



BISHOPSTOKE PARISH COUNCIL

ETHICS & ETHICAL PROCUREMENT POLICY

**This Ethics & Ethical Procurement Policy was adopted
at the Council meeting on 12 September 2023**

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Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL
ETHICS & ETHICAL PROCUREMENT POLICY
Amendment Sheet

Amendment No.	Date Incorporated	Subject
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ETHICS & ETHICAL PROCUREMENT POLICY

1 Council Standards

- 1.1** Bishopstoke Parish Council seeks to uphold the highest ethical standards in conducting its business. This applies not only to how Councillors, Officers, contractors and volunteers are treated, but also to how it chooses its suppliers.
- 1.2** The treatment of people by the Council, however they interact with the Council, is covered by policies such as the Dignity at Work Policy; the Grievance Policy; the Discipline Policy; the Complaints Procedure; the Training & Development Policy and the Volunteer Policy.
- 1.3** The Council has signed the Civility & Respect Pledge, committing itself to standing up to poor behaviour in the Council sector and agreeing to treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles.
- 1.4** Councillors sign up to a Code of Conduct when they take office, and specifically pledge to uphold the seven Nolan principles which are selflessness; integrity; objectivity; accountability; openness; honesty and leadership.
- 1.5** All Council decisions will, where applicable, be scrutinised to ensure that they are ethically sound. Decisions will be tested against the Ethical Decision Matrix in Appendix 1. This Matrix will also be used when considering the Council's suppliers, contractors and purchases. In addition, all other procedures contained within the Financial Regulations will be followed.

2 Ethical Procurement Overview

- 2.1** The council recognises that decisions made during the procurement process can have a direct effect on socio-economic and environmental implications. This applies not only to larger contracts awarded by the Council but also to smaller, regular purchases by the Council.
- 2.2** Public procurement must be carried out in accordance with UK Public Procurement Directives. This requires the councils to award relevant contracts, whether subject to procurement rules or not, in line with the principles of nondiscrimination, equal treatment, transparency, fairness, mutual recognition and proportionality. These ethical principles are mostly governed by law within the UK/EU and, as such, are legal requirements which would be grounds for excluding a supplier from an award of contract if breached. These principles, where appropriate, will be included in the council's standard terms and conditions to ensure that suppliers fully understand the council's expectations.
- 2.3** There are ten criteria which the Council will consider when making procurement decisions. These are safe working conditions; the promotion of good health; employment being freely chosen; working hours are not excessive; wages meet, at least, the national minimum standards; training is provided; diversity and good workforce practices are encouraged; child labour is eliminated; inhumane treatment is eliminated and the impact on the environment is minimised. A fuller explanation of each is covered in the remainder of this document.

3 Safe Working Conditions

- 3.1** Operate appropriate health and safety policies and procedures overseen by a senior manager responsible for compliance and monitoring. Ensure employees have the necessary training and health and safety equipment.
- 3.2** Provide comfortable and hygienic working conditions with clean toilets and water suitable for drinking and washing.

4 Promotion of Good Health

- 4.1** Invest in measures for tackling ill health as healthy employees experience a better quality of life and tend to be more productive.

5 Employment is Freely Chosen

- 5.1** Afford employees the freedom to choose to work and not use forced, bonded or non voluntary prison labour.
- 5.2** Afford employees freedom of association with the right to join an independent trade union or other workers' associations and to carry out reasonable representative functions in the workplace.
- 5.3** Facilitate alternative means of democratic representation where laws restrict freedom of association and collective bargaining.

6 Working Hours Are Not Excessive

- 6.1** Comply with national and international laws or industry standards on employee working hours, whichever affords greater protection.

7 Wages Meet, At Least, The National Minimum Standard

- 7.1** Work towards paying the Living Wage and provide wages and benefits at rates that meet at least national legal standards.
- 7.2** Provide employees with an easy-to-read contract of employment clearly explaining wage levels.
- 7.3** Wages should be 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.

8 Training is Provided

- 8.1** Suppliers will be expected to show, where applicable, training programmes for staff to raise skills and aid professionalism

9 Diversity and Good Workforce Practices Are Encouraged

9.1 No discrimination – Practice no discrimination in hiring, compensation, training, promotion, termination, or retirement either directly or indirectly, in accordance with the Equality Act 2010 (or subsequent iteration of the Regulations). For the avoidance of doubt this includes compliance with Regulations in relation to blacklisting employees.

10 Disputes Procedure

10.1 Provide clear and accessible processes for resolving disputes with employees.

11 Child Labour is Eliminated

11.1 Provide for any children found to be performing child labour to attend and remain in quality education until no longer a child.

11.2 Ensure no children and young persons are employed at night or in hazardous conditions, as defined by the International Labour Organisation.

12 Inhumane Treatment is Eliminated

12.1 Suppliers must prohibit physical abuse or coercion, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation

13 Environmental Impact is Minimised

13.1 Consideration of the environment and impact on climate change should be made in all procurements, ensuring minimal impacts. Suppliers should be able to demonstrate their environmental standards.

APPENDIX A – DECISION MATRIX

	Will the decision / does the supplier have a negative impact on vulnerable people, locally or globally?	Yes / No
	If so, to what extent (1 = minimal, 2 = somewhat, 3 = extensive)	1 / 2 / 3
	Will the decision / does the supplier have a negative impact on future generations – economically, socially or environmentally?	Yes / No
	If so, to what extent (1 = minimal, 2 = somewhat, 3 = extensive)	1 / 2 / 3
	Will the decision / does the supplier have a negative environmental impact in the short term?	Yes / No
	If so, to what extent (1 = minimal, 2 = somewhat, 3 = extensive)	1 / 2 / 3
	Will the decision / does the supplier have a negative impact on local people?	Yes / No
	If so, to what extent (1 = minimal, 2 = somewhat, 3 = extensive)	1 / 2 / 3
	Will the decision / does the supplier have a negative impact on human rights?	Yes / No
	If so, to what extent (1 = minimal, 2 = somewhat, 3 = extensive)	1 / 2 / 3
	Is the contractor / supplier a living wage employer	Yes / No
	Is the decision essential / Is the supplier the only possible one?	Yes / No
	Is Bishopstoke Parish Council happy for this decision / contract / purchase to be open to public scrutiny? (The smell test)	Yes / No

Do we proceed or rethink?