

Frome Town Council Supplier Questionnaire

At Frome Town Council, we believe it's imperative for us to work responsibly and conscientiously – integrating sustainable and responsible practices into everything that we do.

We're focused on making sure that we operate with integrity and in a manner that's consistent with our values – and this includes who we work with.

As such, we aim to develop an effective working partnership with all of our suppliers and contractors; and this includes asking all prospective partners to complete this questionnaire.

About You

Company Name	
<i>If applicable</i> Name of Parent Company or Subsidiary	
Address	
<i>If different</i> Head Office Address	
Company Status <i>e.g. Sole Trader, Partnership, PLC, Not for profit</i>	
<i>If applicable</i> Company Registration No.	
<i>If applicable</i> VAT Number	
Number of employees	
<i>If known</i> How many of your employees live in Frome?	
Number of years in business	
Website	

Main Contact

Name	
Email	
Phone	
Mobile	
Position	



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Policies, Practice & Values

1) Please provide us with copies of all your relevant insurance policies, including:

Public Liability	Included <input type="checkbox"/>	To follow <input type="checkbox"/>	Don't hold <input type="checkbox"/>
Employer's Liability	Included <input type="checkbox"/>	To follow <input type="checkbox"/>	Don't hold <input type="checkbox"/>
Professional Indemnity	Included <input type="checkbox"/>	To follow <input type="checkbox"/>	Don't hold <input type="checkbox"/>

2) Do you have any of the following policies or statements? *If so, please send us copies of these*

Health & Safety	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Working towards <input type="checkbox"/>
Training & Development	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Working towards <input type="checkbox"/>
Equal Opportunities	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Working towards <input type="checkbox"/>

3) Do you have a mission statement or company vision?

Yes No Working towards

If yes... Please tell us what this is on a separate sheet

4) Do you have a Quality Statement or Guarantee?

Yes No Working towards

If no... Alternatively, tell us what you do to ensure the quality of your goods & services

5) Do you have an Ethical policy or statement?

Yes No Working towards

If no... Alternatively, tell us on a separate sheet about the ethics & values of your business

6) Do you have an Environmental Management policy or statement?

Yes No Working towards

If no... Alternatively, tell us on a separate sheet about what you do to look after the environment; and how you reduce & minimise the environmental impact of your work
Things like... Limiting printing to save paper or encouraging people to walk or cycle to work

7) Do you have a Social Objectives policy or statement?

Yes No Working towards

If no... Alternatively, tell us on a separate sheet about what you give back to the community
Things like... Litter picks; community projects; charitable donations



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8) Are you a Living Wage Foundation employer? (*Paying £8.25 per hour; or £9.40p.h. in London*)

Yes

No

Working towards

Find out more... www.livingwage.org.uk

9) Have you obtained any recognised standards or accreditations?

Yes

No

Working towards

If yes... Please tell us about these on a separate sheet; or send in copies

10) Do you have a policy or code of conduct for sourcing goods and/or services?

Yes

No

Working towards

If no... Alternatively, tell us how you ensure your products are not produced by children or in poor working conditions

11) Where do you source or make *the majority* of your products?

In Frome

Near Frome

In Somerset

In the UK

Further afield

Please return your completed form to:

Frome Town Council, 5 Palmer Street, Frome, BA11 1DS

Or admin@frometowncouncil.gov.uk

Please contact us with any queries on 01373 465757

