# Questionnaire for prospective contractors

## **Context**

At Bradford on Avon Town Council, we believe it’s important that we work responsibly and sustainably.

The Town Council represents the town and its communities.

We’ve declared a Climate Emergency and an Ecological Emergency – and we want to ensure that we operate with integrity and in a manner that's both conscientious and consistent with our values.

This extends to the companies that we work with – so we ask prospective contractors and suppliers to kindly complete this questionnaire.

## **About you**

|  |  |
| --- | --- |
| Company name |  |
| Parent company (if applicable) |  |
| Address |  |
| Head Office address (if different) |  |
| Company status |  |
| Company Registration number |  |
| VAT number |  |
| Number of employees |  |
| Number of employees who live in Bradford on Avon |  |
| Years in business |  |
| Website |  |
| Are you a Living Wage Foundation employer? |  |

## **Main Contact**

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Phone |  |
| Mobile |  |
| Position |  |

## **Policies, Practice & Values**

If you have them, please provide us with copies of your:

* Public Liability insurance policy
* Employer’s Liability insurance policy
* Professional Indemnity insurance policy
* Health & Safety policy or statement
* Training & Development policy or statement
* Equal opportunities policy or statement
* Quality statement - or a standard guarantee of workmanship

Alternatively, tell us what you do to ensure the quality of your work and services.

* Ethical policy or statement
* Environmental Management policy or statement

Alternatively, tell us what you do to look after the environment - and how you reduce and minimise the environmental impact of your work.

* Your policy or practice for sourcing goods and services

Alternatively, tell us how you ensure the products you use are not produced by children, for example - or made in poor working conditions.

* Your policy or practice for sub-contracting services

Alternatively, tell us how you ensure the quality of the sub-contractors you work with.

You are welcome to provide us with other information that you feel is relevant to this, as well.

* A mission statement or company vision, for example.
* Or telling us about what you give back to the community.

## **Industry accreditations**

Please provide us with copies of the industry accreditations you have achieved or been awarded.

## **Completed questionnaires**

Please return your completed form to Bradford on Avon Town Council.

### By email

[office@bradfordonavontowncouncil.gov.uk](mailto:office@bradfordonavontowncouncil.gov.uk)

### By post

**Bradford on Avon Town Council**

Kingston House Office, Kingston Road, Bradford on Avon

BA15 1ES

Please contact us if you have any queries about this questionnaire:

By email: [office@bradfordonavontowncouncil.gov.uk](mailto:office@bradfordonavontowncouncil.gov.uk)

Or by calling 01225 864 240.