



Birmingham Business Charter for Social Responsibility Guidance for Completing Action Plan

The information in **blue** on the specific Commitments tab are only examples

When you are choosing the Charter Principles:

Column A – enter relevant question number from tender response

Column B – enter contract or grant reference numbers, leave blank if voluntary

Column C – if you already do business with BCC enter your Charter certificate number or vendor reference, leave blank if non apply

Column D & E - click into the first empty cell in column D and this will give you a list of all of the 6 principles. Click on the one you want e.g. Partners in Communities. Then click onto drop down in column E, this will give you the list of activities related to the chosen principle. (Click on the activity you want to include).

1	A	B	C	D	E	F	G	H	I	J
2	Action_Plan_Id	CPS_Ref	Company_Id	Charter_Principle	Measures	Activity_details	Demonstrated by...(Evidence)	Planned_Date	Target_Date	Target_Volume
3	Include relevant question number from the tender response where appropriate	Contract Ref / Grant ref. if known	Vendor Id for Contracts, Grant Application Number, or your Charter certificate number if applicable	Select principle from drop down (before selecting an activity type)	Select from drop down one of the activities that relates to the selected Charter Principle (note each principle includes an option for any other measure)	What and how (max 255 characters)	Describe what evidence you will provide to show achievement (max 255 characters)	Date that the action plan for the next 12 months is agreed. dd/mm/yyyy	Target date for activity to be achieved. dd/mm/yyyy	Target volume to be achieved by target date
4	e.g.1	F0123	501	Buy Birmingham First	No. of procurement opportunities posted on FIG	XYZ will advertise a minimum of X contract opportunities on FinditBirmingham over the next 12	copies of all adverts	01/02/2015	30/01/2016	x
5	e.g.2	F0123	501	Partners in Communities	Value of donation raised / given to Charities	XYZ will donate a minimum of X pounds to Birmingham based charities over the next 12 months.	copy of the cheque	01/02/2015	30/01/2016	x
6	e.g.3	F0123		Pay the Living Wage to Employees servicing BCC	Pay the Living Wage to Employees servicing BCC	XYZ will pay the Living Wage to Employees servicing BCC contracts. XX employees will be uplifted to the Living Wage who are not currently being paid the Living Wage.	Confirmed in writing	01/02/2015	30/01/2016	x
7				Buy Local	% of spend through Social Enterprises					
8				Ethical Procurement	Hours of paid voluntary time given by St					
9				Good Employer	No. of schools supported e.g. through					
10				Green and Sustainable	Number of community organisations supp					
11				Local Employment	Number of community projects supporte					
12				Partners in Communities	Number of disadvantaged individuals supp					
13				Green and Sustainable	PIG Any Other Measure					
14				Local Employment	Value of donation raised / given to Charit					
15										
16										

Select Principle from dropdown in column D - before you can progress to select your activity type in column E

Column F, G, H and I – enter details of your activity and how you plan to achieve it and by when.

Columns K, L and N - are not completed until your Action Plan is reviewed in 12 months' time. This will then be your annual report.

Please send your completed Action Plan to:

bbc4sr@birmingham.gov.uk

K	L	M	N
Date Achieved	Volume Achieved	Ward_Location	Achieved
Date that the activity is achieved. If not fully achieved, then the final review date (i.e. 12 mths from planned date). dd/mm/yyyy	Volume ultimately achieved as compared to the target volume.	Select from drop down. Select "All" where no specific Ward is the focus.	Yes/No
		All	
		All	
		All	
		All	
		All	
		All	
		All	
		All	

Once we have received your completed Action Plan it will be assessed and you will then be contacted either for further information or to confirm that you are a successful Charter signatory.