

# Supplier Charter

Waltham Forest promotes fairness and diversity in its supply chain and welcomes the opportunity to work with a broad range of suppliers who align with our values and principles. The Council's priorities are to:

- Keep Waltham Forest Clean and Safe
- Ensure a decent roof over resident's heads
- Improve residents life chances

**Our suppliers are key to delivering services to meet these and this charter highlights the main expectations when doing business with the Council**

The Council is committed to:

## ***Value for money***

The Council does not award contracts on the basis of lowest price alone and we will make it clear what the evaluation criteria are for each contract opportunity we publish. All of the factors in this charter are part of the value for money equation.

## ***Ensuring prompt payment***

Our standard terms are 30 days from receipt of a valid invoice and 10 days for local SMEs. If you win a contract with the Council you must also pay your subcontractors within 30 days from the receipt of a valid invoice from them.

## ***Supporting the local economy***

We require staff to advertise contract opportunities and obtain quotes from local companies when buying goods, services or works. All council procurement is carried out on [www.londontenders.org](http://www.londontenders.org) which is free to register on and used by more than half of London Boroughs. The Council also runs training sessions which will help you understand how to win council contracts.

On larger contracts we expect suppliers to source their supply chain from local companies.

## ***London Living Wage***

The Council is a London Living wage employer. Similarly the Council will require you to pay the London Living Wage on certain contracts.

## ***Improving the life chances for residents***

You will be required to work with our Steps into Work Team to explore opportunities to recruit to any vacancies you may have in fulfilling your contracts.

We also seek ideas from suppliers to create employment and training opportunities for local residents, including those with disabilities, such as supporting people into work, apprenticeship, work

experience and volunteering opportunities and working with schools to help ensure young people are equipped with skills to meet the needs of labour market.

### ***Improving the local environment***

As part of any tender submission you must demonstrate awareness of your impact on the environment and the steps you will take to minimise environmental harm.

Our suppliers are also required to source food responsibly, such as by the use of Fairtrade products and products protective of animal welfare (such as cage free chickens), and supporting our [Sugar Reduction and Healthier Foods Declaration](#).

### ***Modern slavery***

Council suppliers must ensure their supply chains are free from slavery and human trafficking, and must be absolutely committed to preventing Slavery within their own activities.

### ***Equality in procurement***

The Council recognises that public services that are inclusive and fair deliver better quality services for everyone and better value for money.

We require our suppliers to comply with relevant Equality legislation and be able to demonstrate that they are able to address the needs of the community they are working in and for.

More information on our procurement policies and strategies can be found at <https://walthamforest.gov.uk/service-categories/doing-business-council>

If you have any questions, please contact [procurement@walthamforest.gov.uk](mailto:procurement@walthamforest.gov.uk)