

## Appendix A

### Lambeth Responsible Procurement Checklist

Priority	TOMS ref	Measure	Unit
<b>Jobs, Earnings &amp; Businesses</b> Key impact areas: supporting financial inclusion, encouraging good employment, creating a thriving local economy, advancing financial equality			
1. Good quality jobs with fair pay and decent working conditions		Accreditation to <a href="#">Living Wage Foundation</a> or commitment to pay real London Living Wage or Living Wage to contract and sub contract staff. Contracts with total value over £100,000.	Required
		Modern Slavery Statement (over £36m turnover) Whistle-blowing policy for employees to blow the whistle on suspected modern slavery.	Required
		Employees are free to join a trade union and not treated unfairly for belonging to one.	Required
2. Targeted employment opportunities for Lambeth residents from priority groups*	NT1	No. of local people (FTE) employed on contract for one year or the whole duration of the contract, whichever is shorter.	Number of people FTE
	NT3	No. of employees (FTE) taken on who are from a Lambeth priority group	Number of people FTE
3. Increased supply chain opportunities for Lambeth businesses and VCSE	NT14	Total amount (£) spent with VCSEs within your supply chain	Required
	NT18	Total amount (£) spent in LOCAL supply chain through the contract.	Required
<b>Education &amp; Learning</b> Key impact areas: supporting educational attainment, increasing lifelong learning and skills development, creating opportunities and aspirations and advancing equality in education.			
4. Quality apprenticeships for Lambeth residents: focus on priority groups*	NT10	No. of apprenticeships on the contract that have either been completed during the year by Lambeth residents from priority groups, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+ Standard recognised by the <a href="#">Institute for Apprenticeships and Technical Education</a>	Number of completed apprenticeships (FTE apprentices)
<b>Environment &amp; Climate Emergency</b> Key impact areas: lowering carbon emissions, reducing production, consumption and waste, supporting ecosystems, biodiversity and green space, ensuring air and water quality, providing resilience and adaptive capacity			
5. Reduce emissions: focus on cutting our carbon footprint and improving air quality		Silver <a href="#">Fleet Operator Recognition Scheme</a> (FORS) accreditation or equivalent' - required for all contracts with a significant transport element.	Accreditation number

		Contractors required to report on CO2 emissions released in delivery of the Council's contracts	Tonnes CO2e
		Contractors required to report on steps taken to reduce CO2 emissions in delivery of the Council's contracts, and emissions reductions	Tonnes of CO2e and measures introduced to reduce CO2e
		Percentage of a contractor's fleet used for the contract that are zero emission vehicles	Percentage
<b>6. Reduce consumption of materials, reuse materials, repair and recycle: focus to eliminate single use plastics.</b>		Measures that the contractor uses to reduce waste and increase re-use, recycling and composting of materials	Tonnes of waste produced, and percentages of waste sent for reuse, recycling, composting and residual disposal
		Detail of single use plastics eliminated. Required for contracts with a food & drink element or goods, materials or equipment deliveries.	Text

## Health & Wellbeing

Key impact areas: increasing access to nutritious food, supporting wellbeing, improving mental and physical health, encouraging physical activity, enabling access to support

<b>7. Maximise positive health and wellbeing: focus on supporting a healthy workforce and healthier, affordable and more sustainable food and drinks offer</b>		Adoption of London Healthy Workplace Charter or equivalent	Certificate number
		Confirmation that Food & Drink will comply with the Government Buying Standard. Required where there is a food or drink element within the contract such as catering, a café, canteen or vending machines.	Required

## Community & Participation

Key impact areas: tackling the digital divide, improving digital literacy, enabling service user involvement in service design and management

<b>8. Tackle digital exclusion by enhancing the digital skills of Lambeth residents and improving connectivity across the borough</b>		Initiatives that support equitable access to the digital world and help Lambeth residents to develop the skills needed	Required
<b>9. Encourage co-production of services to achieve improved outcomes</b>		Service user engagement and feedback processes are in place and used to shape service delivery	Required
<b>10. Investing in Lambeth's local communities</b>	NT28	Donations or in-kind contributions to local community projects (Including the 'Changing Lives' social value fund)	£ or in-kind
	NT27	No hours volunteering time provided to support local community projects	Required

<b>Safety &amp; Justice</b>			
Key impact areas: helping people to feel safe at home and in their local area, awareness of their human rights and how to access justice and freedom from abuse and slavery			
<b>11. Ensure all workers are free from abuse and slavery</b>		Confirmation that provider complies with the Modern Slavery Act 2015	Required
<b>Relationships &amp; Family</b>			
Key impact areas: reducing loneliness and isolation and build strong networks and relationships. Improving the home environment and support early child health and development. Building parent/carer capacity.			
<b>12. Reducing social isolation</b>		Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g., befriending schemes, digital inclusion clubs)	Required
<b>Housing &amp; Infrastructure</b>			
Key impact areas: improving the suitability and availability of housing as well as improving accessibility and transportation			
<b>13. Developing local community infrastructure</b>		Initiatives to support the development of local infrastructure	Required
<b>Other Proposed Initiatives</b>			
Key impact areas: delivering improved service and reducing costs with a positive influence on Lambeth communities.			
<b>14. Innovation</b>	NT36	Other measures (£) - please describe any additional initiatives that you would like to offer.	£
<b>15. Corporate responsibility and governance</b>		Statement of pro-social objectives such as the adoption of ethical procurement principles, the promotion of volunteerism among company employees and donating to charity.	Required