



## Wells City Council

### **ETHICAL PROCUREMENT POLICY** **Document No.14**

<b>Purpose</b>	This policy has been adopted in order to provide guidance to both Councillors and Staff in the management of ethical procurement
<b>Additional Papers</b>	This document should be read in conjunction with: Document 1 Standing Orders
<b>Reviewed by</b>	Finance
<b>Adopted</b>	January 2025
<b>Review Date</b>	January 2026

## ETHICAL PROCUREMENT POLICY

Wells City Council is keen to ensure its compliance with both Best Value and Ethical procurement, as such the Council's Ethical Procurement Policy sets out how we aim to achieve this.

The policy will have Five strands:

- buy local where available and viable
- use local tradespeople wherever possible
- suppliers of services must pay the Living Wage as a minimum
- suppliers guilty of gross misconduct will be excluded from future procurement
- consider the environmental impact of all expenditure

The policy will apply to all purchases and will be actioned by the members of staff responsible for purchasing.

Compliance will be monitored internally by the Town Clerk (TC) and externally as part of the regular cycle of weekly meetings between the TC and the Chair of Finance (CoF) and will be supported with due process in the maintenance of a preferred supplier list, which will be published regularly.

The policy should be reviewed annually by committee chairs and a report presented to full council through the CoF.

Implementation should be in stages with some overlap:

1. day to day and regular expenditure to be considered first
2. switching of some bank accounts to an ethical provider, say Triodos
3. cyclical review of sustainable utility provision to continue
4. longer term the potential acquisition of several properties and the concomitant renovation and repair works would provide an opportunity for ensuring that the Council's Climate Emergency goals can be achieved within an ethical framework.

Timescales for each stage:

1. after Council approval of policy
2. as soon as possible in the next Financial year
3. as contracts expire Finance committee to consider options
4. all works on Council properties need to consider this policy.

As with all WCC decisions the crucial question when purchasing goods or services must be:

Is WCC happy for the decision to be open to public scrutiny (the sunlight test)?