

Rotherham Metropolitan Borough Council
MINIMUM STANDARDS CHARTER

Rotherham Borough Council procures a wide range of works, goods and services. We would like all organisations tendering for work with Rotherham Borough Council to promote and support this Charter.

Statement of Intent

We the undersigned are fully committed to creating effective social value within our businesses and respective supply chains. In signing the Charter, we the undersigned agree to adopt the principles outlined in this document in our businesses. In doing so we are making a firm commitment to implement the principles within our business and strategic plans which govern our business activities. Recognising the need to use social value as a driver for economic growth, we embrace the Charter and its key principles. We will work with our respective stakeholders to ensure that social value is extended for the benefit and greater good of Rotherham and for all who visit, live and work in Rotherham.

Health and safety

The health and safety of all workers is paramount. We expect all suppliers to ensure that:

- health and safety standards are rigorously implemented and adhered to
- welfare facilities for workers are appropriate for the 21st century, including reasonable standards for toilets, mess and drying facilities
- employers are committed to or willing to work towards achieving a Workplace Wellbeing Charter which promotes the health safety and wellbeing of their staff.

Employment and skills

We require the highest standards of service delivery in order to ensure that Rotherham people's aspirations are met and the services promote our communities well in the years to come. We are also mindful of the projected skills shortage across all sector's and wish to work with the suppliers to train the next generation of workers for the future. We therefore encourage, and will require where appropriate, all suppliers to:

- be able to demonstrate the skill level of their employees comply with the employment and skills requirements set out in our tender documents, promoting and encouraging apprenticeships to an NVQ Level 3 standard wherever possible
- prioritise hard to reach and under-represented groups in employment and skills initiatives
- work with us to support initiatives aimed at promoting and improving opportunities in education and training of employers and employees engaged on all services within our authority

Pay and benefits

Rotherham Borough Council is a living wage employer and believes that all workers should be fairly rewarded for their efforts.

We also expect that all workers should have access to:

- paid holidays
- a sickness benefit scheme
- a pension scheme
- accident compensation
- death in service benefits

Employment rights

Rotherham Borough Council expects direct employment wherever possible. We believe that Trade Unions play an important role in creating a safe and productive worksite and developing good industrial relations. We therefore expect our suppliers, within the context of the contract let, to:

- employ workers under recognised industry collective agreements as set out in JIB, JIB-PMES, HVAC, CIJC, NAECI and TICA or other EU equivalent
- promote the benefits of belonging to a recognised Trade Union
- recognise on-site Shop Stewards as having an important role to play in achieving and promoting good industrial relations
- ensure that the Trade Union has input into the development of Health and Safety policy (to ensure members' priorities are reflected)
- actively promote the election of Health and Safety Representatives and support their role in helping to ensure a safe site
- provide equality and opportunity for all
- be able to certify that they have not engaged in the practice of blacklisting workers for any reason
- embed a whistle-blowing policy and not employ harassment or intimidation.
- promote a positive culture of equality, diversity and human rights within the workforce and supply chain that respects all individuals, and does not engage in any form of discrimination
- provide safe working environments and comply with all appropriate health and safety, working hours, employment and social security requirements

Social Value

Social value has been defined as “the additional benefit to the community from a commissioning/procurement project” Rotherham MBC expects all suppliers to:

- promote training and employment opportunities
- promote compliance with social and labour law, including related national and international policy commitments/agendas
- promote SME's and civil society organisations through an observance of existing duties of equal treatment, proportionality and transparency and by making subcontracting opportunities more visible
- stimulate socially conscious markets
- promote fair and ethical trading
- contribute to health improvement priorities

- stimulate social integration
- stimulate demand for environmentally-friendly goods, services and works
- contribute to climate change mitigation targets and to energy efficiency

Safeguarding

Rotherham Borough Council believes safeguarding children and adults is everyone's responsibility. We believe it is an important role that must be embedded into organisations that come into contact with children, young people and adults. Safeguarding is the term used for a range of measures employed to keep the aforementioned groups safe and protected from harm.

Suppliers have an obligation to:

- report any concerns about the treatment of adults and children that they may witness in the course of their work
- have a designated safeguarding lead
- have a Safeguarding Policy in place or be willing to develop a policy as part of the mobilisation process on the award of a contract
- include safeguarding in the recruitment and selection process,
- deliver safeguarding induction and refresher training programmes.
- have procedures in place for recognising and reporting a safeguarding concern
- confirm that employees will be DBS/Enhanced DBS checked where required on confirmation of a contract award

Prevent

The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism.

Rotherham Borough Council suppliers should ensure that the designated safeguarding lead undertakes Prevent awareness training and is able to provide advice and support to other members of staff on protecting children from the risk of radicalisation.

Modern Slavery

Modern slavery is a crime resulting in an abhorrent abuse of human rights. It is constituted in the Modern Slavery Act 2015 by the offences of 'slavery, servitude and forced or compulsory labour' and 'human trafficking'. Rotherham Borough Council expects all suppliers (where appropriate) to:

- dedicate a senior individual(s) within the business to be responsible for compliance with the Act
- audit the business and supply chains to help determine the level of exposure, whether or not slavery and human trafficking is a potential issue for the business and where exposure is greatest
- develop supplier codes of conduct, tender requirements and supplier contracts to account for the issue including, for example, requirements on meeting minimum labour standards in their supply chain
- have policies and codes of conduct to combat slavery and human trafficking in the business and supply chains

- identify who requires training on the Act, for example, directors and employees who have direct responsibility for supply chain management and procurement
- consult with individuals in the workforce who may potentially be affected
- ensure there are effective grievance and whistleblowing mechanisms in place so that concerns over slavery and human trafficking may be raised

Equalities and Diversity

Rotherham MBC's aim is to make sure that all people have the same right of access to services and employment and benefit from them equally well. It is important that we remove barriers that prevent or limit people from accessing services; or from participating in employment; learning opportunities; social and leisure activities; or community and public life.

Rotherham Borough Council expects all suppliers to:

- create positive opportunities to employ a workforce that is representative of the borough's population
- operate and monitor fair, open recruitment and selection processes and encourage applications from all groups in the community
- ensure all employees have fair access to learning and development opportunities
- provide a safe and accessible working environment that values and respects the identity and culture of each individual
- improve equalities practice by assessing equality competencies in the employee performance and development review process
- empower employees through open and clear communication
- continually review and monitor total reward packages to seek to ensure equality of pay for the workforce
- encourage and support employees to reach their full potential

Local Employment

Charter signatories will seek to create employment and training opportunities for local people especially in target areas, by:

- committing to create employment and training opportunities for local residents, including people with disabilities and support people into work and work experience placements
- seeking opportunities to work with schools to help to ensure that the young people of Rotherham are equipped with the right skills to match the requirements of the labour market
- supporting the local economy and create much needed jobs and apprenticeships

Buy Rotherham First

Charter Signatories will take account of the social and economic impacts of buying locally when commissioning and contracting, thereby reducing unemployment and raising the skill level of the local workforce, by:

- supporting the local economy by choosing suppliers close to the point of service delivery where possible
- encouraging their suppliers to endorse the principle throughout their supply chains

Partners in Communities

Charter signatories will play an active role in the local community and community support organisations, especially in those areas and communities with the greatest need, by:

- building capacity by supporting community organisations with resources and expertise in areas with the greatest need, for example mentoring and working with youth organisations and services
- making a local impact by improving local facilities and areas, for example staff volunteering schemes
- providing support to third sector organisations and work with third sector organisations to deliver services and contracts
- working with schools and colleges, offering work experience and business awareness to students, especially those from disadvantaged areas or communities

Green and Sustainable

Charter signatories will commit to protecting the environment, minimising waste and energy consumption and using other resources efficiently. These commitments will also apply to their supply chain.

Mandatory for all:

- eliminate unnecessary waste by adopting the “reduce, reuse, recycle” philosophy.
- be a good neighbour, minimise negative local impacts (noise, air quality), improve green areas (e.g. biodiversity, visual attractiveness)
- reduce carbon footprint – be aware of main impacts on carbon emissions including the indirect carbon used in manufacturing processes and the direct impact of operations and logistics

Ethical Procurement

Charter signatories will commit to employing the highest ethical standards in their own operations and those within their supply chain, by.

- working to the highest standards of business integrity and ethical conduct
- paying their fair share of taxes
- ensuring the well-being and protection of work forces which must be supported by robust systems and procedures
- supporting the principles of the Universal Declaration of Human Rights
- supporting the Fundamental International Labour Organisation Conventions
- not engaging in or supporting the use of child labour

- adopting best practice when procuring goods and services e.g. procure low energy products and avoid the use of rainforest timber from unmanaged sources
- paying suppliers no later than the terms stated in the primary contract

Rotherham Borough Council looks forward to working with suppliers to help them support the aims set out in this Charter.