



## Birmingham Business Charter for Social Responsibility Guidance for Completing Action Plan

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

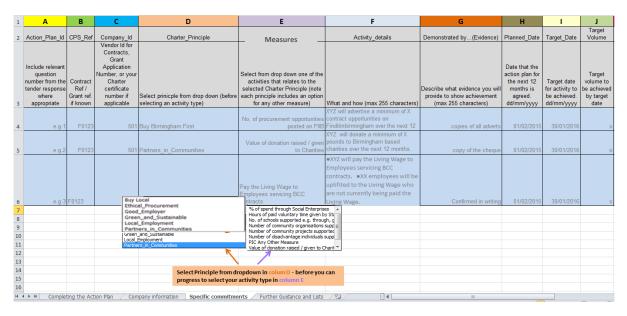
When you are choosing the Charter Principles:

Column A – enter relevant question number from tender response

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

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

<u>Column D & E</u> - 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).



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

<u>Columns K, L and N</u> - 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: <a href="mailto:bbc4sr@birmingham.gov.uk">bbc4sr@birmingham.gov.uk</a>



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.