

TITLE OF REPORT: Implementation of a Corporate Social Responsibility Pledge

REPORT OF: Mike Barker, Strategic Director, Corporate Services and Governance

Purpose of the Report

1. The purpose of this report is to seek Cabinet and Council approval to adopt and implement a Corporate Social Responsibility Pledge within our procurement activity.

Background

2. Subject to approval of the 5 Council pledges that are subject to another report on this agenda, we need to communicate our intentions to our supply chain and engage them in discussion about the role that they will play in helping us to achieve the best outcomes for the people of Gateshead.
3. A Corporate Social Responsibility Pledge has been developed that helps the supply chain to implement our proposed Pledges by providing more detailed statements for suppliers to sign up to. The proposed document is attached as appendix 2 for approval.
4. In addition, the Council often receives requests from organisations to agree to motions, or sign agreements relating to trade, or that impact in other ways on our procurement activity. This document takes account of all of the appropriate motions that the Council has previously signed up to, and it is proposed that rather than sign up to future agreements, the Council could amend this document so that everything is in one place and we can better understand the impact of individual requests on broader issues.

Proposal

5. The Corporate Social Responsibility Pledge has been developed, based on the 5 proposed Council Pledges:
 - Put people and families at the heart of everything we do
 - Tackle inequality so people have a fair chance
 - Support our communities to support themselves and each other
 - Invest in our economy to provide sustainable opportunities for employment, innovation and growth across the borough
 - Work together and fight for a better future for Gateshead Council.
6. The Corporate Social Responsibility Pledge sets out how our supply chain can help us to deliver the best outcomes for people of Gateshead. It contains a number of statements that would enable delivery of the 5 pledges and asks suppliers to sign up to the individual statements on behalf of their organisation, and also to indicate

where they believe their own supply chains currently are by completing a simple questionnaire.

7. This information will be gathered during pre-tender engagement with our supply chains preferably anonymously in order to inform tender documentation and evaluation content.
8. The Corporate Social Responsibility Pledge includes basic standards that may be applied across all markets and types of suppliers. Many tender processes will require suppliers to go above and beyond what is included in the pledge as they will be designed to seek the best social value outcomes for that particular procurement, and they will also reflect what we consider to be good practice within the specific market.
9. This approach has a number of benefits as set out in appendix 1.
10. This is the start of a journey and it will be necessary to review the document in approximately 12 months' time, once we have sufficient baseline information from which to determine our next steps. In the meantime we may want to make minor amendments or additions to the Corporate Social Responsibility Pledge for example to reflect other Council policy decisions. It is proposed that any such amendments can be made by Service Director, Corporate Commissioning and Procurement following consultation with the Leader of the Council and the Council's Procurement Champion.
11. It is anticipated that we will be surprised that some markets are not as advanced in some areas as we have assumed and in other areas, some markets may more compliant than we have assumed. We then may want to encourage those players within specific markets to become compliant by making more formal arrangements through more stringent policy, or requiring compliance with additional terms and conditions within our contracts, however it is important to gather the baseline information in the first instance.

Recommendations

12. It is recommended that Council be recommended to:
 - (i) approve the Corporate Social Responsibility Pledge and implementation of the processes outlined within the report; and
 - (ii) authorise the Service Director, Corporate Commissioning and Procurement, following consultation with the Leader of the Council and the Council's Procurement Champion, to make minor amendment and/or additions to the Corporate Social Responsibility Pledge.

For the following reason:

To engage our supply chain and help our suppliers to understand their role in helping the Council to deliver it's 5 Pledges and achieve the best outcomes for the people of Gateshead.

APPENDIX 1

Policy Context

1. A Corporate Social Responsibility Pledge has been developed, based on the proposed 5 Council Pledges:
 - Put people and families at the heart of everything we do
 - Tackle inequality so people have a fair chance
 - Support our communities to support themselves and each other
 - Invest in our economy to provide sustainable opportunities for employment, innovation and growth across the borough
 - Work together and fight for a better future for Gateshead Council.

Background

2. The Corporate Social Responsibility Pledge sets out how our supply chain can help us to deliver the best outcomes for people of Gateshead. It contains a number of statements that would enable delivery of the 5 pledges and asks suppliers to sign up to the individual statements on behalf of their organisation, and also to indicate where they believe their own supply chains currently are by completing a simple questionnaire.
3. The information will be gathered during pre-tender engagement with our supply chains preferably anonymously in order to inform tender documentation and evaluation content.
4. This approach has a number of benefits as set out below:
 - The document signals basic standards, values and direction of travel that we would like our supply chain to comply with.
 - This approach covers all procurement activity regardless of markets and supplier sectors.
 - The information can be used to inform tender standards for specific tender processes.
 - Once the council has a base line of information, if there are areas where the Council considers markets to be weak, we can consider whether to provide either direct support or signpost suppliers to organisations that can help them to improve.
 - There may be opportunities to generate income, for example, if suppliers identify areas of weakness where the Council has capacity or expertise, then the Council may consider opportunities to trade with suppliers to help them to upskill e.g. health and safety or resilience planning.
 - We can also work with suppliers based in Gateshead to help to upskill them or signpost them to further support which may help to enable them to compete.

Consultation

5. The Corporate Resources Overview and Scrutiny Committee considered this proposal at their meeting on 22 January 2018 and their comments have been incorporated into the final version of the Corporate Social Responsibility Pledge.

6. Brief discussions have also taken place with the Federation of Small Business, the Newcastle Council for the Voluntary Sector, and Trade Union representatives and they have all been supportive with this approach.

Alternative Options

7. An option of mandating the requirements of the Corporate Social Responsibility Pledge from the outset was considered but rejected as it may result in no organisations being fully compliant. The approach set out in the report is considered to be a measured approach which may lead to the mandating of specific elements contained within the pledge where appropriate and based on evidence that some suppliers can comply.

Implications of Recommended Option

8. Resources:

- a) **Financial Implications** – The Strategic Director, Corporate Resources confirms there are no financial implications as a result of this report.
 - b) **Human Resources Implications** – there are no human resource implications as a result of this report.
 - c) **Property Implications** - there are no property implications as a result of this report.
9. **Risk Management Implication** - The risk of no suppliers being fully compliant with the requirements contained within the Corporate Social Responsibility Pledge are mitigated by the pledge not being part of the formal procurement process.
 10. **Equality and Diversity Implications** - This approach will raise awareness of equality and diversity issues with its supply chain and will support the Council to achieve the outcomes set out in the pledge.
 11. **Crime and Disorder Implications** – There are no crime and disorder implications as a result of this report.
 12. **Health Implications** - This approach will raise awareness of health issues with its supply chain and will support the Council to achieve the outcomes set out in the pledge.
 13. **Sustainability Implications** - This approach will raise awareness of sustainability issues with its supply chain and will support the Council to achieve the outcomes set out in the pledge.
 14. **Human Rights Implications** - This approach will raise awareness of human rights issues with its supply chain and will support the Council to achieve the outcomes set out in the pledge.
 15. **Area and Ward Implications** - There are no specific area and ward implications as the pledge will apply across the whole Council area.

Background Information

16. The background information for this report is the Corporate Social Responsibility Pledge, attached as appendix 2.

GATESHEAD COUNCIL'S CORPORATE SOCIAL RESPONSIBILITY PLEDGE March 2018

Introduction

Gateshead Council works proactively to ensure that Gateshead is a place where everyone thrives. In order to achieve this, a radical rethink is needed about the way we work as a Council, and what we should expect from our suppliers, service providers, contractors and sub-contractors (referred to as "supply chain").

Gateshead is a vibrant place and residents have a strong sense of community and local pride. Gateshead people are compassionate, warm and generous. They are willing to share and there is a great sense of belonging as people really care for each other. We want to work in partnership with our "supply chain", to pursue wider social and economic benefits for local people, in a constructive and collaborative way in order to realise our ambition of a thriving Gateshead whilst not restricting free trade.

We operate within a legal framework that requires us to award certain contracts in line with the overarching fundamental principles of the EU Treaty of Rome (1957), including the principles of free movement of trade, non-discrimination, equal treatment, transparency, procedural fairness, and proportionality, and we expect our "supply chain" to adopt these same principles.

We expect high standards of integrity and professionalism in all business dealings and practices from everyone we deal with. We therefore have developed a number of pledges set out in this document and ask that our supply chain incorporates them in all business activities and cascade them throughout their supply chains, working towards a fair, inclusive, sustainable and progressive economy.

In accordance with the public procurement rules, we take account of issues that are relevant to the subject matter of the contract and are consistent with the requirement within the Local Government Act 1999 to achieve "best value". In the context of procurement, best value for money refers to choosing the option that offers "the optimum combination of whole life costs and social benefits to meet our requirements." We believe, however that by working together on wider corporate social responsibility initiatives we can achieve more.

Corporate Social Responsibility Pledge

The Gateshead's Council Plan sets out the Council's position on a range of issues based on a core set of values with can be translated into our procurement approach:

INTEGRITY

We will always work with integrity – and we expect our "supply chain" to demonstrate fairness and respect every day and in every way.

INCLUSIVE

We will be *inclusive* – and we expect our "supply chain" to work together and engage people to get better results and ensure equality of opportunity.

We have taken this a step further by making a number of pledges which will become central to all contracts that we procure. Some contracts may also contain additional requirements that will be relevant and proportionate to the specific contract.

The Council pledges to:

- **Put people and families at the heart of everything we do**
- **Tackle inequality so people have a fair chance**
- **Support our communities to support themselves and each other**
- **Invest in our economy to provide sustainable opportunities for employment, innovation and growth across the borough**
- **Work together and fight for a better future for Gateshead**

Our Corporate Social Responsibility Pledge sets out how our supply chain can help us to deliver the best outcomes for the people of Gateshead.

Procedure

We will initially gather information to baseline how able our supply chain is to sign up to our pledges. Our expectation is that many organisations will be able to sign up to a large number of our pledges, however it is our intention to work with our supply chain to support them to be able to sign up to pledges that they currently cannot meet. Once we have an accurate baseline we will consider what additional support might be required.

Ultimately we aim to develop a more formal approach to implementing our Corporate Social Responsibility Pledges across all of our procurement activity in order to support commissioners to build a picture of supply chains, encourage good business practice, determine minimum standards for specific contracts and help us to identify what additional support you may need.

Our Corporate Social Responsibility Pledges are included for your information and we have developed a questionnaire in order for you to confirm the pledges that your organisation and your supply chain can sign up to now, and which ones you are still working towards.

Completion of this pledge is voluntary and will not be considered in any tender evaluation, however your views are important to us and the results of the returned pledge will be used to develop our procurement approach in the future.

Gateshead Corporate Social Responsibility Pledges

March 2018

Putting people and families at the heart of everything we do

The Council and its supply chain will eliminate child labour* by:

- *Providing for any children found to be performing child labour to attend and remain in quality education until no longer a child.*
- *Ensure that no children and young persons** are employed at night, or in hazardous conditions, as defined by the International Labour Organisation.*

The Council and its supply chain will ensure that wages meet at least national legal standards and good practice by:

- *Providing wages and benefits at rates that meet at least national legal standards; are fair and reasonable; and include paid holidays, sickness benefit, pension scheme, accident compensation, and death in service benefit as appropriate.*
- *Providing employees with an easy-to-read contract of employment clearly explaining wage levels and employee rights.*
- *Ensuring that where employees are unable to read, their contract is explained to them by a union representative, or another appropriate third party.*
- *Providing wages in cash and not in kind (e.g. goods, vouchers), with no deductions made unless permitted under national law or agreed by the employee, without duress.*
- *Ensuring that travel time and travel and other necessary costs are paid for by the employer.*
- *Ensuring that employees eligible are paid statutory sick pay.*

The Council and its supply chain will ensure that working conditions are safe by:

- *Operating appropriate health and safety policies and procedures overseen by a senior manager responsible for compliance and monitoring.*
- *Ensuring that employees have the necessary, regular health and safety training that is recorded and monitored.*
- *Providing employees with appropriate health and safety equipment.*
- *Ensuring that new employees or reassigned employees receive the necessary level of health and safety training and safety equipment.*
- *Taking adequate steps to prevent accidents and injury to health.*
- *Providing comfortable and hygienic working and welfare facilities with clean toilets and water suitable for drinking and washing.*
- *Ensuring that where worker housing is provided it meets the same standards for health and safety as the workplace.*

*'Child' refers to any persons less than 15 years of age, unless local legislation on the minimum age stipulates a higher age for work or mandatory schooling, in which case the higher age shall apply ** Young Person refers to any persons under 18 years of age

The Council and its supply chain will promote good health and wellbeing by:

- *Proactively encouraging employees to lead healthy lives.*
- *Investing in measures for tackling ill health where appropriate.*
- *Considering accessibility in the workplace for the benefit of both employees and visitors.*
- *Creating a workplace that promotes mental wellbeing and accommodates those living with mental illness. Ways of demonstrating this include; the application of the Health and Safety Executive's Management Standards for work related stress, signing up to the "Mindful Employer initiative", or "Time to change employer pledge" (<https://www.time-to-change.org.uk>).*
- *Demonstrating a commitment to a healthy workplace by working towards appropriate recognised healthy workplace standards e.g. the World Health Organisation's Healthy Workplace Framework and Model, the national UK Workplace Wellbeing Charter or, for local suppliers, the North East Better Health at Work Award.*

The Council and its supply chain will ensure that working hours are not excessive by:

- *Complying with national laws or industry standards on employee working hours, whichever affords greater protection.*
- *Not expecting employees to work more than 48 hours per week on a regular basis and, on average, receive one day off in every seven.*
- *Not requiring employees to work excessive hours of more than 60 hours per week (including overtime).*
- *Not demanding overtime on a regular basis, and, where required, it should be reimbursed at least at the appropriate rate.*
- *Observing positive work life balance including flexible working practices where possible.*

The Council and its supply chain will implement clear dispute procedures by:

- *Providing clear and accessible processes for resolving disputes with, and between employees and management.*
- *Providing clear, easily understood disciplinary, grievance and appeal procedures that are lawful and recorded.*

Tackling inequality so people have a fair chance

The Council and its supply chain will help local people to find work by:

- *Creating long-term, sustainable employment opportunities for the people of Gateshead..*
- *Supporting appropriate employment opportunities for disadvantaged people for example those not in education, employment or training (NEET), long term unemployed, people with physical disabilities, learning disabilities or mental health problems, ex-offenders, over 50's, lone parents and ex-armed forces personnel.*
- *Providing work placements to enhance the employability skills and capabilities of local people.*
- *Creating apprenticeship/volunteering opportunities to support young people into work.*

The council and its supply chain will to support Looked After children and Care Leavers and endeavour to improve their life chances and promote stability for their future by:

- *Offering work experience for Looked After children and Care Leavers.*
- *Developing opportunities for training and apprenticeships for Looked After children and Care Leavers.*
- *Offering mentoring opportunities or sponsorships for Looked After children and Care Leavers.*
- *Investing in Looked After Children and Care Leavers wherever possible (eg in kind support, donations and funding opportunities).*

The Council and its supply chain will ensure that no discrimination is practiced by:

- *Implementing practices that eliminate discrimination in hiring, compensation, training, promotion, termination or retirement either directly or indirectly, and complying with the Equality Act 2010 and the Employment Regulations Act 1999 (Blacklists) Regulations 2010.*
- *Ensuring that all processes are conducted in a fair, open, honest and transparent way.*

The Council and its supply chain will ensure that no inhumane treatment is allowed by:

- *Prohibiting physical abuse or coercion, the threat of physical abuse, sexual or other harassment, and verbal abuse, racism or other forms of intimidation.*

The Council and its supply chain will ensure that employment is freely chosen by:

- *Affording employees the freedom to choose to work and not use forced, bonded or non-voluntary prison labour.*
- *Ensuring that employees are free to leave their employment after giving reasonable notice.*

The Council and its supply chain will help producers and workers in developing countries receive a fair price for their products by:

- *Offering fair trade products for use in meetings, conferences, other hospitality purposes, and catering that is sold to employees and the public.*
- *Ensure that fair trade is considered during the procurement of goods and services.*
- *Encourage suppliers to offer fair trade alternatives where they exist.*

Supporting our communities to support themselves and each other

The Council and its supply chain will support communities by:

- *Offering opportunities for employees to participate in volunteering, to enhance and develop their skills for the benefit of themselves, their organisation and the local community.*
- *Supporting voluntary and community sector capacity and capability building activities, where possible (eg mentoring support).*
- *Investing in the local community wherever possible (eg in kind support, donations and funding programmes, employee volunteering, mentoring, placement opportunities).*
- *Providing opportunities for young people to lead change and make a positive contribution to their communities through youth social action (campaigning, volunteering and fundraising).*

The Council and its supply chain will work effectively within communities by:

- *Being respectful of the local indigenous population and their values, traditions and cultures.*
- *Ensuring that communities are informed and consulted on all aspects of business that affects them in a timely and accessible manner.*

The Council and its supply chain will promote sustainable communities by:

- *Supporting social and economic regeneration initiatives, where applicable, within the communities in which we operate.*
- *Supporting sporting, cultural and heritage projects, where applicable, within the communities in which we operate.*
- *Assisting community organisations to be more sustainable and working with communities to improve local resilience.*
- *Promoting peace, security, and business and community resilience.*

The Council and its supply chain will ensure freedom of association and rights to collective bargaining are respected by:

- *Valuing the importance of meaningful workforce engagement and representation.*
- *Affording employees freedom of association with the right to join an independent trade union or other workers' association, and to carry out reasonable representative functions in the workplace.*
- *Where Trade Unions are recognised, allowing them to appoint shop stewards and workplace health and safety representatives and facilitating their rights to carry out legally permitted activity.*
- *Facilitating alternative means of democratic representation where laws restrict freedom of association and collective bargaining.*
- *Recognising that the right to strike and protest are fundamental rights which should be respected in a free and democratic society.*

Investing in our economy to provide sustainable opportunities for employment, innovation and growth across the borough

The Council and its supply chain will provide regular employment where appropriate by:

- *Ensuring that to every extent possible, work is performed on the basis of a recognised employment relationship that is compliant with national law and practice.*
- *Ensuring that obligations to employees under labour or social security laws and regulations arising from the regular employment relationship are not avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.*
- *Minimising the use of zero hours contracts in place of permanent contracts.*

The Council and its supply chain will ensure that employees have appropriate skills and competencies to undertake their role by:

- *Providing training in work time and at no cost to the employee, to enable them to undertake their role competently.*
- *Raising employees' skills through training and access to professional development as befits their role.*
- *Providing career progression pathways as appropriate.*
- *Working within specific industries or sectors to address skills shortages where they are identified through the provision of apprenticeship, adult training or career progression schemes.*
- *Auditing skills and competencies across the workforce on a regular basis.*

The Council and its supply chain will support local businesses including social enterprises and third sector organisations by:

- *Reviewing procedures and practices to identify opportunities to improve the local economy and contribute to local economic growth.*
- *Removing barriers to participation to ensure that trading opportunities are as accessible as possible to all businesses.*
- *Identifying and supporting local supply chain and sub-contracting partners, including making opportunities accessible to third sector organisations, social enterprises, co-operatives and mutuals wherever possible.*
- *Ensuring payments to contractors and sub-contractors are processed in a timely manner.*
- *Ensuring that contracts with contractors and subcontractors are no less favourable than the primary contract terms and conditions that have been let to you.*
- *Recognising that a flourishing, sustainable economy requires interaction, engagement and collaboration between a diverse range of private, public, third-sector and social enterprise organisations.*
- *Engaging in local business networking opportunities (eg Gateshead Business Network) and other business engagement opportunities where appropriate.*
- *Participating in capacity building activities for local businesses (eg mentoring and peer to peer support programmes) where appropriate.*

Working together to fight for a better future for Gateshead

The Council and its supply chain will reduce its environmental impact on future generations by:

- *Ensuring that environmental considerations are taken into account for the short, medium and long term.*
- *Training and actively encouraging employees to work in an environmentally responsible manner.*
- *Considering whole life costs when procuring and managing business activities.*
- *Encouraging the use of responsibly sourced construction products in accordance with BES6001 where applicable.*

The Council and its supply chain will protect natural resources wherever possible by:

- *Increasing the use of sustainable materials.*
- *Taking steps to control and reduce water usage and waste water.*
- *Preventing harmful discharges into the water system.*
- *Ensuring that all timber and paper products are sourced from sustainable forests with a clear chain of custody.*
- *Monitoring issues of material scarcity, with particular regard to negative impacts from the over-extraction of materials from endangered environments.*

The Council and its supply chain will manage waste responsibly by:

- *Reducing waste by promoting re-use, remanufacture and recycling.*
- *Disposing of non-recyclable waste in a responsible manner.*
- *Utilising emerging technologies that can further reduce waste.*
- *Minimising the use of packaging.*

The Council and its supply chain will reduce the carbon footprint by:

- *Measuring the carbon footprint and developing plans to reduce it.*
- *Reducing transportation road miles where practical.*
- *Monitoring energy consumption and taking steps to reduce it where practical.*
- *Recognising the benefits of sourcing locally and creating local supply chains.*

Gateshead Corporate Social Responsibility Pledge Questionnaire/Survey

Please let us know how you can help us to deliver our pledges:

Pledge One: Putting people and families at the heart of everything we do

Applies to my organisation
Fully Working towards

Applies to my supply chain
Fully Working towards

We will eliminate child labour* by:

- *Providing for any children found to be performing child labour to attend and remain in quality education until no longer a child.*
- *Ensure that no children and young persons** are employed at night, or in hazardous conditions, as defined by the International Labour Organisation.*

We will ensure that wages meet at least national legal standards and good practice by:

- *Providing wages and benefits at rates that meet at least national legal standards; are fair and reasonable; and include paid holidays, sickness benefit, pension scheme, accident compensation, and death in service benefit as appropriate.*
- *Providing employees with an easy-to-read contract of employment clearly explaining wage levels and employee rights.*
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- *Ensuring that travel time and travel and other necessary costs are paid for by the employer.*
- *Ensuring that employees eligible are paid statutory sick pay*

We will ensure that working conditions are safe by:

- *Operating appropriate health and safety policies and procedures overseen by a senior manager responsible for compliance and monitoring.*
- *Ensuring that employees have the necessary, regular health and safety training that is recorded and monitored.*
- *Providing employees with appropriate health and safety equipment.*
- *Ensuring that new employees or reassigned employees receive the necessary level of health and safety training and safety equipment.*
- *Taking adequate steps to prevent accidents and injury to health.*
- *Providing comfortable and hygienic working and welfare facilities with clean toilets and water suitable for drinking and washing.*
- *Ensuring that where worker housing is provided it meets the*

same standards for health and safety as the workplace.

We will promote good health and wellbeing by:

- *Proactively encouraging employees to lead healthy lives.*
- *Investing in measures for tackling ill health where appropriate.*
- *Considering accessibility in the workplace for the benefit of both employees and visitors.*
- *Creating a workplace that promotes mental wellbeing and accommodates those living with mental illness. Ways of demonstrating this include; the application of the Health and Safety Executive's Management Standards for work related stress, signing up to the "Mindful Employer initiative", or "Time to change employer pledge" (<https://www.time-to-change.org.uk>).*
- *Demonstrating a commitment to a healthy workplace by working towards appropriate recognised healthy workplace standards e.g. the World Health Organisation's Healthy Workplace Framework and Model, the national UK Workplace Wellbeing Charter or, for local suppliers, the North East Better Health at Work Award.*

We will ensure that working hours are not excessive by:

- *Complying with national laws or industry standards on employee working hours, whichever affords greater protection.*
- *Not expecting employees to work more than 48 hours per week on a regular basis and, on average, receive one day off in every seven.*
- *Not requiring employees to work excessive hours of more than 60 hours per week (including overtime).*
- *Not demanding overtime on a regular basis, and, where required, it should be reimbursed at least at the appropriate rate.*
- *Observing positive work life balance including flexible working practices where possible.*

We will implement clear dispute procedures by:

- *Providing clear and accessible processes for resolving disputes with, and between employees and management.*
- *Providing clear, easily understood disciplinary, grievance and appeal procedures that are lawful and recorded.*

Pledge 2: Tackling inequality so people have a fair chance

Applies to my organisation

Fully

Working towards

Applies to my supply chain

Fully

Working towards

We will help local people to find work by:

- *Creating long-term, sustainable employment opportunities for the people of Gateshead.*
- *Supporting appropriate employment opportunities for disadvantaged people for example those not in education, employment or training (NEET), long term unemployed, people with physical disabilities, learning disabilities or mental health problems, ex-offenders, over 50's, lone parents and ex-armed forces personnel.*
- *Providing work placements to enhance the employability skills and capabilities of local people.*
- *Creating apprenticeship/volunteering opportunities to support young people into work.*

We will support Looked After children and Care Leavers and endeavour to improve their life chances and promote stability for their future by:

- *Offering work experience for Looked After children and Care Leavers.*
- *Developing opportunities for training and apprenticeships for Looked After children and Care Leavers.*
- *Offering mentoring opportunities or sponsorships for Looked After children and Care Leavers.*
- *Investing in Looked After Children and Care Leavers wherever possible (eg in kind support, donations and funding opportunities).*

We will ensure that no discrimination is practiced by:

- *Implementing practices that eliminate discrimination in hiring, compensation, training, promotion, termination or retirement either directly or indirectly, and complying with the Equality Act 2010 and the Employment Regulations Act 1999 (Blacklists) Regulations 2010.*
- *Ensuring that all processes are conducted in a fair, open, honest and transparent way.*

We will ensure that no inhumane treatment is allowed by:

- *Prohibiting physical abuse or coercion, the threat of physical abuse, sexual or other harassment, and verbal abuse, racism or other forms of intimidation.*

We will ensure that employment is freely chosen by:

- *Affording employees the freedom to choose to work and not use forced, bonded or non-voluntary prison labour.*
- *Ensuring that employees are free to leave their employment after giving reasonable notice.*

We will help producers and workers in developing countries receive a fair price for their products by:

- *Offering fair trade products for use in meetings, conferences, other hospitality purposes, and catering that is sold to employees and the public.*
- *Ensure that fair trade is considered during the procurement of goods and services.*

- *Encourage suppliers to offer fair trade alternatives where they exist.*

Pledge 3: Supporting our communities to support themselves and each other

Applies to my organisation		Applies to my supply chain	
Fully	Working towards	Fully	Working towards

We will support communities by:

- *Offering opportunities for employees to participate in volunteering, to enhance and develop their skills for the benefit of themselves, their organisation and the local community.*
- *Supporting voluntary and community sector capacity and capability building activities, where possible (eg mentoring support).*
- *Investing in the local community wherever possible (eg in kind support, donations and funding programmes, employee volunteering, mentoring, placement opportunities).*
- *Providing opportunities for young people to lead change and make a positive contribution to their communities through youth social action (campaigning, volunteering and fundraising).*

We will work effectively within communities by:

- *Being respectful of the local indigenous population and their values, traditions and cultures.*
- *Ensuring that communities are informed and consulted on all aspects of business that affects them in a timely and accessible manner.*

We will promote sustainable communities by:

- *Supporting social and economic regeneration initiatives, where applicable, within the communities in which we operate.*
- *Supporting sporting, cultural and heritage projects, where applicable, within the communities in which we operate.*
- *Assisting community organisations to be more sustainable and working with communities to improve local resilience.*
- *Promoting peace, security, and business and community resilience.*

We will ensure freedom of association and rights to collective bargaining are respected by:

- *Valuing the importance of meaningful workforce engagement and representation.*
- *Affording employees freedom of association with the right to join an independent trade union or other workers' association, and to carry out reasonable representative functions in the workplace.*
- *Where Trade Unions are recognised, allowing them to appoint shop stewards and workplace health and safety representatives and facilitating their rights to carry out legally permitted activity.*
- *Facilitating alternative means of democratic representation where laws restrict freedom of association and collective bargaining.*
- *Recognising that the right to strike and protest are fundamental rights which should be respected in a free and*

democratic society.

Pledge 4: Investing in our economy to provide sustainable opportunities for employment, innovation and growth across the borough

Applies to my organisation
Fully Working towards

Applies to my supply chain
Fully Working towards

We will provide regular employment where appropriate by:

- *Ensuring that to every extent possible, work is performed on the basis of a recognised employment relationship that is compliant with national law and practice.*
- *Ensuring that obligations to employees under labour or social security laws and regulations arising from the regular employment relationship are not avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.*
- *Minimising the use of zero hours contracts in place of permanent contracts.*

We will ensure that employees have appropriate skills and competencies to undertake their role by:

- *Providing training in work time and at no cost to the employee, to enable them to undertake their role competently.*
- *Raising employees' skills through training and access to professional development as befits their role.*
- *Providing career progression pathways as appropriate.*
- *Working within specific industries or sectors to address skills shortages where they are identified through the provision of apprenticeship, adult training or career progression schemes.*
- *Auditing skills and competencies across the workforce on a regular basis.*

We will support local businesses including social enterprises and third sector organisations by:

- *Reviewing procedures and practices to identify opportunities to improve the local economy and contribute to local economic growth.*
- *Removing barriers to participation to ensure that trading opportunities are as accessible as possible to all businesses.*
- *Identifying and supporting local supply chain and sub-contracting partners, including making opportunities accessible to third sector organisations, social enterprises, co-operatives and mutuals wherever possible.*
- *Ensuring payments to contractors and sub-contractors are processed in a timely manner.*
- *Ensuring that contracts with contractors and subcontractors are no less favourable than the primary contract terms and conditions that have been let to you.*
- *Recognising that a flourishing, sustainable economy requires interaction, engagement and collaboration between*

a diverse range of private, public, third-sector and social enterprise organisations.

- *Engaging in local business networking opportunities (eg Gateshead Business Network) and other business engagement opportunities where appropriate.*
- *Participating in capacity building activities for local businesses (eg mentoring and peer to peer support programmes) where appropriate.*

Pledge 5: Working together to fight for a better future for Gateshead

Applies to my organisation
Fully Working towards

Applies to my supply chain
Fully Working towards

We will reduce our environmental impact on future generations by:

- *Ensuring that environmental considerations are taken into account for the short, medium and long term.*
- *Training and actively encouraging employees to work in an environmentally responsible manner.*
- *Considering whole life costs when procuring and managing business activities.*
- *Encouraging the use of responsibly sourced construction products in accordance with BES6001 where applicable.*

We will protect natural resources wherever possible by:

- *Increasing the use of sustainable materials.*
- *Taking steps to control and reduce water usage and waste water.*
- *Preventing harmful discharges into the water system.*
- *Ensuring that all timber and paper products are sourced from sustainable forests with a clear chain of custody.*
- *Monitoring issues of material scarcity, with particular regard to negative impacts from the over-extraction of materials from endangered environments.*

We will manage waste responsibly by:

- *Reducing waste by promoting re-use, remanufacture and recycling.*
- *Disposing of non-recyclable waste in a responsible manner.*
- *Utilising emerging technologies that can further reduce waste.*
- *Minimising the use of packaging.*

We will reduce the carbon footprint by:

- *Measuring the carbon footprint and developing plans to reduce it.*
- *Reducing transportation road miles where practical.*
- *Monitoring energy consumption and taking steps to reduce it where practical.*
- *Recognising the benefits of sourcing locally and creating local supply chains.*

Category of business sector e.g. social care/construction etc

Category of organisation e.g. charity, small business etc

Thank you for participating. Please return completed questionnaires to:

By Post: Service Director
 Corporate Commissioning & Procurement
 Gateshead Council
 Civic Centre
 Regent Street
 Gateshead
 NE8 1HH

By Email: procurement@gateshead.gov.uk
(your identity
will be removed)

All information will be held confidentially and will not be shared with any third parties.