



Renfrewshire Council

**Corporate Social Responsibility
Policy**

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Corporate Social Responsibility Policy

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1. Context

Renfrewshire Council's focus is on the need to work creatively and efficiently to meet community aspirations and provide valued personalised services, which are delivered against a background of an ageing population, limited resources, varying needs, rising customer expectations and the increasing importance of sustainable development.

The Scottish Government is focused on creating a more successful country where all of Scotland can flourish through increasing sustainable economic growth. The Scottish Government is committed to reducing the impact on the environment through the effective management of its operations. The actions will be consistent with the shared priorities of the UK's framework for sustainable development. Sustainable economic growth is the one central purpose to which all else in government is directed and contributes – to make Scotland wealthier and fairer; smarter; healthier; safer and stronger; and greener – are all predicated on our efforts to bring more economic success to our country.

Renfrewshire Council recognises Corporate Social Responsibility (CSR) as a vital part of its community activity and is therefore committed to meeting its social responsibility in accordance with this policy ensuring sustainable development for both communities and businesses within Renfrewshire. The Council will work closely with its key community planning partners to achieve the broader goals and objectives set out in this Corporate Social Responsibility Policy. This reflects our ethos as an ethical, responsible and fair organisation representing the people we serve and the employees who work for us.

The challenge for local government is to find new ways of working across services and with other bodies to achieve the best results for citizens and service users. Greener is an important strategic priority for Renfrewshire Council and is one of the six “Key Themes” mentioned in the Council Plan, a document that sets the context for this CSR Policy.

Purpose

The purpose of this policy is to bring together the Council's existing operating policies that consider some aspects of corporate social responsibility e.g. HR, IT, Procurement, Employment and Finance into a single overarching policy under the heading of CSR. The principles encompassed in this policy cover all areas of the Council's operations, and will continue to be reviewed, against government legislation

Aim

Renfrewshire Council recognises that it has a significant effect on the environment and lives of people living and working in Renfrewshire. The Council is committed to working towards sustainable development and aims to play its part in the global effort to achieve it.

The Council aims to reflect its commitment to sustainable development through both actions and influences and to do more to improve the quality of life today, whilst using fewer resources and without causing damage to the environment. In doing so, Renfrewshire recognises the needs of its children, their children and future generations to come

The Council will aim to:

- Achieve social progress, recognising the needs of everyone, by championing ethical standards and social justice and equality.
- Secure effective protection of the local environment by maximising recycling opportunities, encouraging local people to take pride in their town's appearance, promoting sustainable transport growth through the use of public transport, and improving areas that are defined as of importance for nature conservation.
- Ensure prudent use of natural resources by minimising consumption and the efficient use of energy, water, materials and transport and working with partners to reduce the carbon footprint of Renfrewshire.

Audience

The Council is a political organisation led by members and managed by officers. This policy is primarily directed at Council staff and key partners and will provide them with the standards required to uphold the CSR policy. This policy makes clear to all our stakeholders; Renfrewshire residents, workers and visitors, what our vision for CSR is and how we propose to work towards achieving it.

2. CSR Themes

The key themes provide the focus for working together to co-ordinate and deliver services to achieve a range of core aims, shared objectives and associated targets.

Community

The Council is the key democratically elected body for the area, representing the hopes, aspirations and interests of around 170,000 residents and as such plays a key leadership role within the local community. The Council is also a significant organisation in its own right employing around 9,000 staff and has an annual spend in excess of £0.5 billion. Wherever the Council works, its priority is to contribute positively to the community that it serves, specifically, how it recruits, procures and invests. It believes in playing a major role in benefiting the community directly through local jobs and time and money invested locally. The Council endeavours to be a good corporate citizen and to fulfil its responsibilities to the society and community in which it operates.

2.1.1. Key Objectives

- Adopt a leadership role with the communities it operates.
- Enhance opportunities to participate in community initiatives.
- Achieve a positive impact upon the local community as a result of how the Council undertakes business.
- Ensure that staff take a lead in developing relationships with the community.

Workplace

Our employees are central to the successful development and delivery of high-quality services and therefore vital to achieving the objectives of the Council. Renfrewshire Council will aim to recruit and retain the best people, treat them fairly and with respect and provide them with a challenging yet rewarding work environment where their welfare and safety is a key priority. All employees are expected to maintain high standards of work and behaviour, to display integrity in their dealings with citizens, suppliers and each other and to always maintain a strong customer focus when delivering services.

2.1.2. Key Objectives

- Focus on leadership and management development for employees.
- Ensure the wellbeing and health of our workforce.
- Maintain efficient staffing levels to achieve the Council objectives.
- Develop Health and Safety measures in order to set targets and assess performance.
- Provide continuous improvement in the provision of a safe and healthy workplace for employees.
- Operate corporately with a single performance culture.

Environment

Renfrewshire Council recognises the business benefits of integrating environmental strategy into its core operations and is committed to a responsible and forward-looking approach to environmental issues. Aspects including green belt, waste management and recycling, carbon emission reduction and the procurement of environmentally preferred products will become second nature to the Council.

2.1.3. Key Objectives

- Protect the green belt, conserve the area of natural beauty and enhance the environment by;
 - Policies to protect and enhance environmental quality including the establishment of the Green Belt that promotes urban regeneration and protects the countryside around our towns.
 - Providing the policy framework and physical infrastructure to promote economic development and improve the quality of life of local residents in a manner that recognises the importance of the environmental resource in delivering sustainable regeneration.
 - Providing the infrastructure and promoting opportunities for public access and the responsible use of the countryside and open spaces across Renfrewshire.
 - Providing the policy framework and committing resources to the management of Renfrewshire's architectural heritage and built environment.
- Follow through on our commitment to tackle the causes and effects of a changing climate by:
 - Minimising waste by reduction, re-use, repair and recycling methods.
 - Conserving water and other resources.
 - Minimising the impact of flooding where possible.
 - Preventing pollution by avoiding unnecessary use of hazardous substances and effectively managing processes, activities and disposal where their use is required.
 - Purchasing goods and services with regard to their environmental impact.
 - Using energy efficiently to minimise greenhouse gas emissions.
 - Increasing the use of sustainable travel both in commuting and on business.
- Protect and enhance biodiversity on the Council's estate.
- Require staff and contractors to comply with all relevant environmental legislative and other requirements.
- Make environmental information openly available to employees and the public.

Marketplace

The Council believes that excellence comes through treating suppliers fairly and with respect. The Council will work in partnership with suppliers to ensure, as far as reasonably practicable, its sourcing of goods and services meets recognised standards of CSR.

Wherever we work, our values come alive and underline our objective to be one of the leading Councils in Scotland. The Council will aim to reflect integrity and personal responsibility in everything we do and recognise that the Council's success comes from the strength of its relationships with suppliers.

2.1.4. Key Objectives

- To ensure marketing practices are ethical and in line with regulatory guidelines.
- To behave responsibly when it comes to procurement and marketing the Council's services.
- To ensure that all key suppliers within the supply chain are vetted.
 - Maintain effective policies and procedures to manage their environmental impact.
 - Respect fundamental human rights including worker representation.
 - Have a positive impact on the communities in which they operate.
 - Maintain and evidence responsible health and safety practices.
- To be committed to a comprehensive policy of equal opportunities in employment.
- To adopt ethical business practices with respect to business behaviour of individuals and the organisation.
- To ensure prompt payment of all invoices from suppliers.
- To work with industry associations and regulators to promote and instigate better practice.
- To produce business continuity advice to local businesses as part of the Council's wider Civil Contingencies duties.
- To ensure that the Council prides itself in fair dealing, trust and integrity.
- To continue to procure, promote and support Fairtrade within the organisation and to encourage more communities, villages and towns across Renfrewshire to work towards achieving Fairtrade status.

- To provide SME's improved access to contracts by undertaking the "six simple steps" outlined in the Scottish Government's procurement policy handbook.

Annex 1. Implementing and Monitoring the Key Corporate Social Responsibility Themes

Key Corporate Social Responsibility Themes	Supporting Strategies/Policies	Monitoring/Reporting Arrangements	Responsibility
Community – Objectives			
Adopt a leadership role with the communities it operates	<ul style="list-style-type: none"> ➤ Renfrewshire Community Plan 2008 – 2017 ➤ Renfrewshire Council Plan 2008 – 2012 ➤ Safer Renfrewshire Strategy 2009 – 2011 	<ul style="list-style-type: none"> ➤ Annual Progress Report to the Leadership Board ➤ Six monthly progress reports to the Leadership Board ➤ Annual Progress Report to Housing and Community Safety Policy Board 	<ul style="list-style-type: none"> ➤ Chief Executive ➤ Chief Executive ➤ Chief Executive
Enhance opportunities to participate in community initiatives	<ul style="list-style-type: none"> ➤ Voluntary Sector Strategy 2009 – 2011 ➤ Voluntary Sector Compact 	<ul style="list-style-type: none"> ➤ Annual Report to Leadership Board ➤ Annual Report to Leadership Board 	<ul style="list-style-type: none"> ➤ Chief Executive ➤ Chief Executive
Achieve a positive impact upon the local community as a result of how the Council undertakes business	<ul style="list-style-type: none"> ➤ Ensuring Community Benefit from Major Developments 		<ul style="list-style-type: none"> ➤ Director of Planning and Transport
Ensure staff take a lead in developing relationships with the community	<ul style="list-style-type: none"> ➤ Customer Strategy ➤ Voluntary Sector Strategy 2009-2011 	<ul style="list-style-type: none"> ➤ Annual Report to Leadership Board ➤ Annual Report to Leadership Board 	<ul style="list-style-type: none"> ➤ Director of Finance & I.T. ➤ Chief Executive
Workplace – Objectives			
Focus on leadership and management development for employees	<ul style="list-style-type: none"> ➤ Corporate Workforce Development Plan 	<ul style="list-style-type: none"> ➤ Annual Report to Leadership Board 	<ul style="list-style-type: none"> ➤ Director of Corporate Services

Key Corporate Social Responsibility Themes	Supporting Strategies/Policies	Monitoring/Reporting Arrangements	Responsibility
Ensure the wellbeing and health of our workforce	<ul style="list-style-type: none"> ➤ Health and Safety Achievements and Future Plans for Renfrewshire Council 	<ul style="list-style-type: none"> ➤ Annual Report to General Management and Finance Policy Board 	<ul style="list-style-type: none"> ➤ Director of Corporate Services
Maintain efficient staffing levels to achieve the Council's objectives	<ul style="list-style-type: none"> ➤ Service Workforce Development Plans 	<ul style="list-style-type: none"> ➤ Annual progress reports to Policy Boards 	<ul style="list-style-type: none"> ➤ All Directors
Develop Health and Safety measures in order to set targets and assess performance	<ul style="list-style-type: none"> ➤ Service Health and Safety Reports 	<ul style="list-style-type: none"> ➤ Annual Reports to Policy Boards in April 	<ul style="list-style-type: none"> ➤ All Directors
Provide continuous improvement in the provision of a safe and healthy workplace for employees	<ul style="list-style-type: none"> ➤ As above 	<ul style="list-style-type: none"> ➤ As above 	<ul style="list-style-type: none"> ➤ All Directors
Build partnerships across services and functions	<ul style="list-style-type: none"> ➤ As above 	<ul style="list-style-type: none"> ➤ As above 	<ul style="list-style-type: none"> ➤ All Directors
Environment – Objectives			
<p>Protect and enhance the quality of the built and natural environment of Renfrewshire by:</p> <p>Policies to protect and enhance environmental quality including the establishment of the Green Belt that promotes urban regeneration and protects the countryside around our towns.</p>	<ul style="list-style-type: none"> ➤ Glasgow and Clyde Valley Structure Plan ➤ Renfrewshire Local Plan 	<ul style="list-style-type: none"> ➤ Annual Monitoring update reports 	<ul style="list-style-type: none"> ➤ Director of Planning & Transport

Key Corporate Social Responsibility Themes	Supporting Strategies/Policies	Monitoring/Reporting Arrangements	Responsibility
<p>Providing the policy framework and physical infrastructure to promote economic development and improve the quality of life of local residents in a manner that recognises the importance of the environmental resource in delivering sustainable regeneration.</p>	<ul style="list-style-type: none"> ➤ Area Development Frameworks 	<ul style="list-style-type: none"> ➤ Annual Planning and Transport Service Plan 	<ul style="list-style-type: none"> ➤ Director of Planning & Transport
<p>Providing the infrastructure and promoting opportunities for public access and the responsible use of the countryside and open spaces across Renfrewshire</p>	<ul style="list-style-type: none"> ➤ Renfrewshire Public Access Strategy ➤ Renfrewshire Core Path Plan ➤ Renfrewshire Open Space Strategy (Draft) 	<ul style="list-style-type: none"> ➤ Annual Reports to Environment and Infrastructure Board 	<ul style="list-style-type: none"> ➤ Director of Planning & Transport
<p>Providing the policy framework and committing resources to the management of Renfrewshire's architectural heritage and built environment.</p>	<ul style="list-style-type: none"> ➤ Renfrewshire Economic Action Plan ➤ Listed Building at Risk Register ➤ Conservation Area Appraisals ➤ Paisley Townscape Heritage Initiative 	<ul style="list-style-type: none"> ➤ Monitoring of SOA ➤ Annual update of Listed Building at Risk Register ➤ Annual Planning and Transport Service Plan 	<ul style="list-style-type: none"> ➤ Director of Planning & Transport
<p>Follow through on our commitment to tackle the causes and effects of a</p>			

Key Corporate Social Responsibility Themes	Supporting Strategies/Policies	Monitoring/Reporting Arrangements	Responsibility
<p>changing climate by: Minimising waste by reduction, reuse, and recycling methods</p> <p>Conserve water and other resources;</p> <p>Minimising the impact of flooding where possible;</p> <p>Preventing pollution by avoiding unnecessary use of hazardous substances and effectively manage processes, activities and disposal where their use is required</p> <p>Purchasing goods and services with regard to their environmental impact;</p> <p>Using energy efficiently to minimise greenhouse gas emissions;</p> <p>Increasing the use of sustainable travel both in commuting and on business</p>	<ul style="list-style-type: none"> ➤ Strategic Waste Management ➤ Clean Renfrewshire Campaign ➤ Scrutiny and petitions Board review of Flooding in Renfrewshire (2008) ➤ Fuel Poverty Strategy ➤ Local Transport Strategy 2007 	<ul style="list-style-type: none"> ➤ Annual Progress Reports to Environment and Infrastructure Policy Board ➤ Corporate Flood Response Group 	<ul style="list-style-type: none"> ➤ Director of Environmental Services ➤ Head of Policy ➤ Director of Housing & Property ➤ Director of Planning & Transport
<p>Protect and enhance biodiversity on the Council's estate</p>	<ul style="list-style-type: none"> ➤ Local Biodiversity Action Plan (Renfrewshire, East Renfrewshire and Inverclyde) 	<ul style="list-style-type: none"> ➤ Annual report to the Biodiversity Partnership 	<ul style="list-style-type: none"> ➤ Director of Planning & Transport

Key Corporate Social Responsibility Themes	Supporting Strategies/Policies	Monitoring/Reporting Arrangements	Responsibility
Require staff and contractors to comply with all relevant environmental legislative and other requirements			
Make environmental information openly available to employees and the public	<ul style="list-style-type: none"> ➤ Local Biodiversity Action Plan ➤ Provision of information on Council web site 	<ul style="list-style-type: none"> ➤ Annual report to the Biodiversity Partnership 	<ul style="list-style-type: none"> ➤ Director of Planning & Transport
Marketplace - Objectives			
To ensure marketing practices are ethical and in line with regulatory guidelines	<ul style="list-style-type: none"> ➤ Corporate Procurement Strategy ➤ Standing Orders Relating to Contracts 2007 ➤ Procurement Reform Programme 	<ul style="list-style-type: none"> ➤ Bi-annual progress reports to CMT ➤ Procurement Reform Project Board 	<ul style="list-style-type: none"> ➤ Director of Finance & IT
To behave responsibly when it comes to procurement and marketing the Council's services	<ul style="list-style-type: none"> ➤ Corporate Procurement Strategy ➤ Standing Orders Relating to Contracts 2007 ➤ Procurement Reform Programme 	<ul style="list-style-type: none"> ➤ Bi-annual progress reports to CMT ➤ Procurement Reform Project Board 	<ul style="list-style-type: none"> ➤ Director of Finance & IT
To ensure that all suppliers within the supply chain are vetted	<ul style="list-style-type: none"> ➤ Corporate Procurement Strategy ➤ Standing Orders Relating to Contracts 2007 ➤ Procurement Reform Programme 	<ul style="list-style-type: none"> ➤ Bi-annual progress reports to CMT ➤ Procurement Reform Project Board 	<ul style="list-style-type: none"> ➤ Director of Finance & IT

Key Corporate Social Responsibility Themes	Supporting Strategies/Policies	Monitoring/Reporting Arrangements	Responsibility
<p>Maintain effective policies and procedures to manage their environmental impact</p> <p>Respect fundamental human rights including worker representation</p> <p>Have a positive impact on the communities in which they operate</p> <p>Maintain and evidence responsible health and safety practices</p>			
<p>To be committed to comprehensive policy of equal opportunities in employment</p>	<ul style="list-style-type: none"> ➤ Service Health and Safety Reports ➤ Corporate Equalities Framework 2009-2011 	<ul style="list-style-type: none"> ➤ Annual progress reports to Policy Boards ➤ Annual progress to the Leadership Board 	<ul style="list-style-type: none"> ➤ All Directors ➤ Chief Executive
<p>To adopt ethical business practices with respect to business behaviour of individuals and the organisation</p>	<ul style="list-style-type: none"> ➤ Corporate Procurement Strategy ➤ Standing Orders Relating to Contracts 2007 ➤ Procurement Reform Programme 	<ul style="list-style-type: none"> ➤ Bi-annual progress reports to CMT ➤ Procurement Reform Project Board 	<ul style="list-style-type: none"> ➤ Director of Finance & IT
<p>To ensure prompt payment of all invoices from suppliers</p>	<ul style="list-style-type: none"> ➤ Service Improvement Plans Scorecards 	<ul style="list-style-type: none"> ➤ 6 monthly reports to Policy Boards 	<ul style="list-style-type: none"> ➤ All Directors
<p>To work with industry associations and regulators to promote and instigate better practice</p>	<ul style="list-style-type: none"> ➤ Corporate Procurement Strategy ➤ Procurement Reform 	<ul style="list-style-type: none"> ➤ Bi-annual progress reports to CMT ➤ Procurement Reform 	<ul style="list-style-type: none"> ➤ Director of Finance & IT

Key Corporate Social Responsibility Themes	Supporting Strategies/Policies	Monitoring/Reporting Arrangements	Responsibility
	Programme	Project Board	
To offer Business Continuity advice to local businesses as part of the Council's Civil Contingencies duties	<ul style="list-style-type: none"> ➤ Civil Contingencies Service Annual Report 	<ul style="list-style-type: none"> ➤ Annual report to Housing and Community Safety Policy Board 	<ul style="list-style-type: none"> ➤ Chief Executive
To ensure that the Council prides itself for fair dealing, trust and integrity	<ul style="list-style-type: none"> ➤ Corporate Equalities Framework 2009 - 2011 	<ul style="list-style-type: none"> ➤ Six monthly progress reports to the CMT ➤ Annual progress report to the Leadership Board 	<ul style="list-style-type: none"> ➤ Chief Executive ➤ Chief Executive
To continue to procure, promote and support Fairtrade within the organisation and to encourage more communities, villages and towns across Renfrewshire to work towards achieving Fairtrade status.	<ul style="list-style-type: none"> ➤ The Fairtrade Action Plan ➤ Promote Fairtrade through events and publicity; host information stands at local events throughout the year; and encourage employees to learn more about Fairtrade and get involved in local campaigning. 	<ul style="list-style-type: none"> ➤ 6 monthly reports to Council 	Chief Executive
Provide SME's improved access to contracts by undertaking the six simple steps outlined in the Scottish Governments procurement policy handbook	<ul style="list-style-type: none"> ➤ Use of Public Contracts Scotland Advertising Portal ➤ Corporate Procurement Strategy ➤ Standing Orders Relating to Contracts 2007 ➤ Procurement Reform Programme 	<ul style="list-style-type: none"> ➤ Bi-annual progress reports to CMT ➤ Procurement Reform Project Board 	<ul style="list-style-type: none"> ➤ Head of Strategic Procurement