

## **Procurement Policy – Social Value**

The Public Services (Social Value) Act 2012 places a legal obligation on the Council to consider the opportunities to secure wider social, economic and environmental benefits within the services commissioned, in order to maximise the value of public money spent and benefit the community as a whole.

The key social value themes can broadly be assigned under three groups of benefits:

- Social – building cohesive, safe and healthy local communities.
- Economic – improving skills and employment and supporting innovation and sustainable growth of businesses.
- Environmental – tackling climate change and minimising harm to the environment.

The Council, through its Procurement Strategy, is committed to delivering social value when tendering an opportunity. A key objective is to increase the social value obtained from the procurement of goods, services and works and to contract with suppliers which can demonstrate their commitment to delivering social value.

The Public Services (Social Value) Act 2012 became operational in January 2013 outlining that public authorities are required to consider the following at the pre-procurement stage:

- how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area, and
- how, in conducting the process of procurement, it might act with a view to securing that improvement.

The Council's social value aims supports delivery of the Corporate Business Plan:

### **Corporate strategy: Economic Development**

Social value aims:

- employment of local people
- employment of those most removed from the labour market
- employment of young people
- use of local supply chain where possible and appropriate

### **Corporate strategy: Climate Change and Enhancing our Environment**

Social value aims:

- reducing the impact on the environment and climate change
- promoting positive environmental impacts
- promoting a sustainable supply chain

### **Corporate strategies: Empowering our communities and Health & Wellbeing**

Social value aims:

- increased health and well-being for all
- supporting community projects
- supporting schools and life-long learning

## **Procurement Policy for delivering Social Value in the Borough**

The overall approach to delivering Social Value through the Council's suppliers is to agree proportionate and relevant social value outcomes with suppliers during the procurement which are delivered through the contract. Social value can be achieved by three different, but complementary routes during a procurement process:

1. Social value can be prescribed in the contract as a performance obligation within the requirements/specification.
2. Suppliers can be asked to be innovative about how they might deliver additional social value through the contract, and their responses are assessed as part of the overall evaluation process.
3. Suppliers can be asked to calculate the total worth of social value commitments to be offered during the contract by using the LGA Social Value Calculator.

This policy should be read in conjunction with the Procurement Policy for Sustainable Procurement and Carbon Reduction which specifically addresses how contract delivery and the supply chain can support direct or indirect environmental outcomes and measures.

### **1. Social Value prescribed in the Contract as part of the Specification/ Requirements**

Buying managers, in developing the requirements / specification for the contract, should consider the nature of the contract and the areas of potential social value (social, economic and environmental benefits). There may be obvious opportunity to build elements of social value into the specification and contract which is therefore prescribed to contractors – they must provide the social value as an outcome of the fulfilment of the contract.

Where the buying manager considers that specific additional social value obligations are appropriate and relevant then these should be included in the requirements / specification. It is important that these obligations support the Council's overall strategic priorities and are proportionate to the goods/services and/or works being delivered under the contract.

#### **Example social value prescribed in specifications:**

*It is a requirement of this contract that the contractor provides a named Resident Liaison Officer to work in partnership with the Council, appropriate agencies and service delivery agents to deliver engagement activities at intervals throughout the project. As part of this engagement the Resident Liaison Officer will be expected to communicate relevant additional information (as agreed with the Contract Administrator) on at least an annual basis such as energy saving grant availability, boiler upgrade grant funding.*

*The contractor is required to source employed operatives and sub-contractors from the local area as far as practicable and provide evidence on request to demonstrate their commitment to employing local people and spending with local suppliers.*

*In delivering the service, suppliers must contribute to the Council's aim for all council operations to be net zero by 2030. Therefore the successful supplier will demonstrate their commitment to achieving net zero carbon emissions by using electric vehicles for all*

*deliveries and logistic systems to reduce the number of deliveries and the associated freight miles.*

Examples of social value requirements are:

- a construction contract that includes the ability to target local recruitment and training for construction related skills;
- a construction contract that includes the requirement to offer an apprenticeship scheme to local young people;
- a catering contract which requires the use of seasonal, locally sourced ingredients
- a grounds maintenance contract requiring the use of local sub-contractors only.
- an office consumables contract requiring deliveries to be made using energy efficient vehicles.
- a social value levy that is applied to a relevant contract where the contractor pays the Council a % (e.g. 1-4% and proportionate to the contract) of all invoices which is ring-fenced for social, economic or environmental projects that deliver benefits and outcomes to the community (for example if the service is provided remotely and unlikely to provide social value directly in the Borough as a result).

**Measurement of prescribed social value outcomes as part of the contract** is via performance management of the contract by the contract manager. The measurement mechanism needs to be clear in the tender and contract documentation during the procurement exercise. As a minimum, annual reports (annually in March) on social value delivered during the contract should be prepared by the contractor, approved by the contract manager and submitted to the Corporate Procurement Team.

For example:

*Evidence of employing local people and suppliers will be required on an annual basis as a report detailing posts advertised locally including where, success rate of recruitment, number of local people employed, number of local sub-contractors used, number of apprenticeships completed.*

*The Council will invoice the contractor on an annual basis for the sum of X% of all invoices submitted for the contract.*

## **2. Assessment of social value commitment in quality evaluation of tenders**

Tenderers are required to provide as part of their quality response, information to demonstrate their commitment to delivering social value outcomes when delivering the core requirements of the contract and / or as additional activity during the contract term.

A social value question should be incorporated into the Quality Questionnaire and could be:

*Please describe your commitment to deliver social value during the contract term with specific proposals and measurables.*

*Please describe your Corporate Social Responsibility programme and how this can be leveraged to deliver social value in the Borough as part of the contract and as added value to the community.*

*Please describe how you will fulfil this contract in terms of constructing and operating your supply chain. This should include as a minimum: employment opportunities; education / training / apprenticeship opportunities within the supply chain*

**Further model questions are available [here](#) in the Government Commercial Function’s Social Value Model.**

Examples of social value demonstrated through tender responses could be:

- A painting and decorating company that tenders for a contract to redecorate the Civic Centre and offers to redecorate a youth club at nil cost as part of the company’s Corporate Social Responsibility scheme;
- An office consumable company that plants a tree for every box of paper ordered;
- A consultancy company who offers to support a local project run by a voluntary organisation by providing bid writing skills workshops;
- A company that encourages staff members to volunteer in the local community and gives staff 1 day a year ‘volunteer leave’ states that they will publicise volunteering opportunities in the Borough.
- A company that recruits an apprentice to support delivery of the contract.

The question(s) should be used in the Quality Questionnaire or Method Statement questions with a weighting of no less than 5% of the total marks for Quality being assigned to social value. To note that for Central Government departments, it is a legal obligation to use a minimum weighting of 10% of the total score for social value in the procurement to ensure that it carries a heavy enough score to be a differentiating factor in bid evaluation; a higher weighting can be applied.

The method of scoring and evaluating responses to social value questions must be disclosed in the Invitation to Tender (ITT).

Example ratio weighting for bid evaluation:

| Evaluation criteria | % weighting |
|---------------------|-------------|
| Price               | 40          |
| Quality             | 55          |
| Social Value        | 5           |

**Measurement of delivery of social value commitments made at time of tender.**

Tenderers should clearly set out their intended measures for social value commitment in their tender submissions. The contract manager is responsible in following this up with the successful supplier and ensuring that the measurables are evidenced regularly and frequently during the contract term to ensure ongoing and sustained commitment to delivering social value. As a minimum, annual reports (annually in March) on social value

delivered during the contract should be prepared by the contractor, approved by the contract manager and submitted to the Corporate Procurement Team.

### 3. Assessment of social value commitment in terms of social value worth (£)

The Local Government Association (LGA) has developed the [Social Value Toolkit for District Councils](#) to enable local authorities to begin to obtain the benefits of social value through how they manage and deliver procurements. This has been further developed and published in 2017 as the National Social Value Measurement (National Themes, Outcomes and Measures (TOMs)) Framework, which aims to provide a minimum reporting standard for capturing and measuring social value.

The TOMs are structured around 5 Themes, 20 Outcomes and 48 Measures and **Appendix A** provides the overlay of RBC's Corporate Priorities and relevant TOMs. (This is available to download separately as a spreadsheet from Staff Home here [\[link to be inserted\]](#))

The LGA have gone further and assigned a 'proxy value' to each TOMs Measure that allows for the calculation of the value of the social value commitments that suppliers offer. Proxy values for commonly used and achievable outcomes set out in **Appendix B** are taken from the National TOMs calculator for 2022 available here [National TOMs - Social Value Portal](#)

For example:

| Outcome                                     | TOMs Ref | Measure   | Social Value 'Proxy Value' | Supplier commitment submitted | Social Value Calculation using Proxy Values                       |
|---|----------|---|----------------------------|-------------------------------|---|
| More opportunities for disadvantaged people | NT4      | No. FTE taken on who are not in employment, education of training (NEETs) | Per FTE: £15,382.90        | 2 FTE                         | 2 FTE in this category =£30,765.80                                |
| Improved skills for local people            | NT8      | Local school and college visits to deliver careers talks                  | Per staff hours: £16.93    | 12 hours                      | 12 hrs per annum in this category =£16.93 x 12 =£203.16 per annum |

Therefore, in procurement exercises, suppliers can be asked to provide a breakdown of the commitments they will make against the relevant National TOMs and their social value calculated for evaluation.

In order to ensure that bidders are not simply putting in high social value offers to obtain good scores, bidders should also be required to submit evidence setting out how they will deliver the offer being made and in which year of the contract it will be delivered.

For larger value procurements of multi-year contracts (where total contract value is estimated to be over £500K) bidders should also be asked to submit a delivery plan to identify which elements of their social value offer will be delivered in each year of the contract.

Relevant evidence that would be required from the supplier to demonstrate delivery of each TOMs outcome is detailed in **Appendix C** below (most commonly used and achievable outcomes). A full list can be found in the National TOMs calculator for 2022 available here [National TOMs - Social Value Portal](#).

## Evaluation of submitted Social Value offers

The total proxy value of a supplier's social value offer can be evaluated quantitatively in a similar way to the price evaluation:

| Scoring methodology for Social Value Evaluation | % of social value weighting awarded | Calculated weighting<br>(e.g. assuming 5% social value) |
|---|-------------------------------------|---|
| A = highest social value offer = Baseline       | 100%                                | 5%  |
| B = 2 <sup>nd</sup> highest (B/A) x 100         | e.g. 80%                            | 4%  |
| C = 3 <sup>rd</sup> highest (C/A) x 100         | e.g. 75%                            | 3.75%   |

The written response to a social value question as part of the Quality Questionnaire will be evaluated using the scoring matrix published in the Invitation to Tender (ITT) documentation. It may be necessary to involve additional officers on the evaluation panel for social value questions (e.g. Climate Change Officer, Economic Development Officer) and this should be documented in the ITT guidance to be clear to all potential bidders at the outset of the procurement exercise.

## Measurement of Social Value commitments made at time of tender.

Ongoing contract management is extremely important to ensure that the Council receives the benefits of social value it agreed when it accepted the offer from the supplier.

The contract manager is responsible in following up with the successful supplier to ensure that the social value commitments made are evidenced regularly and frequently during the contract term to ensure ongoing and sustained commitment to delivering social value. As a minimum, annual reports (annually in March) on social value delivered during the contract should be prepared by the contractor, approved by the contract manager and submitted to the Corporate Procurement Team.

For contracts over £500K, the Social Value Delivery Plan submitted at time of tender and forming part of the contract, should be a key document that the contract manager will use to track and monitor delivery of social value commitments over the term of the contract.

| Corporate Strategy / TOMs Theme  | Outcome/ relevant TOMs Outcome   | Beneficiaries   | Example Deliverables   | Example Measures  | Relevant TOMs Measures  |
|--|--|---|--|---|---|
| Economic Development<br>TOMs Theme: Promote Local Skills and Employment<br>TOMs Theme: Growth: Supporting Growth of Responsible Business | Increased employment to local people<br>TOMs Outcome: More local people in employment  | Residents   | Jobs<br>Apprenticeships<br>Work experience opportunities<br>Training<br>Taster days<br>Use of local suppliers within supply chain<br>Where subcontracting, doing so locally  | Employment statistics<br>Sub-contractor information including relevant employment statistics<br>Training/ taster day initiatives and statistics | NT1 - No. of full time equivalent direct local employees (FTE) hired or retained for the duration of the contract<br>NT2 - No. of full time equivalent local employees (FTE) hired or retained for the duration of the contract who are employed in your supply chain   |
|  | Increased employment to those most removed from the labour market<br>TOMs Outcome: More opportunities for disadvantaged people | Those not in education, employment or training (NEET)<br>Care Leavers<br>People with mental health issues<br>People with long term health issues<br>People with disabilities<br>Ex-military<br>Ex-offenders<br>Carers | Jobs<br>Apprenticeships<br>Work experience opportunities<br>Training<br>Taster days  | Employment statistics<br>Sub-contractor information including relevant employment statistics<br>Training/ taster day initiatives and statistics | NT3 - No. of full time equivalent local employees (FTE) hired or retained on the contract who are long-term unemployed (unemployed for a year or longer)<br>NT4 - No. of full time equivalent local employees (FTE) hired on the contract who are NOT in Employment, Education, or Training (NEETs)<br>NT5 - No. of full time equivalent local employees (FTE) aged 18+ years hired on the contract who are rehabilitating or ex-offenders.<br>NT6 - No. of full time equivalent disabled local employees (FTE) hired or retained on the contract<br>NT11 - No. of hours of 'support into work' assistance provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance   |
|  | Increased employment to young people<br>TOMs Outcome: Improved employability of young people                                   | Those not in education, employment or training (NEET)<br>Residents aged up to 25 years old  | Jobs<br>Apprenticeships<br>Work experience opportunities<br>Training<br>Taster days  | Employment statistics<br>Sub-contractor information including relevant employment statistics<br>Training/ taster day initiatives and statistics | NT8 - No. of staff hours spent on local school and college visits supporting pupils e.g. delivering career talks, curriculum support, literacy support, safety talks (including preparation time)<br>NT9 - No. of weeks of training opportunities (BTEC, City & Guilds, NVQ, HNC - Level 2,3, or 4+) on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years<br>NT10 - No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation)<br>NT11 - No. of hours of 'support into work' assistance provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance<br>NT12 - No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)<br>NT13 - Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships) |
|  | Increased use of local supply chain<br>TOMs Outcome: More opportunities for local SMEs and VCSEs                               | Local businesses<br>Residents employed by local businesses  | Use of local suppliers within supply chain<br>Where subcontracting, doing so locally   | Finance report including suppliers used, invoice totals and postcode districts  | NT14 - Total amount (£) spent with VCSEs within your supply chain<br>NT15 - Provision of expert business advice to VCSEs and SMEs (e.g. financial advice / legal advice / HR advice/HSE)<br>NT16 - Equipment or resources donated to VCSEs (£ equivalent value)<br>NT17 - Number of voluntary hours donated to support VCSEs (excludes expert business advice)<br>NT18 - Total amount (£) spent in LOCAL supply chain through the contract.<br>NT19 - Total amount (£) spent through contract with LOCAL micro, small and medium enterprises (MSMEs)  |
| Climate Change<br>TOMs Themes: Environment Decarbonising and Safeguarding our World  | Promoting a sustainable supply chain<br>TOMs Outcome: Sustainable Procurement is promoted                                      | Residents<br>Local environment<br>Local wildlife  | Eliminating avoidable single use plastics<br>Use of recycled/ refurbished goods in contract delivery<br>Use of Fairtrade or Farm-assured alternatives<br>Use of FSC wood products<br>Use of locally sourced produce, reduce food waste | Stocktake and audit information of the supply chain   | NT35 - Percentage of procurement contracts that includes sustainable procurement commitments or other relevant requirements and certifications (e.g. to use local produce, reduce waste, and keep resources in circulation longer.)   |

|  |   |   |   |  |   |
|--|---|---|---|--|---|
|  | <p>Reducing the impact on the environment and climate change<br/> <b>TOMs</b><br/> <b>Outcome:</b><br/>                 Carbon emissions are reduced; Air pollution is reduced; Safeguarding the natural environment; Circular economy solutions are promoted</p> | <p>Residents<br/>                 Local environment<br/>                 Local wildlife</p>   | <p>Carbon Reduction Plan<br/>                 Use of alternative fuel fleet vehicles<br/>                 Use of energy efficient equipment, machinery<br/>                 Supply of energy efficient white goods<br/>                 Paper-free/ plastic-free office operations<br/>                 Use of recycled/ refurbished goods in contract delivery<br/>                 Promoting car sharing for travel to attend Contract Management meetings</p>  | <p>Company ISO14001 certification<br/>                 Offsetting certification<br/>                 Planet Mark certification or equivalent<br/>                 Carbon emission data (Scope 1-3)</p> | <p>NT31 - Savings in CO2e emissions on contract achieved through de-carbonisation (i.e. a reduction of the carbon intensity of processes and operations, specify how these are to be achieved) against a specific benchmark.<br/>                 NT32 - Car miles saved on the project (e.g. cycle to work programmes, public transport or car pooling programmes, etc.)<br/>                 NT33 - Car miles driven using low or no emission staff vehicles included on project as a result of a green transport programme<br/>                 NT88 - Reduce waste through reuse of products and materials</p>  |
|  | <p>Promoting positive environmental impacts<br/> <b>TOMs</b><br/> <b>Outcome:</b><br/>                 Better places to live</p>  | <p>Residents<br/>                 Local environment<br/>                 Local wildlife</p>   | <p>Design of sustainable schemes to maximise energy efficiency, capture and reuse<br/>                 Tree planting initiatives<br/>                 Support promotions of energy savings initiatives</p>  | <p>Activity report of 'social value hours' provided<br/>                 Donations/ sponsorship evidence</p>   | <p>NT86 - Volunteering time for environmental conservation &amp; sustainable ecosystem management initiatives</p>   |
| <p>Empowering our communities</p> <p>Health &amp; Wellbeing</p> <p><b>TOMs</b><br/> <b>Themes:</b><br/>                 Social Healthier, Safer and more Resilient Communities</p> | <p>Increased health and wellbeing for all<br/> <b>TOMs</b><br/> <b>Outcome:</b><br/>                 Creating a healthier community; Vulnerable people are helped to live independently; Ethical Procurement is promoted</p>                                      | <p>Residents<br/>                 Vulnerable people<br/>                 Older people<br/>                 People at risk of lifestyle related ill health<br/>                 People living in isolation<br/>                 People at risk of unethical work practices</p> | <p>Organise/ sponsor activity events at our Day Centres<br/>                 Support charities who encourage and enable increased physical and mental wellbeing<br/>                 Modern slavery training provided, assessments and spot-checks of the supply chain</p>  | <p>Activity report of 'social value hours' provided<br/>                 Donations/ sponsorship evidence</p>   | <p>NT20 - Demonstrate commitment to work practices that improve staff wellbeing, recognise mental health as an issue and reduce absenteeism due to ill health. Identify time dedicated for wellbeing courses<br/>                 NT25 - Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc)<br/>                 NT26 - Initiatives taken or supported to engage people in health interventions (e.g. stop smoking, obesity, alcoholism, drugs, etc) or wellbeing initiatives in the community, including physical activities for adults and children.<br/>                 NT27 - Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)<br/>                 NT43 - Initiatives taken throughout the local and global supply chain to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring in relation to the contract (i.e. supply chain mapping, staff training, contract management)</p> |
|  | <p>Supporting community projects<br/> <b>TOMs</b><br/> <b>Outcome:</b><br/>                 More Working with the Community</p>   | <p>Residents<br/>                 Local voluntary and community organisations<br/>                 Local social enterprises</p>   | <p>Providing professional expertise and advice to voluntary or community organisation<br/>                 Providing volunteers to deliver community projects<br/>                 Providing trades to deliver FM services at community hubs/ centres<br/>                 Providing donations to local voluntary and community organisations<br/>                 Use of local voluntary and community organisations or social enterprises in supply chain<br/>                 Provision of meeting space for local voluntary and community organisations</p> | <p>Activity report of 'social value hours' provided<br/>                 Donations/ sponsorship evidence</p>   | <p>NT28 - Donations or in-kind contributions to local community projects (£ &amp; materials)<br/>                 NT29 - No. of hours volunteering time provided to support local community projects<br/>                 NT30 - Support provided to help local community draw up their own Community Charter or Stakeholder Plan</p>   |
|  | <p>Supporting schools and life-long learning<br/> <b>TOMs</b><br/> <b>Outcome:</b><br/>                 Improved employability of young people</p>  | <p>Children and young people<br/>                 Families<br/>                 Local businesses<br/>                 Residents</p>   | <p>Engagement activity with local schools e.g. career talks<br/>                 Providing work placements/ work experience opportunities<br/>                 Donating useful unwanted goods/ equipment to schools</p>   | <p>Activity report of 'social value hours' provided</p>  | <p>NT11 - No. of hours of 'support into work' assistance provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance<br/>                 NT12 - No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)<br/>                 NT13 - Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)</p>   |

| Ref  | Social Value Measure   | Unit                         | Proxy value <sup>1</sup> |
|------|--|------------------------------|--------------------------|
| NT1  | No. of full time equivalent direct local employees (FTE) hired or retained for the duration of the contract  | no. people FTE               | £36,627.00               |
| NT2  | No. of full time equivalent local employees (FTE) hired or retained for the duration of the contract who are employed in your supply chain   | no. people FTE               | Record only              |
| NT3  | No. of full time equivalent local employees (FTE) hired or retained on the contract who are long-term unemployed (unemployed for a year or longer)   | no. people FTE               | £20,429.00               |
| NT4  | No. of full time equivalent local employees (FTE) hired on the contract who are NOT in Employment, Education, or Training (NEETs)  | no. people FTE               | £15,382.90               |
| NT5  | No. of full time equivalent local employees (FTE) aged 18+ years hired on the contract who are rehabilitating or ex-offenders.   | no. people FTE               | £24,269.00               |
| NT6  | No. of full time equivalent disabled local employees (FTE) hired or retained on the contract   | no. people FTE               | £16,605.00               |
| NT8  | No. of staff hours spent on local school and college visits supporting pupils e.g. delivering career talks, curriculum support, literacy support, safety talks (including preparation time)  | no. staff hours              | £16.93                   |
| NT9  | No. of weeks of training opportunities (BTEC, City & Guilds, NVQ, HNC - Level 2,3, or 4+) on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years | no. weeks                    | £317.82                  |
| NT10 | No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation)  | no. weeks                    | £251.79                  |
| NT11 | No. of hours of 'support into work' assistance provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance  | no. hrs*no. attendees        | £105.58                  |
| NT12 | No. of weeks spent on meaningful work placements or preemployment course; 1-6 weeks student placements (unpaid)  | no. weeks                    | £194.50                  |
| NT13 | Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)   | no. weeks                    | £194.50                  |
| NT14 | Total amount (£) spent with VCSEs within your supply chain   | £                            | £0.12                    |
| NT15 | Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE)  | no. staff expert hours       | £101.00                  |
| NT16 | Equipment or resources donated to VCSEs (£ equivalent value)   | £                            | £1.00                    |
| NT17 | Number of voluntary hours donated to support VCSEs (excludes expert business advice)   | no. staff volunteering hours | £16.93                   |
| NT18 | Total amount (£) spent in LOCAL supply chain through the contract.   | £                            | £1.16                    |
| NT19 | Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs)   | £                            | £1.16                    |

<sup>1</sup> National TOMs - Social Value Portal

| Ref  | Social Value Measure   | Unit                            | Proxy value |
|------|--|---------------------------------|-------------|
| NT20 | Demonstrate commitment to work practices that improve staff wellbeing, recognise mental health as an issue and reduce absenteeism due to ill health. Identify time dedicated for wellbeing courses   | no. hrs*no. attendees           | £95.95      |
| NT21 | Equality, diversity and inclusion training provided both for staff and supply chain staff  | no. hrs*no. attendees           | £101.00     |
| NT22 | Percentage of your procurement contracts that include commitments to ethical employment practices in the local and global supply chain, including verification that there is zero tolerance of modern slavery, child labour and other relevant requirements such as elimination of false self-employment, unfair zero hours contracts and blacklists | % of contracts                  | Record only |
| NT23 | Percentage of contracts with the supply chain on which Social Value commitments, measurement and monitoring are required   | % of contracts                  | Record only |
| NT24 | Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, private security, etc.)  | £ invested including staff time | £1.00       |
| NT25 | Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc)   | £ invested including staff time | £1.00       |
| NT26 | Initiatives taken or supported to engage people in health interventions (e.g. stop smoking, obesity, alcoholism, drugs, etc) or wellbeing initiatives in the community, including physical activities for adults and children.   | £ invested including staff time | £1.00       |
| NT27 | Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)  | £ invested including staff time | £1.00       |
| NT28 | Donations or in-kind contributions to local community projects (£ & materials)   | £ value                         | £1.00       |
| NT29 | No hours volunteering time provided to support local community projects  | no. staff volunteering hours    | £16.93      |
| NT31 | Savings in CO2e emissions on contract achieved through de-carbonisation (i.e. a reduction of the carbon intensity of processes and operations, specify how these are to be achieved) against a specific benchmark.   | Tonnes CO2e                     | £244.63     |
| NT32 | Car miles saved on the project as a result of a green transport programme or equivalent (e.g. cycle to work programmes, public transport or car pooling programmes, etc.)  | Miles saved                     | £0.06       |
| NT43 | Initiatives taken throughout the local and global supply chain to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring in relation to the contract (i.e. supply chain mapping, staff training, contract management)   | £ invested including staff time | £1.00       |
| NT82 | Carbon emissions reductions through reduced energy use and energy efficiency measures - on site  | Tonnes CO2e                     | £244.63     |
| NT86 | Volunteering time for environmental conservation & sustainable ecosystem management initiatives  | No. staff volunteering hours    | £16.93      |
| NT88 | Reduce waste through reuse of products and materials   | Tonnes                          | £96.70      |

Appendix C: Evidence to be provided by suppliers to demonstrate delivery for each TOMs outcome (National TOMs 2022)<sup>1</sup>

| Ref  | Measures - Proposed Minimum Requirements   | Evidence  |
|------|--|---|
| NT1  | No. of local people (FTE) employed on contract for one year or the whole duration of the contract, whichever is shorter.   | Specify the number of qualifying employees directly employed on the contract<br>For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district).<br>For example, Employee 1: 6 months; full-time; 0.5 FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).  |
| NT2  | % of local people employed on contract (FTE)   | Specify the total number of people employed on this contract and the total number of local people employed on this contract. Information provided should be made compliant with data protection requirements (GDPR).  |
| NT3  | No. of employees (FTE) taken on who are long term unemployed (unemployed for a year or longer)   | Specify the number of qualifying employees on this contract.<br>For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been long-term unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 14 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).   |
| NT4  | No. of employees (FTE) taken on who are not in employment, education, or training (NEETs)  | Specify the number of qualifying employees on this contract. For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) whether this is the first employment experience after having been NEET. For example, Employee 1: 3 months; full-time; 0.25 FTE; this is the first employment experience after being NEET. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).  |
| NT5  | No. of employees (FTE) taken on who are rehabilitating young offenders (18-24 y.o.)  | Specify the number of qualifying employees on this contract. For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that they were an 18+ year old rehabilitating or ex-offender before the start of the employment contract; that this is the first employment experience as an ex-offender. For example, Employee 1: 3 months; full-time; 0.25 FTE; was a 29 year old rehabilitating or ex-offender before the start of the employment contract; this is the first employment experience. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).  |
| NT6  | No. of jobs (FTE) created for people with disabilities   | Specify the number of qualifying employees on this contract. For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE). For example, Employee 1: 3 months; full-time; 0.25 FTE. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).  |
| NT7  | No. of hours dedicated to supporting unemployed people into work by providing career mentoring, including mock interviews, CV advice, and careers guidance - (over 24 y.o.)  | Specify number of sessions, and for each session the duration, number of staff providing unemployment support and unemployed people supported. Describe the activity/activities delivered and provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).   |
| NT8  | Local school and college visits e.g. delivering careers talks, curriculum support, literacy support, safety talks (No. hours, includes preparation time)   | Provide the names of the schools/colleges visited and a breakdown of the number of staff hours spent on each visit (including time spent preparing and then delivering the session). For example, if 10 staff have spent 3 hours each on a visit, then the total number of hours reported for that visit should be 30. Describe the visits and the activities delivered and provide any supporting information, e.g. a confirmation from the school/college after the visit. Information provided should be made compliant with data protection requirements (GDPR).  |
| NT9  | No. of training opportunities on contract (BTEC, City & Guilds, NVQ, HNC) that have either been completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+ | Specify the number of people in vocational qualification training on this contract and the number of weeks of training per person. Provide details of the accredited training provider, the type and the level of the outcomes achieved as well as the resulting training qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification.   |
| NT10 | No. of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+                                    | Specify the number of people on apprenticeships on this contract and the number of apprenticeship weeks per person. Provide details of the accredited training provider, the type and the level of the apprenticeship achieved, as well as the resulting qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification. If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider.  |
| NT11 | No. of hours dedicated to support young people into work (e.g. CV advice, mock interviews, careers guidance) - (under 24 y.o.)   | Specify number of sessions, and for each session the duration, number of staff providing unemployment support and unemployed people supported. Describe the activity/activities delivered and provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).   |
| NT12 | No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)   | Specify the number of people in student work placements or pre-employment courses on this contract, and for each person specify: the duration in weeks and type of the work placement or pre-employment course. Describe the industry-based experience gained and provide details of the school, college or university partnered with. Information provided should be made compliant with data protection requirements (GDPR).  |
| NT13 | Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)   | Specify the number of people in work placements, and for each person specify the following: the duration in weeks and type (including pay type, i.e. minimum wage, national living wage, higher wage) of the work placement. Describe the industry-based experience gained and provide details of any organisations, schools, colleges or universities that you have partnered with. Information provided should be made compliant with data protection requirements (GDPR).  |
| NT14 | Total amount (£) spent with VCSEs within your supply chain   | Provide a breakdown of pounds spent with VCSEs within your supply chain on this contract, including the name of the VCSEs and the type of goods/services procured from each .   |
| NT15 | Provision of expert business advice to VCSEs and SMEs (e.g. financial advice / legal advice / HR advice/HSE)   | Provide a breakdown of staff hours spent providing expert advice to VCSEs/MSMEs. Provide the details of the VCSEs/MSMEs you have supported. Specify the number of staff hours spent for each VCSE/MSME, the type of expert advice given as well as the qualification/role of the person delivering this advice. Information provided should be made compliant with data protection requirements (GDPR).   |
| NT16 | Equipment or resources donated to VCSEs (£ equivalent value)   | Provide a breakdown of the equivalent value of resources and/or equipment donated to each VCSE, including evidence of the donations and the names of the VCSEs supported.   |
| NT17 | Number of voluntary hours donated to support VCSEs (excludes expert business advice)   | Specify the name of the VCSEs supported, the volunteering activities delivered and their intended purposes. Provide a breakdown of staff volunteering hours delivered to VCSEs. Information provided should be made compliant with General Data Protection Regulation (GDPR).   |
| NT18 | Total amount (£) spent in LOCAL supply chain through the contract.   | Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location.  |
| NT19 | Total amount (£) spent through contract with LOCAL micro, small and medium enterprises (MSMEs)   | Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location.  |
| NT20 | Demonstrate commitment to work practices that improve staff wellbeing, recognise mental health as an issue and reduce absenteeism due to ill health. Identify time dedicated for wellbeing courses                               | Please provide a description of the wellbeing programme you have delivered and the number of people on the contract that had access to that. Provide evidence for all of the following for the contract context: employment contract based flexible working time arrangements; access to healthy nutrition options and physical health programmes; if available provide information on use rate of healthy nutrition options and physical health programmes. Information on physical health programmes can include the structure of health and wellbeing support and advice; evidence on and structure of health risk appraisal questionnaire; access to health and wellbeing resources (health improvement web portal; information on use of wellness literature; availability and times of seminars and workshops focused on identified wellness issues). If you are partnering with any specialist organisation, please provide details. |

Appendix C: Evidence to be provided by suppliers to demonstrate delivery for each TOMs outcome (National TOMs 2022)<sup>1</sup>

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|------|--|---|
| NT21 | Diversity training provided for contractors and subcontractors   | Provide a breakdown of staff hours spent providing equality, diversity and inclusion training to directly employed staff and supply chain organisations on this contract, including the number of people involved in the training. Describe the objectives of the training session(s) and how progress towards these objectives will be monitored over the course of the contract. Information provided should be made compliant with General Data Protection Regulations (GDPR). If you are partnering with any specialist organisation, please provide details.   |
| NT43 | Initiatives taken throughout the local and global supply chain to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring in relation to the contract (i.e. supply chain mapping, staff training, contract management) | Describe delivered relevant initiatives, and for each initiative provide a breakdown of the costs. Provide detail of the number of organisations in the supply chain for the contract involved.   |
| NT23 | Percentage of contracts with the supply chain on which Social Value commitments, measurement and monitoring are required   | Specify the total number of procurement contracts on this contract and the total number of contracts that include commitments to deliver social value on this contract. Explain how you have monitored and measured social value delivered through the supply chain on this contract, including how you have engaged with your supply chain to promote social value.  |
| NT24 | Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, private security, etc.)  | Provide a breakdown of pounds invested in initiatives aimed at reducing crime (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Describe what type of crime you have aimed to reduce, including how and where you have done so. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).   |
| NT25 | Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc)   | Provide a breakdown of pounds invested in initiatives aimed at tackling homelessness (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17), and of any organisations you have partnered with. Describe how you have worked to tackle homelessness, including how and where you have aimed to do so. Where an additional multiplier has been added at measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).   |
| NT26 | Initiatives taken or supported to engage people in health interventions (e.g. stop smoking, obesity, alcoholism, drugs, etc) or wellbeing initiatives in the community, including physical activities for adults and children.   | Provide a breakdown of the amount (£) to be invested in initiatives aimed at improving health and/or wellbeing in the community (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Describe the type of health and/or wellbeing issues you have addressed, including how and where you have done so. Provide details of your initiatives and any organisations you have partnered with. Where an additional multiplier has been added at measurement because of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).            |
| NT27 | Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)  | Provide a breakdown of £ value (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)) invested in initiatives aimed at supporting older, disabled and vulnerable people to build stronger community networks. Describe the groups you have supported and the activities you have delivered, including how and where you have done so. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR). |
| NT28 | Donations or in-kind contributions to local community projects (£ & materials)   | Provide a breakdown of the pound equivalent value of donations and/or in-kind contributions donated to local community projects. Describe the local community projects you have supported. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with General Data Protection Regulations (GDPR).   |
| NT29 | No hours volunteering time provided to support local community projects  | Describe the volunteering activity/activities you have delivered and the local community projects you have supported. Provide details of any organisations you have partnered with. Provide a breakdown of staff volunteering hours delivered to local community projects. Only regular work hours and paid overtime hours can be counted as volunteering hours. Information provided should be made compliant with data protection requirements (GDPR).  |
| NT30 | Support provided to help local community draw up their own Community Charter or Stakeholder Plan   | Provide a breakdown of pounds invested to help the local community draw up their own Community Charter or Stakeholder Plan (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Provide a copy of the Community Charter or the Stakeholder Plan and details of any organisations you have partnered with. Information provided should be made compliant with data protection requirements (GDPR).  |
| NT31 | Savings in CO2 emissions on contract not from transport (specify how these are to be achieved).  | Carbon reductions should be evidenced through an independent and verifiable process (e.g. Planet Mark Certification or equivalent). There is an expectation for independently assured and audited reports to be provided. Specify and evidence the pre-existing baseline level and year that have been used to measure savings/reductions and the total emissions generated as a result of reduction efforts, as well as the relevant emission reduction policy (e.g. net zero by 2050 or earlier). Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets.   |
| NT32 | Car miles saved on the project (e.g. cycle to work programmes, public transport or car pooling programmes, etc.)   | Provide details of the corporate green transport programme implemented to reduce passenger car miles driven, including a breakdown of the number of car miles saved and how they have been saved. Specify the baseline that is used (i.e. car miles driven before a programme was put in place to reduce car miles driven) and full methodology of calculation.   |
| NT33 | Number of low or no emission staff vehicles included on project (miles driven)   | Fleet report and mileage log. There is an expectation for independently assured and audited reports to be provided.   |
| NT82 | Carbon emissions reductions through reduced energy use and energy efficiency measures - on site  | Specify and evidence the pre-existing baseline level and year that have been used to measure savings/reductions and the total emissions generated as a result of reduction efforts, as well as the relevant emission reduction policy (e.g. net zero by 2050 or earlier). Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets. Provide a breakdown of your CO2e emissions reductions related to energy savings. Give details of the specific intervention that was undertaken to reduce the energy consumption.  |
| NT86 | Volunteering time for environmental conservation & sustainable ecosystem management initiatives  | For each initiative or project supported, provide a breakdown of volunteering and staff time invested. Only volunteering hours spent during work hours or paid overtime hours can be counted.   |
| NT35 | Percentage of procurement contracts that includes sustainable procurement commitments or other relevant requirements and certifications (e.g. to use local produce, reduce food waste, and keep resources in circulation longer.)  | Specify the total number of procurement contracts on the contract and the total number of contracts that have included sustainable procurement commitments on the contract. Provide a copy of your sustainable procurement policy or equivalent statement.  |
| NT88 | Reduce waste through reuse of products and materials   | Report the total amount of reduced waste achieved on the contract through reuse of material. Provide information on the nature of the reused material to evidence the nature of circular economy initiative   |

<sup>1</sup> [National TOMs - Social Value Portal](#)