policies will be specified, along with any requirements specific to the goods/services being procured.</li> <li>• Suppliers will be required to provide detailed information on their approach to health &amp; safety, with evidence of its application.</li> <li>• Health &amp; Safety will be included in the Supplier Appraisal criteria, according to the nature of the goods/services being procured.</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Qualification Questionnaire</li> <li>• Memorandum of Information</li> <li>• Evaluation Criteria</li> </ul>
<b>5: Tender Evaluation</b>	<ul style="list-style-type: none"> <li>• Any specific requirements relating to health &amp; safety will be included in the Invitation to Tender and Tender Evaluation Criteria, weighted according to the nature of the goods/services being procured.</li> </ul>	<ul style="list-style-type: none"> <li>• Invitation to Tender</li> <li>• Evaluation Criteria</li> </ul>
<b>6: Contract Award</b>	<ul style="list-style-type: none"> <li>• Supplier commitments to health &amp; safety policies – the Council's and their own, as assessed in Stages 4 and 5, will be included in the Contract.</li> </ul>	<ul style="list-style-type: none"> <li>• Contract</li> </ul>
<b>7: Manage Live Contract</b>	<ul style="list-style-type: none"> <li>• Performance against the Council's and the Supplier's health &amp; safety policies will be included in ongoing Performance Monitoring, based on Performance Indicators identified in the Business Case.</li> <li>• Requirement will be established for ongoing Ethical Impact Assessment during the Contract.</li> </ul>	
<b>8: Review</b>	<ul style="list-style-type: none"> <li>• Performance against the Council's and</li> </ul>	

	the Supplier's health & safety policies will be addressed in the final performance review.	
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## **Annex A: Environmental Protection and Enhancement**

### **General Principles**

The Council has committed to making best use of the goods and services it procures. The Council will:

- keep equipment and vehicles well maintained for a longer life
- repair equipment to avoid buying new
- re-use/adapt other equipment to make best use of it.

When purchasing new, the Council will give preference to products that are, or are made from, materials that are:

- durable
- adaptable/re-usable
- recycled
- recyclable.

The Council will give preference to products which are packaged:

- minimally i.e. for protection in transit rather than for advertising
- using reusable, recycled and recyclable materials and methods.

The Council will make use of Eco-labels and Standards to assist in choose the best environmental product, these include:

- US-EPA (United States-Environmental Protection Agency) 'Energy Star Standard' – for office equipment.
- EU (European Union) energy labelling scheme – 'domestic' appliances such as fridges, rated from A-G.
- EU (European Union) eco-label for a range of consumer products from tissues to washing machines.
- FSC (Forest Stewardship Council) wood and wood products
- German Blue Angel Standard
- NAPM (National Association of Paper Merchants) scheme for paper.

The Council will specify energy and water efficient vehicles and equipment e.g.

- ensure equipment specifications are not in excess of need
- look for minimum energy consumption, for the job required
- specify "sleep" and "stand-by" modes to reduce consumption
- specify low energy lighting.

The council will specify alternative energy sources where suitable e.g.:

- LPG and Electric Vehicles (Powershift Grants are available)
- solar powered equipment
- green electricity tariffs.

The Council will specify products that are low-polluting e.g.

- Euro 4 diesel in low emission vehicles
- water-based paints
- low emission vehicles eg LPG/CNG, electric, diesel with catalytic converter and particulate trap
- low ozone emitting printers and copiers
- chlorine free
- safer pesticides.

The Council will specify goods and materials with a low-waste impact e.g.

- with a high recycled materials content
- using materials/components that can be recycled/re-used
- duplex printers.

The Council will choose goods and services to minimise transport impacts e.g.

- using local businesses
- local produce.

The Council will choose products with a low impact on natural habitats and biodiversity e.g.

- peat free compost
- wood from sustainable forests
- non-residual pesticides.

## **Advice about particular product groups**

The following list does not cover all product groups. Please see also the OGC's (Office of Government Commerce) Market Transformation Programme's Candidate List of Minimum Procurement Specifications for Products and Services known and 'Quick Wins' available from the Principal Environmental and Sustainability Officer. Knowledge, technology and practices change over time. Therefore this information will be reviewed and updated by the Principal Officers responsible for Environment and Sustainability, Health and Safety etc. In addition it is for officers responsible for particular Council services and areas of expertise to become familiar, and to keep up to date, with the best environmental and sustainable ways of providing those services. This can be through professional bodies, journals and trade associations, benchmarking, and working with service providers and contractors.

### Ozone depleting chemicals

Where possible, the Council will avoid purchasing products that contain ozone-depleting substances, or for which ozone depleting substances have been used in their manufacture. In particular, the Council will:

- not purchase halon fire extinguishers except where their use is essential for the type of fire likely to be encountered
- avoid the use of ozone depleting solvents, such as carbon tetrachloride and 1,1,1-trichlorethane (e.g. in correction fluid)
- research the availability and comparative cost of equipment for which ozone depleting substances have not been use in the manufacture of their printed circuit boards.

### Fossil Fuel Products

The Council will give preference to fossil fuel products from producers which demonstrate a clear commitment to addressing the long term impacts of global climate change commensurate with best practice within the sector and the size of the business. This commitment may be demonstrated by investment in renewable energy research.

### Office equipment

The Council will give preference to purchasing products that are less environmentally damaging, e.g. those having recycled plastic casing, refillable toner/ink cartridges, a standby facility, double sided copying capabilities, ozone filters.

### Cleaning materials

The Council will give preference to:

- Products which are readily biodegradable
- phosphate free detergents, where available providing that they offer the required effectiveness
- Pump Sprays rather than Aerosols
- not use toilet blocks containing Paradichlorobenzene
- not use petroleum based products that contain the foaming agents NTA and EDTA, optical brighteners or chlorine bleaches
- use multipurpose cleaners, where possible.

### Pesticides

(ie chemicals used to kill weeds, insects, fungi, rodents, etc)

The council will use cultural methods as alternatives to pesticides, or alternative management practices where practicable. Where the use of chemical pesticides is necessary, those which pose the least risk to the environment will be chosen. In particular, preference will be given to non-residual pesticides, which remain active in the ground over a period of time. Application methods will be designed to minimise the quantities of pesticides used and risk posed to health and to the environment. The Council will not use atrazine or simazine, or any other pesticides which appear in the UK Ministry of Agriculture, Fisheries and Food (MAFF) Red list or the European Union List 1 (Black list) of chemicals which pose a particularly high risk of causing water pollution.

### Timber and wooden products

The Council will purchase sustainable harvested timber and wooden products where possible. In particular, the Council will not purchase timber or products (such as furniture, building materials, street furniture, doors and toilet seats) made from, or including veneers of, mahogany or other unsustainably produced tropical hardwood, nor use these in Council developments or refurbishments. Wood and wood products carrying the Forest Stewardship Council accreditation will be preferred.

### Construction materials

Where practicable the Council will use recycled, reused, reusable or recyclable materials will be used for construction purposes; in particular for road construction, road surfacing and footway reconstruction.

### Peat and Fertilisers

The Council will not use peat-based products, and will maximise the use of fallen leaves and tree prunings for mulch and composting purposes. Preference will be given to the use of organic fertilisers.

### Batteries

The Council will use:

- mains electricity where portability is not an issue
- solar-powered appliances wherever possible – for example calculators.
- use rechargeable batteries with the minimum levels of lead, cadmium and mercury, where solar-powered appliances are not available; these may be used up to 1,000 times
- long life batteries which need replacing fewer times
- NiH2 battery packs for portable computers rather than NiCad ones if they will comply.

### Paint

The Council will seek to minimize the environmental impact of paint by:

- using paint with the lower VOC percentages
- using paint brands which have achieved the eco-label
- ensuring that paints, glues, varnishes, preservatives, cleaning solutions and other specified materials or products conform to UK regulations or equivalent on cadmium, lead and other hazardous substances
- using water-based and solvent free products where possible
- specifying the number of coats required.

### Trees and shrubs

The Council will use predominantly native species of trees and shrubs in general planting areas.

### Packaging

The Council will select products which use the minimum necessary packaging and will work towards the ideals of the EC Packaging Directive and the Producer Responsibility Obligations (Packaging Waste) Regulations 1997. In particular, they will:

- specify biodegradable or recycled packaging not made using ozone damaging chemicals
- ask for biodegradable loose-fill instead of blown polystyrene
- Require packaging to be reduced to a minimum effective level
- Require packaging to be re-usable, recyclable, or easily degradable.



## PVC

The council will purchase PVC or PVC products only if there is no practical alternative. Alternatives exist in many areas e.g.

### **PVC Products**

Plastic Bottles

Cling Film

Furniture (including Garden)

Window and Door Frames

Above-ground drainage

Below ground pipes

Flooring

Electrical cabling and wiring

### **Alternative Products**

Glass bottles, HDPE (high density polyethylene)

non-PVC cling film is available

Wood:

- from FSC accredited forests
- reclaimed timber

Wood:

- from FSC accredited forests
- reclaimed timber

PVCu will be used only where a specific business case is approved, based on whole lifecycle costs, both financial and environmental; if PVCu is used, it must be recyclable as far as possible.

stainless steel, iron, copper, aluminium, HDPE

Vitrified clay, HDPE

Cork, linoleum

ethylene propylene rubbers, zero halogen low smoke cabling

## Paper

Recycled paper must be used for council publications and paper products unless there are exceptional circumstances when authorisation must be obtained.

## Glossary of Technical Terms

LPG Liquefied Petroleum Gas

CNG Compressed Natural Gas

NTA Nitroacetate

EDTA Ethylenediaminetetraacetic acid (does not biodegrade in the environment)

VOC Volatile Organic Compounds

HDPE High Density Polyethylene

NiMH Nickel Metal Hydride

NiCad Nickel Cadmium

PVC Polyvinyl Chloride

PVCu Polyvinyl Chloride Unplasticised

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## Annex B: Issues that have a direct impact on human health and well being

<b>Issue</b>	<b>Impact on Health and Well-being</b>	<b>Possible solutions</b>
<b>Diet</b>	Healthy diets ensure good physical health and prevent obesity	Ensure particularly deprived areas or groups have access to cheap healthy food
<b>Physical activity</b>	Active lifestyles promote good physical health	Ensure particularly deprived areas or groups have access to recreational and leisure activities
<b>Smoking</b>	Smoking, including passive smoking, causes cancer, heart disease, strokes and respiratory problems	Promote non-smoking in public spaces. Provide easy access to help quit smoking
<b>Accidents</b>	Accidents in the home as well as roads, workplace etc cause death or disability	Ensure all health and safety measures are in place and make people aware of the causes of accidents
<b>Alcohol</b>	Excessive or binge drinking causes ill health and anti-social behaviour	Ensure alcohol can be purchased only by those over 18 and good practice in managing sites where drink is sold is maintained (including access for those aged 16/17 if purchased by an adult (>18))
<b>Sexual behaviour</b>	Can cause the spread of infectious diseases	Ensure information is available and access to health services
<b>Drugs</b>	Can cause ill health and anti-social behaviour	Promote access to treatment services
<b>Poverty</b>	Causes exclusion to goods, services, activities	Promote employment opportunities, training, increase benefit take-up
<b>Social exclusion</b>	Isolation leads to depression and loneliness	Promote community and social activities
<b>Community development</b>	Being part of a community promotes health and well-being	Promote community and neighbourhood activities
<b>Community safety</b>	Fear of crime causes stress	Ensure all measures are taken to screen out crime and provide controls where there are hot spots
<b>Housing conditions</b>	Access to well maintained homes that are safe and warm is essential for health and well-being.	Ensure social housing meets 'decent homes' standard and help provided for vulnerable people in private sector.

<b>Issue</b>	<b>Impact on Health and Well-being</b>	<b>Possible solutions</b>
<b>Crime</b>	Violence against the person and property has both physical and emotional impacts on health	Design out crime Enforcement of criminal systems
<b>Education</b>	Education is the key to opportunities for active participation in all walks of life and promotes well-being	Ensure that particularly deprived areas or groups have access to good quality education and training
<b>Employment</b>	Work plays a major part in reducing poverty and promoting people's health and well-being	Ensure there are training and employment opportunities particularly in deprived areas or for excluded groups
<b>Health Services</b>	Easy access to health care when people need it prevents health conditions becoming worse, or ensures they get the right treatment	Ensure people are informed about how and where to access healthcare
<b>Social services</b>	Being able to maintain independence is important for health and well-being	Ensure there is access to social care for those who need it
<b>Leisure</b>	Participation in activities promotes health and well-being	Ensure activities are affordable and easily accessible
<b>Air pollution</b>	Causes respiratory and general health problems and contributes to 'early deaths'	Reduce harmful emissions from transportation, industrial and domestic processes
<b>Air quality in buildings</b>	Causes respiratory and general health problems	Reduce emissions from equipment and processes within buildings
<b>Water pollution</b>	General health problems and spreading infectious diseases	Prevent disposal of waste products and pollutants into water supplies
<b>Clean City</b>	Cleanliness of the local environment prevents disease and has an effect on physical and emotional well-being	Clean streets Graffiti removal Waste and recycling services Reducing vandalism Vermin reduction

<b>Issue</b>	<b>Impact on Health and Well-being</b>	<b>Possible solutions</b>
<b>The Built Environment and open space</b>	The quality of the built environment and access to open space has an effect on physical and emotional well-being	Create better and safer environments, particularly in disadvantaged areas, so that people can engage in social and physical activities in public spaces close to home/work, in pleasant clean surroundings, without fear of crime. This includes principles of inclusive design so that facilities are accessible to everyone, including those affected by disabilities.
<b>Energy consumption</b>	Ensuring that people live in warm homes that they can afford to heat has a positive effect on physical and emotional health. Reduce winter deaths	Reducing fuel poverty Better insulated homes
<b>Accessibility and mobility with the minimum environmental impact</b>	Access to goods and services that promote healthy lifestyles, cheap healthy food, leisure and community activities have a positive impact on health and well-being	Providing accessible transportation Providing low emission transportation Improving safety of travel routes
<b>Noise nuisance, containment, control and reduction of noise</b>	Causes stress and inability to concentrate so affects physical and emotional well-being	Better building design Consideration of transport and machinery noise Enforcement of noise legislation