



NATIONAL CHURCH INSTITUTIONS

National Church Institutions (NCIs) Supplier Code of Conduct



Foreword

The National Church Institutions (NCIs) rely on our suppliers for the delivery of many important services, for assistance in delivering policy and for the effective, efficient and ethical use of our funds. Whilst underpinned by a contractual relationship this reliance needs to be based on a bond of trust.

Our funders, stakeholders and beneficiaries expect that the NCIs suppliers will look after their interests and deliver on the promises that they make. They expect that suppliers will behave ethically and treat their service users, employees and subcontractors fairly and with respect.

It is important to publicly state these expectations in a code of conduct and state it in a way that fits today's realities. Suppliers are an extension of our organisations, and supplier personnel interact with staff members and our business every day.

This code exists to help you, our suppliers, understand the standards and behaviours that are expected when you work with the NCIs and their subsidiaries, and how you can help us deliver a high-level of service.

We expect all suppliers to meet these commitments and ensure that their employees, partners and subcontractors will do the same.

For the National Church Institutions

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Introduction

The overall objective of this Supplier Code of Conduct is to drive improved performance throughout our supply chains, by building trusting and open relationships with our supply base. Suppliers who provide goods or services to or on behalf of the NCIs, are expected to comply with all aspects of this code. Suppliers should be open and transparent with us in relation to breaches or suspected breaches of this Supplier Code of Conduct and should promptly notify the NCIs of any such breach. If non-compliance with the requirements of this code is reported or alleged, the first step is for the relevant NCI to discuss it with the supplier. If that does not result in a return to compliance, or in cases where the breach is sufficiently grave; the relevant NCI will review the supply arrangement with the Head of Procurement to work to rectify the breach.

This code is intended to be used by the NCIs and their subsidiaries in their relationships with suppliers. As a statement of good practice, it should be read both by current and aspiring suppliers to the NCIs and by their subcontractors in the supply chain.

We expect our suppliers to communicate this code of conduct to employees, their parent company, subsidiaries and subcontractors. Any queries regarding this code should be referred to the Head of Procurement at the NCIs by email at: procurement@churchofengland.org

Why this code exists

The National Church Institutions (NCIs) are committed to our goods and services being supplied in accordance with this Code of Conduct. We require our suppliers to work in accordance with this code. For these purposes “Suppliers” includes Contractors, and all providers of goods and services.

Where our suppliers are found to be in breach of this Code of Conduct, we will work with them to improve their standards and employee welfare. However, we reserve the right to terminate an arrangement with any supplier immediately for relevant breaches or where there is no willingness to make the necessary improvements.

This Code is mandatory and may be subject to audit. To achieve this the NCIs, expect our suppliers to adopt an open attitude to the monitoring activities that will be implemented and to freely give their cooperation to any third-party auditors that may be employed.

Supply chain management is covered in our Procurement Policy, which applies to expenditure on all goods and services purchased directly by the organisations, regardless of the cost of such goods or services. The policy promotes ethical and sustainable procurement processes, and refers to this Code of Conduct for Suppliers which requires that the following conditions are met:

Our organisations

The NCIs are national administrative bodies that work together to support the mission and ministries of the Church.

Each NCI has a role to play in helping the day-to-day work of churches across England. They serve as the Church's central office, managing finance, education, communications, and more, to keep the Church of England growing. They work with parishes, dioceses (regional offices), schools, other ministries and our partners at a national and international level.

The seven NCIs are:

- **Archbishops Council (Charity No. 1074857)** - Co-ordinates, promotes, aids and furthers the work and mission of the Church of England by providing national support to the Church in dioceses and locally, working closely with the House of Bishops and other bodies of the Church.
- **Church Commissioners for England (Charity No. 1140097)** - Manages a c. £8bn investment fund to support the work and mission of the Church of England today and for future generations, helping it to remain a Christian presence in every community.
- **The Church of England Pensions Board (Charity No. 236627)** - Provides retirement services for those who have served or worked for the Church including administering three pension schemes and providing retirement housing.
- **Church of England Central Services (Charity No. 1155158)** - Provides cost-effective support services to the NCIs and the wider church, including Finance, IT, HR, Office Services, Records Management, Legal, Communications and Risk Management, and Internal Audit.
- **The National Society for Promoting Religious Education (Charity No. 313070)** - Promotes and resources nearly 5,000 Church of England and Church in Wales schools
- **The Archbishop of Canterbury (as a Corporation Sole) ("Lambeth Palace")** - The office and home of the Archbishop of Canterbury.
- **The Archbishop of York (as a Corporation Sole) ("Bishopthorpe Palace")** - The office and home of the Archbishop of York.

The NCIs are separate legal entities, but they are a common employer.

Further information about each of the NCIs and their activities can be found in [Appendix 2](#).

1. Employment

There is no forced or compulsory labour used in any form, including bonded, trafficked, or prison labour. Workers must not be expected to lodge deposits or their identity papers with their employer and must be free to leave their employer after reasonable notice.

2. Freedom of association and collective bargaining

Workers have the right to join or form trade unions of their own choosing and to bargain collectively, and the employer shall adopt an open attitude towards the activities of trade unions and their organisational activities.

Workers representatives shall not be discriminated against and shall have access to carry out their representative functions in the workplace and the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of appropriate means for independent and free association and bargaining.

3. Working conditions

A safe and hygienic working environment shall be provided, and adequate steps shall be taken to prevent accidents and injury to health arising out of, or associated with, or occurring during work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment whereby:

- Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or re-assigned workers.
- Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- Accommodation, where provided, will be clean, safe, and meet the basic needs of the workers.
- The company observing the code shall assign responsibility for health and safety to a senior management representative.

4. Corporate Social Responsibility

We expect our suppliers to be good corporate citizens; by upholding the values of this code and supporting key corporate social responsibility aims, such as diversity and inclusion, sustainability, prompt payment, small and medium sized enterprise engagement, apprenticeships and skills development. The NCIs wish to share a commitment to ethical procurement with suppliers whose practices conform to applicable ethical standards.

5. Modern slavery

In line with [s.54 \(1\) of the Modern Slavery Act 2015](#), The National Church Institutions (“NCIs”) are committed to tackling the issue of modern slavery in all its forms. We strive to ensure that acts of modern slavery and human trafficking cannot occur anywhere within our organisations or our supply chains, and we are committed to implementing and enforcing effective systems and controls to prevent this from happening.

We enforce a strict code of compliance and do not tolerate slavery or human trafficking within our supply chains. If we should find evidence of a failure to comply with this law, or a breach of this Supplier Code of Conduct we will try to work with the supplier to improve standards and employee welfare.

We reserve the right to terminate an arrangement with any Supplier immediately for appropriate transgressions or where there is no willingness to make the necessary improvements, and/or to report any findings to the appropriate authority.

We also seek to use our influence as an Institutional Investors to ensure the companies in which we invest take this issue as seriously as we do. We also have a role to play in resourcing and mobilising the local Church in the battle to eradicate modern slavery.

6. Child labour

There shall be no recruitment or use of Child Labour.

Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any Child found to be performing Child Labour to enable her or him to attend and remain in quality education until no longer a Child.

Children and Young Persons under 18 shall not be employed at night or in hazardous conditions.

7. Working hours

Working hours shall comply with national laws and benchmark industry standards, whichever affords greater protection, and that workers shall not be required to work more than 48 hours per week and shall be provided with at least one day off for every seven days period on average. Any overtime must be on a voluntary basis, shall not exceed 12 hours a week, shall not be demanded on a regular basis and shall always be compensated justly and fairly.

8. Discrimination

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

9. Regular employment

To every extent possible work performed must be based on a recognised employment relationship established through national law and practice.

Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided using labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

10. Treatment of workers

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation are prohibited.

11. Living wage

The NCIs are a living wage accredited organisation/employer; it is important to us that during our sourcing activities, we check and confirm that our suppliers are either paying a living wage, or that they are a living wage accredited employer.

Wages and benefits paid for a standard working week should meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

All workers shall be provided with written and understandable information about their employment conditions in respect to their wages before they enter employment. They shall be provided with the details of their wages for the pay period concerned each time that they are paid.

Deductions from wages as a disciplinary measure shall not be permitted, nor shall any deductions from wages not provided for by national law be permitted without the express permission of the worker concerned. All disciplinary measures should be recorded.

12. Legal requirements

The NCIs are committed to full compliance with the laws and regulations in each location where we conduct business and will not knowingly operate in violation of any such law or regulation and will not knowingly use suppliers who violate applicable laws and regulations.

13. Bribery and corruption

The offering, paying, soliciting or accepting of bribes or kick-backs, including facilitation payments, is strictly prohibited. A bribe may involve giving or offering any form of gift, consideration, reward or advantage to someone in business or government to obtain or retain a commercial advantage or to induce or reward the recipient for acting improperly or where it would be improper for the recipient to accept the benefit. Bribery can also take place where the offer or giving of a bribe is made by or through a third party, e.g. an agent, representative or intermediary.

Some examples of bribes are as follows. This is not an exhaustive list:

- gifts, or travel expenses
- the uncompensated use of company services, facilities or property;
- cash payments;
- loans, loan guarantees or other credit;
- the provision of a benefit, such as an educational scholarship or healthcare, to a member of the family of a potential customer/public or government official;

Facilitation payments are small payments or fees requested by government officials to speed up or facilitate the performance of routine government action (such as the provision of a visa or customs clearance). Such payments are strictly prohibited, as are the following:

- providing a sub-contract to a person connected to someone involved in awarding the main contract; and
- engaging a local company owned by a member of the family of a potential customer/public or government official.

Suppliers, representatives and their employees must comply with all applicable anti-bribery and corruption laws. If no such anti-bribery or corruption laws apply or are of a lesser standard to that prescribed in the UK Bribery Act 2010, suppliers, representatives and their employees must adhere to the UK Bribery Act 2010.

Suppliers and representatives must have in place anti-corruption and bribery procedures to prevent employees or persons associated with its business from committing offences of bribery or corruption. Suppliers and representatives will properly implement these procedures into their business and review them regularly to ensure that they are operating effectively.

We expect suppliers to adhere to anti-corruption laws, including but not limited to the Bribery Act 2010, and anti-money laundering regulations. We expect suppliers to have robust processes to ensure that the subcontractors in their supply chain also comply with these laws. We adopt a zero-tolerance stance of any form of corrupt practices including extortion and fraud that we become aware of and we expect suppliers to be vigilant and proactively look for fraud, and the risk of fraud, in their business.

Suppliers should immediately notify us where fraudulent practice is suspected or uncovered and disclose any interests that might impact their decision making or the advice that they give to the NCIs.

14. Corporate criminal offence of tax evasion

The Corporate Criminal Offence of Tax Evasion has made it a criminal offence for any entity that fails to prevent the criminal facilitation of tax evasion by associated persons in the UK or abroad.

The NCIs take the offence of Corporate criminal offence of tax evasion very seriously and will seek to report anyone suspected of this offence to the appropriate authorities, furthermore the NCIs will seek to terminate any supply arrangements with suppliers found to be guilty of this offence.

There are three elements to the new offence which are summarised in the updated Government Guidance (October 2016):

Stage one: The criminal tax evasion by a taxpayer (either an individual or a legal entity);

Stage two: The criminal facilitation of this offence by a person acting on behalf of the corporation, whether by taking steps with a view to; being knowingly concerned in; or aiding, abetting, counselling, or procuring the tax evasion by the taxpayer;

Stage three: The company failed to prevent a person associated with it from committing the criminal act at stage two. This is not in our view an additional element to the offence as it will inevitably be satisfied if stage two of the offence has been committed;

The full act can be found using the following link:

[The corporate offences of failure to prevent the criminal facilitation of tax evasion](#)

15. Respectful treatment

Our staff have the right to respectful treatment. We will not tolerate discrimination, harassment or victimisation in the workplace or in connection with any service, and we expect our suppliers to provide the same commitment, including to their own employees. The Equality Act 2010 protects against discrimination, harassment and victimisation.

16. Professional behaviour

We expect suppliers to be prepared to invest in their relationships with us and establish trust with our staff and with other suppliers involved in delivery. We also expect suppliers to be able to speak out when our staff or other suppliers are not upholding the values embedded in this Supplier Code of Conduct. We also expect suppliers to speak out, without fear of consequences, when a project or service is unlikely to succeed because of our behaviours or a lack of good governance. We expect the same behaviour when a contract is no longer fit for purpose, e.g. in its contractual stipulations or measures.

17. Management of risk

We try to ensure that risk is placed with the party best able to manage it. This means requiring prime contractors not to flow risk inappropriately to subcontractors, and not to assert that they can manage risk that is in fact better managed by the NCIs. All parties should be prepared to share intelligence of supply chain risks, so that material commercial and operational risks, for example the impact of losing a key supplier, can be mitigated.

18. Continuous improvement

We expect our suppliers to use recognised industry practices in the delivery of goods and services to, or on behalf of the NCIs. We also expect suppliers to continuously improve these goods and services and bring world-class innovation and ideas and expertise to help the us achieve our objectives.

19. End-to-end delivery

Some of the services that the NCIs require are complex, in some cases a single supplier may not have complete contractual responsibility for every element of what is needed, to deliver the service to us. We expect suppliers to be aware of how they contribute to that overall delivery, and to work with the NCIs and other suppliers to ensure that their product or service is used effectively in the delivery of a high-quality service. We expect suppliers to behave in accordance with required standards and be forthcoming with information required where a contract is coming to an end and is in a transitional phase leading to contract exit.

20. Value for money

The NCIs work to obtain value for every pound and to be able to demonstrate that long-term value. This means that contracts should be priced to offer sustainable value throughout their life, including when changes are needed. Whilst we accept our suppliers make a profit margin in return for the risk they are accepting, we expect suppliers not to exploit an incumbent or monopoly position, an urgent situation or a specific capability or information to impose opportunistic pricing. We expect suppliers to work in good faith to resolve any disputes promptly and fairly during the life of a contract through good relationship management and, where appropriate, contractual dispute resolution mechanisms, recognising that our funds and supplier interests are rarely best served by protracted litigation.

21. Reputation

We want to work with suppliers who are proud of their reputation for fair dealing and quality delivery. We want working with the NCIs to be reputation enhancing for the supplier. However, reputation can quickly be lost, for example, by exaggerating the extent of benefits. Equally, we expect suppliers to be protective of our reputation, and ensure that neither they, nor any of their partners or subcontractors, bring the NCIs into disrepute by engaging in any act or omission which is reasonably likely to diminish the trust that the public places in the NCIs.

22. Cyber security

It is essential that suppliers safeguard the integrity and security of their systems and comply with any specified security standards and guidance. Suppliers must inform the NCIs if they become aware of any cyber security incident that affects or has the potential to affect the NCIs data.

23. Sustainable procurement

We expect our suppliers to be aware of, and support the NCIs in, complying with their legal and contractual obligations in the delivery of the contracts awarded to them. We expect our suppliers to assist the NCIs in the understanding and reduction of supply chain impacts on our environment, and risks related to the security of raw material supply. We expect suppliers to be open and transparent in assisting us in reporting publicly on product or service utilisation and any environmental impacts.

24. Confidentiality

Suppliers are expected to comply with the provisions in their contracts and any legal requirements to protect sensitive information. Suppliers to the NCIs may be party to confidential information that is necessary for them to be effective partners.

This information, even if it is not covered by contractual provisions, should be handled with the same care as information of similar sensitivity in the supplier's own organisation.

25. Conflicts of Interest

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with the NCIs. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition, for example by creating a technical solution that locks in the supplier's own goods or services.

26. Ethical behaviour

We expect the highest standards of business ethics from our suppliers and their agents in the supply of goods and services.

We expect suppliers to be explicit about the standards they demand of executives, employees, partners and subcontractors and to have the governance and audit processes to monitor and enforce these standards.

27. Transparency

We expect suppliers to be open and honest in their dealings with the NCIs, in addition, where contractually required, we expect full and prompt disclosure of cost, revenue and margin information ("Open Book Accounting and Open Book Contract Management") in line with published guidance and the terms of any contract.

28. Treatment of subcontractors

We expect our suppliers to deal fairly with the subcontractors in their supply chain, observing the principles of the [Prompt Payment Code](#). We expect suppliers to avoid flowing unreasonable levels of risk to subcontractors who cannot reasonably be expected to manage or carry these risks. We expect suppliers not to create barriers to the use of small and medium-sized enterprises who are qualified to provide goods or services, and to encourage innovation in their supply chains to increase the value or quality of supply.

29. GDPR compliance

We expect our suppliers to maintain compliance with GDPR and Data Protection regulations during any sourcing activity. During our due diligence exercise any potential new suppliers will be asked to provide confirmation and evidence of their compliance with this regulation.

As a data controller we must ensure that we maintain control of the way our data is managed and processed. Where a supplier is acting as a "Data Processor" on our behalf, relevant

contracts will be agreed with the supplier that allow us to control the way that our data is processed.

Appendix 1 - Definitions

Child

Any person less than 15 years of age unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age shall apply. If, however, local minimum age law is set at 14 years of age in accordance with developing country exceptions under ILO Convention No. 138, the lower will apply.

Young Person

A worker over the age of a child as defined above and under the age of 18.

Child Labour

Any work by a child or young person younger than the age(s) specified in the above definitions, which does not comply with the provisions of the relevant ILO standards, and any work that is likely to be hazardous or to interfere with the child's or young person's education or to be harmful to the child's or young person's health or physical, mental, spiritual, moral or social development.

Appendix 2 - About us

The Church of England

The Church of England is led by the Archbishops of Canterbury and York and 106 other bishops. They provide guidance and direction to the churches across the country and make decisions on the Church in society.

The Church of England is made up of 42 Dioceses. Each of the English dioceses (and the Diocese in Europe) has a structure of boards and councils responsible for different aspects of the Church's work including ministry, mission and education.

The Archbishop of Canterbury is responsible for churches in the southern two-thirds of England. He also fills a unique position in the world-wide Anglican Church as spiritual leader. The Archbishop of York is the senior bishop responsible for churches in the northern third of England. Together they lead the vision and direction of the Church of England.

Each of our 42 dioceses has a lead bishop known as a diocesan bishop. Most are supported by other (suffragan or area) bishops. All diocesan bishops are members of the House of Bishops, along with a small number of other elected bishops. The House of Bishops is one of the three houses of the General Synod.

The General Synod is an assembly of bishops, clergy and laity, which meets at least twice a year to debate and decide the Church's laws and discuss matters of public interest. Our two archbishops and 24 other bishops sit in the House of Lords, making a major contribution to Parliament's work. They are known as Lords Spiritual.

Her Majesty the Queen is the Supreme Governor of the Church of England. The Queen appoints archbishops, bishops and deans of cathedrals on the advice of the Prime Minister.

The National Church Institutions

There are seven national administrative bodies that work together to support the mission and ministries of the Church. These are called National Church Institutions (NCIs).

Each NCI has a role to play in helping the day-to-day work of churches across England. They serve as the Church's central office, managing finance, education, communications, and more, to keep the Church of England growing. They work with parishes, dioceses (regional offices), schools, other ministries and our partners at a national and international level.

The NCIs are separate legal entities, but they are a common employer.

The present arrangements were established under the National Institutions Measure 1998.

To find out more about us, please click here: www.churchofengland.org

The Church Commissioners for England

The Church Commissioners for England ("Church Commissioners") are a body corporate established in 1948 by the Church Commissioners Measure 1947 and are also a registered charity (No. 1140097). The organisation was formed by merging two bodies - Queen Anne's Bounty, formed in 1704 to support poorer clergy, and the Ecclesiastical Commissioners, set up in 1836 to administer several functions of the Church.

The Church Commissioners exist to support the work and mission of the Church of England today and for future generations, helping it to remain a Christian presence in every community.

They do this by managing a c.£8bn investment fund in a responsible and ethical way, using the money they make from their investments to:

- Provide funding for mission activities;
- Support dioceses with fewer resources with their ministry costs;
- Pay for bishops' ministry and some cathedral costs;
- Administer the legal framework for re-organising parishes and settling the future of closed church buildings;
- Pay clergy pensions for service prior to 1998; and
- Run the national payroll for serving and retired clergy.

Every year the Commissioners give over £220m to support the work of the Church of England, making them one of the largest charitable givers in the UK.

The Archbishops' Council

The Archbishops' Council ("Council") is a body corporate established in 1999 by the National Institutions Measure 1998 and is also a registered charity (No. 1074857).

The Council exists to co-ordinate, promote, aid and further the work and mission of the Church of England. It does this by providing national support to the Church in dioceses and locally, working closely with the House of Bishops and other bodies of the Church.

The Council has nine core objectives:

- Evangelism: to bring more of the people of England to the faith of Christ through the Church of England;

- Discipleship: to strengthen the Christian faith and life of all who worship God in the Church of England;
- Ministry: to ensure there are sufficient ordained and lay ministers of the required gifts and qualities who are effectively deployed to enable the Church of England to fulfil its mission, and to support those ministers in their calling, development, ministry and retirement;
- Common good: to contribute to transforming our society and communities more closely to reflect the Kingdom of God through loving acts of neighbourliness and service to all;
- Education: to promote high quality Christian education in Church of England schools and voluntary education settings, and through our Church contribution to other schools, colleges, further and higher education institutions;
- Resources for the Church: to help dioceses and cathedrals to be most effective in their mission, by providing cost-effective national and specialist services and advice;
- Safeguarding: to ensure all children and vulnerable adults are safe in the Church;
- Governance: to operate the national governance arrangements of the Church of England as cost-effectively as possible in pursuit of the Church's mission; and
- A Church for all people: to be a Church that can provide a home for all people in England

The Church of England Pensions Board

The Church of England Pensions Board (“Board”) is a body corporate established in 1926 now governed by the Church of England Pensions Measure 2018 and is also a registered charity (No. 236627).

The Board provides retirement services for those who have served or worked for the Church of England. To provide these services it:

- acts as corporate trustee of three multi-employer pension schemes and administers pensions for over 41,000 people across almost 700 employers;
- manages pension funds in excess of £3bn;
- operates the Church’s Housing Assistance for Retired Ministry (CHARM) scheme, designed to assist retiring clergy leaving tied accommodation and who have not been able to make their own provision for somewhere to live in retirement; and
- operates supported housing schemes for those retired clergy and their dependants who wish to live as independently as possible in a caring Christian community

The Board also manages the Secretariat to the Ethical Investment Advisory Group (“EIAG”) on behalf of the Church of England’s National Investing Bodies (“NIBs”)(the Commissioners, the Board, and the CBF Church of England Funds managed by CCLA Investment Management Ltd). The role of the EIAG is to advise the NIBs on ethical investment policies.

In addition, the EIAG supports the Commissioners and the Board directly by:

- engaging with companies on ethical issues; and
- overseeing proxy voting at company general meetings.

Church of England Central Services

Church of England Central Services (“ChECS”) is a company limited by guarantee established in 2013 (Company No. 8776679) and is also a registered charity (No. 1155158).

ChECS is jointly controlled its three members which are the three main NCIs (the Commissioners, the Council, and the Board). ChECS exists to provide cost-effective shared services to the NCIs and other related Church bodies and provides the following services: Finance, IT, HR, Office Services, Records Management, Legal, Communications and Risk Management, and Internal Audit.

The National Society for Promoting Religious Education

The National Society for Promoting Religious Education is a body corporate established in 1811, incorporated by Royal Charter in 1817, and is also a registered charity (No. 313070).

It was established to provide schools for poor children and today it promotes and resources nearly 5,000 Church of England and Church in Wales schools through:

- negotiating with the government and other national agencies to maintain and develop the contribution of church schools to public education in England and Wales;
- supporting and advising diocesan education teams on legal and technical, curriculum and ethos issues; and
- working closely with the Church of England Board of Education to contribute a Christian perspective to educational debate

Archbishop of Canterbury / Lambeth Palace

The Archbishop of Canterbury is a corporation sole. The office was established by St Augustine in 597 and the current Archbishop is the 105th holder of the office. Lambeth Palace was acquired by the Archbishop of Canterbury in around 1200. The Palace is now owned by the Commissioners but is still the London home of the Archbishop, his family, and two religious communities. It is the centre of the Archbishop’s ministry, worship, and hospitality and serves as the office of his staff.

The Archbishop of Canterbury is the leading spokesman on behalf of the Church of England and has an automatic seat in the House of Lords. He is the Primate of All England, Chair and President of numerous Church bodies and leads the thirty dioceses in the southern province of the Church of England. He also fills a unique position as the spiritual leader of the world-wide Anglican Communion.

Lambeth Palace operates as a multi-functional premises, hosting working offices, meeting rooms, worship areas and living quarters. In addition to events hosted by the Archbishop, the palace and its grounds are also used as an events venue for organisations and charities. During the summer the garden is often host to receptions and outdoor activities. The Lambeth Palace Library, based in the grounds of the Palace, houses the largest collection of religious books outside the Vatican.

Archbishop of York / Bishopthorpe Palace

The Archbishop of York is a corporation sole. There was a bishop at York during the Roman occupation of Britain, but the current office was established by St Paulinus Augustine in 625 and the current Archbishop is the 97th holder of the office. Bishopthorpe Palace was acquired by the Archbishop of York in 1226. The Palace is now owned by the Commissioners but is still the home of the Archbishop of York and his family. It is the centre of his ministry, worship, and hospitality and serves as the office of his staff.

Together with the Archbishop of Canterbury, the Archbishop of York is a leading spokesman on behalf of the Church of England and he also has an automatic seat in the House of Lords. He is the Primate of England, Chair and President of numerous Church bodies and leads the twelve dioceses in the northern province of the Church of England.

Bishopthorpe Palace operates as a multi-functional premises, hosting working offices, meeting rooms, worship areas and living quarters. The palace and its grounds are also used for charity open days, retreats, evening receptions, village fetes, and more.

Appendix 3 - Approval and review

Owner:	Head of Procurement
Author:	Head of Procurement
Approved by:	Stephen Day
Date:	March 2019
Review date:	January 2023

Revision history

Version No	Revision Date	Previous revision date	Summary of Changes
V1.0	August 2018	N/A	Code first drafted
V1.1	January 2019	August 2018	Amended code contents
V2.0	March 2019	January 2019	Contents table added, about us amended and Modern slavery added
V3.0	January 2022	January 2019	Amended date & administrative details