

Social Value Procurement Policy

Chelmsford City Council has a responsibility to ensure that all commissioning and procurement supports the Council's **Our Chelmsford Our Plan** principles that it has committed to deliver within the legislative framework for public procurement and the Council's own internal rules and procedures: promoting sustainable and ethical sourcing, procurement, commissioning and contract management wherever possible.

The social value procurement approach is aligned with Our Chelmsford Our Plan themes as outlines below:

Theme	
Fairer and Inclusive Chelmsford	Promoting sustainable and environmentally responsible growth to stimulate a vibrant, balanced economy, a fairer society and provide more housing of all types.
A safer and greener place	Making Chelmsford a more attractive place, promoting Chelmsford's green credentials. Ensuring communities are safe and creating a distinctive sense of place.
Healthy, active and enjoyable lives	Encouraging people to live well, promoting healthy, active lifestyles and reducing social isolation, making Chelmsford a more enjoyable place in which to live, work and play.
Connected Chelmsford	Bringing people together, empowering local people and working in partnership to build community capacity, stronger communities and investment in the city.

Social Value – Strategic Principles

Reporting of the impact of social value is a key deliverable of the policy. Whilst it is recognised that social value is not all about "money", it is an important metric to help understand the scale and breath of impact that a measure can make.

Putting a value on "social value" is a key policy commitment and annual reporting of the impact of the Council's spend is an important improvement in transparency and delivery of the Policy.

The Council is committed to measuring and monitoring the social value impact of its supply chain and partners in a comprehensive and cohesive way. The Policy ensures that TOMS (The National Themes Outcomes and Measures) Framework is integrated within the Council's procedures and aligned with other local organisations to deliver maximum value for our communities and society.

Social Value implications are far reaching across our organisation, and the Council will promote sustainable and ethical sourcing wherever possible.

Procurement Impact and Measurement

Sustainability and social value duties within the Council's operations cover a variety of services, however this strategy focuses on the procurement and commissioning process which covers:

- Procurement Process
- Contract Management
- Commissioning Process

The Council will adopt the Social Value Taskforce National TOMs throughout its procurement policy and procedures.

Social Value indicators will be used in the evaluation of all tenders at a minimum level of 10% scoring criteria where applicable.

Importantly, using the national indicators allows the Council to compare tenders in a way that is proportional and relevant, and to better justify a procurement decision.

The TOMS framework, launched in 2017 and compiled by Social Value UK, is updated and developed annually. It is endorsed by the Local Government Association (LGA) and used for consistent reporting by both the private and public sectors.

The principal benefits of this approach for reporting social value are that it:

1. Provides a consistent approach to measuring and reporting social value
2. Allows for continuous improvement
3. Provides a robust, transparent and defensible solution for assessing and awarding tenders
4. Allows organisations to compare their own performance by sector and industry benchmarks and understand what good looks like
5. Reduces the uncertainty surrounding social value measurement for organisations, allowing them to make informed decisions based on robust quantitative assessments and hence embed social value into their corporate strategies

The Chelmsford Social Value Framework

The Council has incorporated selected relevant TOMs to be included within Chelmsford TOMS framework. This framework will be used to assist in awarding tenders and measuring impacts of spend and reporting, where appropriate.

The Chelmsford TOMS Framework has been selected to complement the Our Chelmsford Our Plan objectives and also to align with other Essex Public Sector organisations

For all procurement activity over the Official Journal of European Union (OJEU) or equivalent threshold, relevant measures will be applied to contract evaluation criteria, as agreed by the relevant Service Manager and Procurement Services Manager.

For all other procurements for one-off cost over £50k, consideration of the evaluation of the TOMs framework and identification of relevant measures will be the responsibility of the Service Manager, supported by the Procurement Team.

Recording of the use and measurement of the TOMs will be the responsibility of the Procurement Services Manager as part of the integrated procurement processes.

The Council will be using the metric for evaluation as provided in the National TOMs calculator and guidance which is regularly updated and adjusted.

Chelmsford Social Value Framework Summary Table

The Framework has been designed around 3 Themes, 12 Core Outcomes and 29 Core Measures:

- Themes – The overarching strategic themes that the Council is looking to achieve
- Outcomes – The objectives or goals that the Council is looking to achieve that will contribute to the Theme.
- Measures – The measures that can be used to assess whether these Outcomes have been achieved. For the Chelmsford Framework, these are action-based and represent activities that a supplier could complete to support a particular desired outcome and are based on the TOMS framework, to ensure consistency. The outcomes can also be achieved by the Council working directly with partners.

The key topics on which our sustainable procurement approach is focused, and their alignment across those overall themes, are summarised in Appendix 3.

Chelmsford Social Value Framework in more detail

Environmental

Biodiversity and Land Use

What we will do:

- Consider the Council's duty to protect biodiversity when scoping contracts, ensuring the procurement activity supports the Climate and Ecological Emergency Action Plan, and Chelmsford Biodiversity Plan.
- Encourage local suppliers to consider the impact of their operations on land use, and to take steps to ensure efficient and responsible land use throughout their supply chain.

What will success look like? What are the expected outcomes?

- Measures to support the target for the Council's activities to be net-zero-carbon by 2030.
- Donations or investments towards initiatives aimed at environmental and biodiversity conservations and sustainable management projects for both marine and terrestrial ecosystems

CO2 & Greenhouse Gas Emissions

What we will do:

- Encourage suppliers to measure their carbon footprint, and to ask their supply chain partners to do the same.
- Encourage suppliers to take steps to reduce the CO2 emissions of their organisation of their business activities, and highlight those that achieve this

- Build a requirement for CO2 and Greenhouse gas reduction into the specification of certain contracts where appropriate, based on the specific risk from such emissions.

What will success look like? What are the expected outcomes?

- Ensure all fleet vehicles are at least Euro 6 or LEV by 2024
- Promote within the supply chain use of Euro 6 or LEV vehicles
- Measures to support the target for the Council's activities to be net-zero-carbon by 2030.
- Increase number of suppliers that are Carbon certified (Carbon Trust Standard, Planet Mark or equivalent)

Sustainable Materials and Plastic

What we will do:

- Ensure that all timber and paper produce purchased by the Council is recycled, or sourced from sustainable forests, with a clear chain of custody.
- Enforce the Council's single-use plastic policy
- Encourage suppliers to seek sustainable alternatives to materials which are scarce or at risk of becoming so.

What will success look like? What are the expected outcomes?

- Compliance with the single-use plastic policy
- Increase donations or investments towards expert-designed sustainable reforestation or afforestation initiatives
- Single-use plastic packaging eliminated through reusable packaging solutions or schemes (e.g. Loop or equivalent) in the contract where possible

Waste Reduction, re-use and recycling

What we will do:

- Seek to reduce the impact of goods, services and works through waste minimisation, including packaging waste, construction waste and the disposal of assets at the end of life.
- Encourage recycling at all Council offices with implementation and monitoring of single-use plastic policy.

What will success look like? What are the expected outcomes?

- Increase in hard-to-recycle waste diverted from landfill or incineration through specific recycling partnerships (e.g. Terracycle or equivalent)
- Higher number of suppliers have a waste management verification policy: audit hierarchy, downstream audits for waste stream
- Increase in tonnes waste diverted against relevant benchmark e.g. Real Estate Environmental Benchmark (REEB)

Water Usage

What we will do:

- Consider the risk of negative water impact in specific contracts, with particular focus on water use, water waste and discharges into the water system.
- Where appropriate, highlight good practice from suppliers who take control to reduce water usage and negative impacts on the water systems.

What will success look like? What are you expected outcomes?

- Increase in water saved against relevant benchmark (e.g. REEB) through contracts

Economic

Local Goods and Produce

What we will do:

- Recognise the importance of sourcing local goods and produce where possible
- When letting major supply contracts, consider opportunities for local primary producers to be included in the supply chain.

What will success look like? What are the expected outcomes?

- We are committed to using Fair Trade, Rainforest Alliance or equivalent accredited products where possible and encourage our suppliers to do the same
- Increase in local spend through the supply chain.

Regeneration

What we will do:

- Encourage local suppliers to get involved and support economic regeneration initiatives in the communities in which they operate.
- In procuring capital investment linked to regeneration projects, we will apply Social Value principles and, where the Council is working in partnership or providing funding, expect partners to do the same.
- Seek to maximise local employment and skills development opportunities when procuring capital investment and regeneration projects.

What will success look like? What are the expected outcomes?

- Increase in local employment and skills development opportunities linked to regeneration projects
- Increased engagement of local SMEs (small and medium-sized enterprises) and other businesses within Chelmsford and the wider area within regeneration projects

Supporting SMEs and Local businesses

What we will do:

- Take steps to ensure the procurement process is as accessible as possible to SME bidders, by identifying and removing barriers to SME participation and using social media for advertising opportunities where appropriate
- Support suppliers in identifying local supply chain and sub-contracting partners where possible.
- Gain feedback from SMEs on participation in procurement process where appropriate.
- Improved communication to SMEs so that awareness of local procurement process is increased

What will success look like? What are the expected outcomes?

- Increased SME participation in Council's procurement process.
- Increased spend on local SMEs and micro organisations
- Deliver innovative measures to enable healthier, safer and more resilient communities to be delivered on the contract – these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.
- Increased local employment and skills development

Third Sector and Social Enterprises

What we will do:

- Take steps to ensure the procurement process is accessible to this sector and social enterprises.
- Get feedback
- Support enabling third sector support groups such as Chelmsford Council for Volunteering.

What will success look like? What are the expected outcomes?

- Increased donations or in-kind contributions to local community projects in both funds and materials.
- Increased hours in volunteering time provided to support local community projects.
- Increased provision of expert business advice to local VCSEs (voluntary, community and social enterprises).

Social Outcomes

Ethical Supply

What we will do:

- Promote use of Fair Trade, Rainforest Alliance and equivalent accredited products.
- Promote the values of the Modern Slavery Charter with suppliers and throughout the supply chain.
- Increase awareness of Modern Slavery within the Council and its supply chain.

What will success look like? What are the expected outcomes?

- Reduction in modern slavery within the supply chain with increased contracts that provide commitment to ethical procurement.
- Increased number and type of initiatives throughout the supply chain to identify and manage the risks of modern slavery occurring (i.e. supply chain mapping, staff training, contract management) in relation to the contract (describe and document initiatives)
- Promotion of the commitments within the Modern Slavery Charter

Training, education and employment

What we will do:

- Encourage suppliers to support local employment for NEET and disadvantaged residents.
- Spend apprenticeship levy if appropriate
- Support suppliers in identifying relevant sources of support to assist in meeting the training and employment needs of target groups.
- Consider sharing apprenticeship levy with supply chain partners

What will success look like? What are the expected outcomes?

- Spend of apprenticeship levy
- Increase in employment in higher value jobs based in Chelmsford, more skilled and talented individuals are attracted into the local workforce
- Increase in local direct employees and residents within the supply chain
- Increase in meaningful work placements for local employees, and hours dedicated to support young people into work

Equality, diversity and employee well-being

What we will do:

- Communicate the Council's commitment to eradicating Modern Day Slavery
- Encourage suppliers to be aware of, and to act in relation to, equalities issues in the industries or market sectors in which they operate.
- Publish and highlight the whistleblowing policy
- Deliver equality and diversity policy
- Recognise the benefits of workforce volunteering on providing wellbeing to both employees in our supply chain and to the communities they live and work in.

What will success look like? What are the expected outcomes?

- Increase in underrepresented or disadvantaged sectors of the community employed within the supply chain
- 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
- Increase in training and support for local employees