

**Frome Town Council**  
**Contractor 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**

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

**Main Contact**

<b>Name</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Mobile</b>	
<b>Position</b>	



**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 a standard guarantee of workmanship?

Yes  No  Working towards

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

5) Do you have an Ethical policy or statement?

Yes  No  Working towards

*If no...* Alternatively, tell us on a separate sheet about your ethics

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



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](http://www.livingwage.org.uk)

9) Have you obtained any recognised industry 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 the products you use are not produced by children, for example, or made in poor working conditions

11) As appropriate... Do you have a policy or code of conduct for sub-contracting services?

Yes

No

Working towards

*If no...* Alternatively, tell us how you ensure the quality of the sub-contractors you work with

Please return your completed form to:

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

Or [admin@frometowncouncil.gov.uk](mailto:admin@frometowncouncil.gov.uk)

Please contact us with any queries on 01373 465757