

SUSTAINABLE PROCUREMENT CHARTER

The Mole Valley District lies at the heart of Surrey, mid-way between London and the Sussex coast. Over 90% of the district is countryside, much of it within the Metropolitan Green belt and the Surrey Hills Area of Outstanding Natural Beauty. Mole Valley is also well positioned; close to London and vital infrastructure such as motorways and airports. These attributes make it a much sought-after place to live and work.

Mole Valley is a district with a positive and dynamic atmosphere and a progressive Council committed to supporting residents and local businesses whilst working to protect and enhance the natural environment.

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

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

Community Wellbeing

- Promote opportunities for residents of all ages to live safe, healthy and fulfilling lives.

Environment

- Protect and enhance the natural and built environment, and ensure our areas of natural beauty and wildlife are well looked-after
- Promote sustainable development that takes into account social, economic and environmental factors, including protection of the Green Belt.
- Work towards making MVDC and our contractors carbon neutral.

Prosperity

- Work towards making Mole Valley a prime business location with improved infrastructure to attract and retain creative, entrepreneurial and innovative talent.
- Work with rural communities and businesses to enhance their strengths and

address their challenges, helping them thrive and become more sustainable.

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

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

Sustainable Procurement Charter Priorities

The Charter contains four priorities which are aligned to the Council Strategy. These are:

1. A cared for natural and built environment by applying good environmental business practices
2. A vibrant local economy with thriving towns and villages where residents have access to employment and skills development opportunities
3. Promoting opportunities for residents to live safe, healthy and fulfilling lives by being a responsible employer
4. Work with local community organisations and businesses to support sustainable economic growth

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

Implementing the Charter Through Our Procurement Processes

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

The Council is keen to ensure that through its procurement processes it delivers value for money contracts along with wider benefits for the environment as well as the local economy and community. Under the Public Services (Social Value) Act 2012¹ the Council has a duty to consider social value in all relevant procurements. The Charter is a tool to assist in the delivery of these requirements and, therefore, encourages all its suppliers to use the Charter either voluntarily, in a reasonable efforts approach, or through full mandatory compliance, depending on the value of the contract.

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

¹ Referred to as the Social Value Act in this document

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

Charter Tender Requirements by Tier

- **Tier 1**

Type and value of the Contract

All goods and services contracts below £50,000 and all works contracts below £100,000

When does the Charter apply? See full commitments at the end of the document

Charter is not mandatory; suppliers may sign up voluntarily

How do we evaluate against the Charter in the procurement process?

N/A

Monitoring Arrangements

N/A, unless it is a voluntary signatory, in which case annual update will be required through your contract management mechanisms

- **Tier 2**

Type and value of the Contract

Contracts for services and goods between £50,000 and the threshold £250,000
Contracts for works between £100,000 and £2,000,000

When does the Charter apply? See full commitments at the end of the document

Charter is mostly applicable in a "reasonable efforts" approach, however, some requirements are mandatory

How do we evaluate against the Charter in the procurement process?

The supplier will be asked to confirm that they meet any mandatory requirements of the Charter and will be assessed on a pass / fail basis.

The use of specific questions related to social value may be used as part of the quality assessment if relevant and proportionate

Monitoring Arrangements

Monitoring arrangements to be agreed by contract manager to ensure commitments are delivered. Contractors are required to provide an annual report capturing achievements made where appropriate

- **Tier 3**

Type and value of the Contract

Contracts for services and goods above the threshold £250,000. Contracts for works above £2,000,000

When does the Charter apply? See full commitments at the end of the document

Charter is applicable mostly on a mandatory basis

How do we evaluate against the Charter in the procurement process?

The supplier will be asked to confirm that they meet any of the mandatory requirements of the Charter and will be assessed on a pass / fail basis.

Relevant and proportionate questions as part of the quality assessment are used to test commitment to social value

Monitoring Arrangements

An action plan is drawn up by the contractor during the contract implementation phase. Contractors are required to report and monitor progress and outcomes through the life of the contract and at least annually

*This threshold applies with effect from 1 January 2022. Thresholds can be found through the following [link](#).

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

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

Some of the practical initiatives your organisation could consider are:

- Monitor and report on carbon emissions and have a plan to reduce these year on year

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

How is progress against the Charter monitored?

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

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

How can I find more information?

The Council can offer help and advice on the commitments in the Charter. The Economic Development Team can help with apprenticeships, local recruitment, and opportunities to attend events with Mole Valley District based businesses. For more information on this email economicdevelopment@molevalley.gov.uk or sign up to our [business e-newsletter](#).

[Central Surrey Voluntary Action](#) can provide advice on volunteering and also promote Mole Valley based volunteering opportunities.

More information on the Councils climate change aspirations and actions can be found on the ['How we're tackling Climate Change'](#) page of the MVDC website.

Sustainable Procurement Charter – Priorities and Commitments

Sustainable Procurement Charter Tiers:

- **Tier 1**

All goods and services contracts below £50,000 and all works contracts below £100,000

- **Tier 2**

Services - Between £50,000 and £250,000

Goods - Between £50,000 and £250,000

Works - Between £100,000 and £2,000,000

- **Tier 3**

Services - Above £250,000

Goods - Above threshold £250,000

Works - Over £2,000,000

Priority 1 – A cared for natural and built environment by applying good environmental business practices

Priority 1 Charter Commitments

1A - Demonstrate that you are working towards becoming a carbon neutral organisation by 2030, by reducing energy consumption, using renewable/low carbon technology and green energy tariffs, as well as reducing travel and non-sustainable forms of transport

Tier 1

- Not applicable

Tier 2

- Services – Mandatory
- Goods – Mandatory

- Works – Mandatory

Tier 3

- Services – Mandatory
- Goods – Mandatory
- Works – Mandatory

1B - Support the enhancement and conservation of local biodiversity and green/public spaces.

Tier 1

- Not Applicable

Tier 2

- Services – Reasonable Efforts
- Goods – Not Applicable
- Works – Reasonable Efforts

Tier 3

- Services – Mandatory
- Goods – Not Applicable
- Works – Mandatory

1C - Adhere to ethical and responsible sourcing practices

Note 1: All paper or timber products purchased are required to be recycled or sourced from sustainable forests, with a clear chain of custody. Fairly traded alternatives (e.g. those carrying Fairtrade mark) should be considered.

Tier 1

- Not Applicable

Tier 2

- Services – Mandatory
- Goods – Mandatory
- Works – Mandatory

Tier 3

- Services – Mandatory

- Goods – Mandatory
- Works – Mandatory

1D - Reduce the use of natural resources and support the principles of a circular economy

Note 2: a circular economy is based on the principles of designing out waste and pollution, ensuring that products can easily be reused and are designed to last longer, as well as using natural systems where possible (such as the use of renewable energy)

Tier 1

- Not Applicable

Tier 2

- Services – Reasonable Efforts
- Goods – Reasonable Efforts
- Works – Reasonable Efforts

Tier 3

- Services – Mandatory
- Goods – Mandatory
- Works – Mandatory

1E - Avoid the creation of waste (including reducing or eliminating the use of single-use plastics) and promote reusing and recycling.

Note 3: Minimise waste including packaging waste, construction waste, the disposal of any consumables and the disposal of assets at end of their life. When we refer to “single-use plastics” we mean lightweight plastic bags, disposable utensils, stirrers, beverage containers, coffee capsules, wet wipes, etc.

Tier 1

- Not Applicable

Tier 2

- Services – Reasonable Efforts
- Goods – Mandatory
- Works – Mandatory

Tier 3

- Services – Mandatory
- Goods – Mandatory
- Works – Mandatory

Priority 2 – A vibrant local economy with thriving towns and villages where residents have access to employment and skills development opportunities

Priority 2 Charter Commitments

2A - Recruit local labour, in particular those who are unemployed and disadvantaged, including veterans and other minority groups, and promote the benefits of a diverse workforce

Tier 1

- Not Applicable

Tier 2

- Services – Reasonable Efforts
- Goods – Not Applicable
- Works – Reasonable Efforts

Tier 3

- Services – Mandatory
- Goods – Not Applicable
- Works – Mandatory

2B - Employ apprentices and provide work experience opportunities

Tier 1

- Not Applicable

Tier 2

- Services – Reasonable Efforts
- Goods – Reasonable Efforts
- Works – Reasonable Efforts

Tier 3

- Services – Mandatory
- Goods – Mandatory
- Works – Mandatory

2C - Promote wide ranging career aspirations in the local area and help ensure people are equipped with the right skills to match the labour market

Tier 1

- Not Applicable

Tier 2

- Services – Reasonable Efforts
- Goods – Not Applicable
- Works – Reasonable Efforts

Tier 3

- Services – Mandatory
- Goods – Not Applicable
- Works – Mandatory

2D - Contribute to the broader community by applying corporate social responsibility policies and practices within the Mole Valley District

Tier 1

- Not Applicable

Tier 2

- Services – Reasonable Efforts
- Goods – Reasonable Efforts
- Works – Reasonable Efforts

Tier 3

- Services – Mandatory
- Goods – Mandatory
- Works – Mandatory

Priority 3 – Promoting opportunities for residents to live safe, healthy and fulfilling lives by being a responsible employer

Priority 3 Charter Commitments

3A - Ensure a positive commitment to the health, mental health and wellbeing of employees.

Tier 1

- Not Applicable

Tier 2

- Services – Mandatory
- Goods – Mandatory
- Works – Mandatory

Tier 3

- Services – Mandatory
- Goods – Mandatory
- Works – Mandatory

3B - Operate inclusive, fair, and transparent recruitment processes that safeguard vulnerable users and ensure high quality training and skills development opportunities for employees.

Tier 1

- Not Applicable

Tier 2

- Services – Mandatory
- Goods – Mandatory
- Works – Mandatory

Tier 3

- Services – Mandatory
- Goods – Mandatory
- Works – Mandatory

3C - Help foster a loyal and motivated workforce by having fair and transparent employment policies and contracts. Avoid the use of zero-hours contracts, wherever possible.

Tier 1

- Not Applicable

Tier 2

- Services – Mandatory
- Goods – Mandatory
- Works – Mandatory

Tier 3

- Services – Mandatory
- Goods – Mandatory
- Works – Mandatory

Priority 4 – Work with local community organisations and businesses to support sustainable economic growth

Priority 4 Charter Commitments

4A - Make all sub-contracting opportunities accessible to a diverse supply chain including local suppliers, SMEs and third sector organisations

Tier 1

- Not Applicable

Tier 2

- Services – Reasonable Efforts
- Goods – Reasonable Efforts
- Works – Reasonable Efforts

Tier 3

- Services – Mandatory
- Goods – Mandatory
- Works – Mandatory

4B - Provide prompt payment throughout the supply chain

Tier 1

- Not Applicable

Tier 2

- Services – Mandatory
- Goods – Mandatory
- Works – Mandatory

Tier 3

- Services – Mandatory
- Goods – Mandatory
- Works – Mandatory

4C - Support local community organisations and/or improve local facilities/areas through staff volunteering, resources, or expertise

Tier 1

- Not Applicable

Tier 2

- Services – Reasonable Efforts
- Goods – Reasonable Efforts
- Works – Reasonable Efforts

Tier 3

- Services – Mandatory
- Goods – Mandatory
- Works – Mandatory

4D - Promote the Charter and encourage the uptake of these commitments within your supply chain

Tier 1

- Not Applicable

Tier 2

- Services – Reasonable Efforts
- Goods – Reasonable Efforts
- Works – Reasonable Efforts

Tier 3

- Services – Reasonable Efforts
- Goods – Reasonable Efforts
- Works – Reasonable Efforts

Notes

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

Signing up does not override the requirements to adhere to rules governing procurement, employment, fairness, competition, etc. Definition of 'local' in priority order. Local is described as people and companies located in the:

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

The Charter is also designed to help the Council manage its responsibility to ensure that slavery and human trafficking is not taking place in our supply chains. Please refer to our [Modern Slavery and Human Trafficking Transparency Statement](#) for more information.