

6. Workers' Rights - Does the university have policy on how it will establish and monitor parity of pay, terms and conditions and pensions between in-house and outsourced contract staff?

Within [OUR SUSTAINABILITY AND CLIMATE EMERGENCY STRATEGY 2021 WE 11](#) we have publicly committed to “Consider reference within the relevant university policy or arrangements on establishing and monitoring parity of pay, terms and conditions and pensions between in-house and outsourced contract staff”.

As this commitment was only published at the beginning of this year the policy has not yet been updated to include these references. In the meantime however, note the spirit of this commitment has been demonstrably implemented within two recent and relevant major tendering and associated contract processes for Hard (building maintenance) and Soft (campus services) Facilities Management Contracts. The tender question below, AQB7 states: “In order to ensure the highest standards of service quality in this contract the Buyer expects Suppliers to take a similarly positive approach to fair work practices as part of a fair and equitable employment and reward package.” and suppliers are asked to provide evidence on fair working practices including a “fair and equal pay policy”.

**AQB7 - TUPE, Recruitment & Training**

**REQUIREMENT:**

The Buyer is committed to the delivery of high quality services and recognises that this is critically dependent on a workforce that is well-rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, is diverse and engaged in decision making.

These factors are also important for workforce recruitment and retention, and thus continuity of service.

In order to ensure the highest standards of service quality in this contract the Buyer expects Suppliers to take a similarly positive approach to fair work practices as part of a fair and equitable employment and reward package.

The Buyer requires you to demonstrate your commitment to fair work practices and evidence how you will ensure that there will be a full complement of staff required to deliver the services at contract commencement, outlining your approach to staff recruitment and training and the management of staff transferring under TUPE, providing assurance that the TUPE process will be handled sensitively and according to due process.

**QUESTION:**

Please describe how you will commit to fair work practices for workers (including any transferring staff and agency or sub-contractor workers) engaged in the delivery of this contract.

Please demonstrate your approach to recruitment, induction training and staff transfer, providing detail of the approach you intend to take in relation to the transfer of staff under TUPE and including detail about initial staff induction and training plans.

#### **AQB7 Response Guidance**

**All Suppliers must answer this question.**

**You must attach your response via the attachment icon at question level in the Jaggaer Bravo e-sourcing suite.**

**In order to satisfy the requirement, and the question associated with the requirement, you must:**

- a.)** Evidence the positive approaches your organisation takes in regards of Fair Work practices. This may include but not be limited to;
- a fair and equal pay policy;
  - clear managerial responsibility to nurture talent;
  - promoting equality of opportunity;
  - support for learning and development;
  - stability of employment and hours of work, and avoiding exploitative employment practices;
  - flexible working; and
  - support for progressive workforce engagement.
- b.)** Demonstrate how you will make sure that there is a full complement of suitably qualified and experienced staff and how you will recruit, induct and train everyone. Explain how staff training and skills/capabilities will be preserved and developed through recruitment, training and career progression.
- c.)** Include in your response your approach to staffing to meet the service delivery requirements, including what flexibility you will build in to your staffing and how will you make provision for adequate operational cover e.g. to cover staff absences to ensure standards of service delivery are maintained;

**d.)** Describe how you will deal with employees who transfer under TUPE, detailing;

- The assessment of skills of transferred staff
- How you will deal with the potential impact of operating a multi-tier workforce arising from TUPE to ensure the successful integration of transferred staff without disruption to the services to be provided.

**Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.**

**Although no additional marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.**

**Maximum page count:** 3 pages of A4 (inclusive of headers, footers, titles and all text, images, diagrams, charts and tables).

**Attachment format:** MS Word.

**Font:** Arial 11 (Please note any text contained within any embedded images, diagrams, charts or tables included in the response must be of comparable size to the rest of the submission in Arial 11. Text in any images, diagrams, charts or tables must be legible/ easily readable, we will not accept submissions where the text in images, diagrams, charts or tables is significantly smaller than Arial 11. If this is not adhered to then there is a risk that aspects of your submission will not be considered as part of the evaluation of the response.)

**Attachment naming convention:** [Question Number] = [Supplier Name]

**No additional attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.**

**For Marking Scheme please see section 4: Marking Scheme**

### [Real Living Wage Question](#)

**What is your organisation doing to promote national living wage and real living wage over national minimum wage?**

Swansea University, as an employer, is committed to paying all employees not less than the Real Living Wage, as set annually by the Living Wage Foundation.

Please confirm whether as an employer you adhere to the living wage; or confirm that should your organisation be successful whether you would pay the Real Living Wage to all employees involved in the delivery of the contract.

If the Contractor sub-contracts all or part of the provision of the services, the contractor should ensure that the sub-contractor adheres to the above.

Please follow the link below for further information with regards to the Living Wage Foundation

<http://www.livingwage.org.uk>