

# Vale of Glamorgan



## Procurement Policy and Strategy

2022/23 to 2026/27

## Contents

1. Procurement Policy .....	3
2. Procurement Strategy .....	4
Definition .....	4
Welsh Government .....	4
Vale of Glamorgan Council .....	7
3. Delivery and Governance.....	8
Procurement Function.....	8
Governance .....	8
Corporate Procurement.....	9
Training.....	9
Collaboration.....	9
Electronic Business.....	10
Markets .....	11
Using the Policy .....	11
4. Social Value.....	11
5. Ethical Practices .....	13
Labour and Employment .....	13
Real Living Wage .....	14
Equality & Diversity .....	14
Modern Slavery .....	16
Prevention of corruption .....	17
Sustainable Food .....	17
6. Supporting the Local Economy and Employment.....	18
7. Climate Action.....	22
Carbon Emissions .....	22
Energy .....	24
Circular economy .....	25
Purchased goods .....	26
8. Monitoring Performance.....	28
9. Governance and Review.....	29

# 1. Procurement Policy

1.1. The Vale of Glamorgan Council's ("the Council") Procurement Policy promotes effective and sustainable procurement throughout the Council. Good procurement is critical to obtaining real improvements in service cost and quality. It gives us the ability to manage resources to best effect and to apply them where they are needed.

1.2. It is therefore our policy to:

- i. Approach all procurement decisions through the lens of the Well-being of Future Generations Act – by applying the Five Ways of Working, considering our well-being objectives and how we can maximise contribution to the seven well-being goals**  
[Future Generations \(futuregenerations2020.wales\)](https://futuregenerations2020.wales)
- ii. Ensuring legal compliance and robust and transparent governance**
  - ensure that our procurement practices are transparent and comply with our Constitution, our financial rules and legislative requirements. There will always be accountability and a clear separation of duties;
  - undertake due diligence in all procurement matters. We recognise the need to operate to a high standard of care in all transactions;
  - require all staff involved in procurement to work in accordance with our Procurement Policy and Strategy, Contract and Financial Procedure Rules and the Procurement Code of Practice.
- iii. Contributing to the Council's aim to be a Carbon-Neutral Council by 2030**
  - ensure our procurement decisions are consistent with our Project Zero commitments and take account of the climate and nature emergencies
- iv. Improving Fair Work practices adopted by suppliers**
- v. Making procurement spend more accessible to local small businesses and third sector**
  - stimulate the local economy and promote the attainment of social and environmental benefits through the procurement process
- vi. Increasing community benefits and social value delivered by suppliers**
- vii. Promoting innovative and best practice solutions**
  - collaborate with others to maximise procurement leverage and widen the scope for innovative service delivery
- viii. Securing value for money and managing demand**

- foster a professional procurement attitude. Procurement will be undertaken to the highest ethical standards, promoting equality and fair treatment whilst using a level of commercial acumen commensurate with the principles of cost avoidance, cost containment and cost reduction;
- develop a robust procurement infrastructure that makes best use of modern technology and resources;
- base procurement upon the principles of best value and on measurable and effective outcomes;
- at all times seek to identify opportunities for service improvement, looking for value for money and promoting competition.

## 2. Procurement Strategy

### Definition

- 2.1. Welsh Government's Procurement definition is: "the process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment".
- 2.2. However, it is more than just buying things. It involves the entire supply chain, from determination of need to final acceptance, payment and contract management.
- 2.3. The Council spends a large proportion of its resources on procurement. We have a duty to undertake good governance, delivering services to clear standards of cost and quality and by the most economic, efficient and effective means possible, including consideration of our impact on the environment.

### Welsh Government

- 2.4. Policy Statement
- 2.5. Rebecca Evans MS (then) Minister for Finance and Trefnydd updated the Welsh Government Policy Statement in March 2021. "The Wales Procurement Policy Statement (WPPS) sets the strategic vision for public sector procurement in Wales. It will help to define our progress against the well-being goals being pursued for future generations putting the Well-being and Future Generations (Wales) Act 2015 at the heart of all procurement decisions supporting us to achieve the 'Wales we want'."
- 2.6. The vision is:  

Welsh public sector procurement is a powerful lever with ability to affect sustained change to achieve social, economic, environmental and cultural outcomes for the well-being of Wales.

- 2.7. The Welsh public sector will follow 10 principles for procuring well-being for Wales based on the Well-being of Future Generations (Wales) Act goals and key Welsh Government policies.
- i. We will leverage collaborative procurement activity in Wales to maximise long-term sustainable social and economic value outcomes from public spend
  - ii. We will integrate procurement into the heart of Welsh policy development and implementation
  - iii. We will progress long-term sustainable procurement, which builds on and scales best practice and sets clear steps that show how procurement is supporting the delivery of organisational well-being objectives
  - iv. We will raise the long-term standing and profile of the procurement profession and its role as an enabler for procurement policy
  - v. We will support Welsh Government policy objectives relating to progressive procurement, such as the Foundational and Circular Economy, through collaborative, place-based (whether national, regional or local) procurement activity which nurtures resilient local supply chains
  - vi. We will act to prevent climate change by prioritising carbon reduction and zero emissions through more responsible and sustainable procurement to deliver our ambition for a net zero public sector Wales by 2030
  - vii. We will align our ways of working and increase stakeholder involvement to support innovative and sustainable solutions through procurement
  - viii. We will collaborate with stakeholders to promote equal opportunities and Fair Work in Wales
  - ix. We will improve the integration and user experience of our digital solutions and applications, maximising the use of our procurement data to support decision making
  - x. We will promote value-based procurement which delivers optimum long-term outcomes for Wales.

2.8. The Future Generations Commission undertook a detailed review of procurement which was published in 2021, bringing forward for improvements in procurement to ensure the objectives of the Future Generations Act are supported and delivered. The link to this work is set out below:

Procurement – The Future Generations Commissioner for Wales

2.9. The delivery of the Policy is supported through procurement policy notices from Welsh Government. The most recent are set out below and further detail is available on the Welsh Government website at:

[Procurement policy notes | GOV.WALES](#)

Table One: Welsh PPNs and UK Gov PPNs adopted by Welsh Government for reference

2020	2021	2022
------	------	------

<p><a href="#"><u>WPPN 04/20: Procurement reform and common framework for public procurement</u></a></p> <p><a href="#"><u>WPPN 03/20: Post-EU Transition Public Procurement including Find a Tender Service (FTS)</u></a></p> <p><a href="#"><u>WPPN 02/20: Partnership working and procurement: a practice note for local housing authorities</u></a></p> <p><a href="#"><u>WPPN 01/20: Social value clauses/community benefits through public procurement</u></a></p> <p><a href="#"><u>WPPN: Supplier selection</u></a></p> <p><a href="#"><u>PPN 04/20: Recovery and Transition from COVID-19</u></a></p> <p><a href="#"><u>PPN 03/20: Use of procurement cards - Covid-19</u></a></p> <p><a href="#"><u>PPN 02/20: supplier relief due to coronavirus (Covid-19)</u></a></p> <p><a href="#"><u>PPN 01/20: Responding to Covid-19</u></a></p>	<p><a href="#"><u>WPPN 12/21: Decarbonisation through procurement - Addressing CO2e in supply chains</u></a></p> <p><a href="#"><u>WPPN 11/21: Ethical employment in supply chains for the Welsh public sector</u></a></p> <p><a href="#"><u>WPPN 10/21: Blacklisting in the construction industry for the Welsh public sector</u></a></p> <p><a href="#"><u>WPPN 09/21: Sourcing building materials for construction projects in Wales</u></a></p> <p><a href="#"><u>WPPN 08/21: Cyber Essentials</u></a></p> <p><a href="#"><u>WPPN 07/21: Small and Medium sized Enterprises (SMEs)-friendly procurement</u></a></p> <p><a href="#"><u>WPPN 06/21: Decarbonisation through procurement - Taking account of Carbon Reduction Plans</u></a></p> <p><a href="#"><u>WPPN 05/21: Guidance on reserving below threshold procurements for Welsh public sector contracting authorities</u></a></p> <p><a href="#"><u>WPPN 04/21: Guidelines for deploying Welsh Government project bank account policy</u></a></p> <p><a href="#"><u>WPPN 03/21: Project bank accounts policy</u></a></p> <p><a href="#"><u>WPPN 02/21: Reserving contracts with businesses with a public service mission</u></a></p>	<p><a href="#"><u>WPPN 02/22: Transparency – publication of contract award notices</u></a></p> <p><a href="#"><u>WPPN 01/22: Contracts with suppliers and Belarus</u></a></p>
--	--	---

	<p><a href="#">WPPN 01/21: Sourcing steel in major construction and infrastructure projects in Wales</a></p> <p><a href="#">PPN 10/21: Thresholds and Inclusion of VAT</a></p> <p><a href="#">PPN 04/21: Applying Exclusions in Public Procurement, Managing Conflicts of Interest and Whistleblowing</a></p> <p><a href="#">PPN 02/21: The WTO GPA and the UK-EU TCA</a></p> <p><a href="#">PPN 01/21: Procurement in an Emergency</a></p>	
--	---	--

2.10. There has been an increasing focus on ethical employment in public sector supply chains, decarbonisation, the foundational economy to help build sustainability into local supply chains and the need for more transparency on public procurement expenditure.

2.11. The Council acknowledges and supports all ten principles

[Vale of Glamorgan Council](#)

2.12. The Council agreed its Corporate Plan, Working Together for a Brighter Future 2020-2025 in March 2020. The Plan sets out the Council’s four Well-being Objectives and each year an Annual Delivery Plan is produced detailing the priorities for the year ahead.

2.13. The Vale of Glamorgan is a diverse area comprising of very different communities with different aspirations, needs and concerns. The Corporate Plan sets out how the Council will work to meet those needs, address concerns and help people of all ages to achieve their aspirations.

2.14. The Council provides a multitude of services, ranging from education to environmental protection, housing and the issuing of birth certificates, to planning and highways maintenance. We recognise how important these services are to the people of the Vale of Glamorgan.

2.15. In line with our duties under the Well-being of Future Generations Act we are committed to looking much more to the long term and will work hard to leave a

sustainable legacy for our future generations. We will focus on taking preventative actions and involve you in what we do, while listening to your ideas, views and concerns. We will continue to work in partnership, recognising the benefits this brings and the importance of joining up services around peoples' needs.

2.16. In the Corporate Plan – Working Together for a Brighter Future we present four well-being objectives that we believe complement each other and collectively will contribute towards the seven national well-being goals. The Plan sets out why we have chosen these objectives and how we will achieve them.

2.17. Our four well-being objectives are:

- i. To work with and for our communities
- ii. To support learning, employment and sustainable economic growth
- iii. To support people at home and in their community
- iv. To respect, enhance and enjoy our environment

2.18. The way in which we procure our goods and services plays a key role in the delivery of the Corporate Plan and the Procurement Policy and Strategy will, therefore, focus on social value, ethical practices, supporting local employment and the local economy and climate action.

2.19. The commitments in our Corporate Plan are long-term in nature and each year we set out the steps we will take to meet them in our ADP. This helps demonstrate our progress and focus for the year ahead. It is not expected that the Procurement Policy and Strategy will need to be updated and reviewed in response to the specific actions of the ADP.

## 3. Delivery and Governance

### Procurement Function

3.1. The Council has a corporate Procurement Unit located within Financial Services (Corporate Resources Directorate). The primary procurement function is devolved to directorates who are responsible for their budget spend. The Procurement Unit gives professional and technical advice to directorates.

3.2. The Council recognises the strategic importance of procurement. It is a core competency that affects all aspects of the Council. In recognition of this, the Procurement Strategy promotes application of the logic and principles advocated by Welsh Government's stated Principles of Welsh Public Procurement Policy and aims to establish a mechanism and culture within which innovative and value added procurement takes place.

### Governance

3.3. This Strategy is owned by members and senior management. They provide leadership, commitment to the setting of rigorous quality standards and the



establishment of a robust and effective procurement environment. They play a pivotal role in aligning procurement decisions with our corporate objectives and in monitoring procurement performance. The Council oversees the procurement function, ensuring scrutiny of procurement processes and monitoring the outcomes from key purchasing decisions.

- 3.4. Senior managers will promote the Council's Procurement Policy and Strategy and sponsor procurement initiatives. They play a strategic role in ensuring adherence to Financial and Contract Procedure Rules and the Procurement Code of Practice thereby working towards achieving the Corporate Plan.

#### Corporate Procurement

- 3.5. The Procurement Unit will:
- 3.6. Lead in improving procurement standards. Contract and management information will be supplied to the Unit to enable oversight of devolved buying and act as an internal source of procurement expertise. All procurement over a specified threshold will be routed via the Procurement Unit and no such purchases will be made without prior contact with this team.
- 3.7. Review procurement activities and take a leading role in the provision of corporate contracts and those purchases of particular strategic or commercial importance.
- 3.8. Be responsible for raising procurement awareness of key issues and obligations, including sustainability and equality. The Unit will advise on value thresholds, give guidance on regulatory and policy issues, promote good practice and act as a useful adjunct to Council Financial and Contract Procedure Rules and Procurement Code of Practice. Standard procurement documents will be produced to provide structure and consistency in the Council's approach to the market.

#### Training

- 3.9. The Council recognises the importance of properly trained staff. Targeted at relevant staff and with an emphasis on commercial acumen, we will develop a training programme that builds capability and provides staff with the necessary skills to procure effectively. The Procurement Unit will keep those involved in procurement apprised of new developments and support them to procure in an innovative and proactive manner.
- 3.10. Staff will be taught to use procurement as a tool to improve upon the quality of services and to evaluate costs on the total cost of provision. They will learn to manage expenditure effectively by considering the longer term, corporate impact of their purchase.

#### Collaboration

- 3.11. There is no universal procurement method that covers all service requirements. Procurement takes place in a dynamic environment and the Council aims to

keep up to date with latest developments and techniques. We are committed to exploring new and innovative ways of providing Council services and will appraise options that could be more effective than traditional procurement methods.

- 3.12. One of the most significant opportunities that exists is collaboration within and across sectors. This method of working enables better use of scarce procurement resources and skills, aggregation of spend to create greater purchasing power, a more adept and less complex link with suppliers and spread of best practice, including the sharing of market intelligence. Properly researched collaborative procurement can maximise purchasing power and offer significant cost and efficiency savings. The Council will work with others and through consortia to share resources and maximise our purchasing power to achieve savings. The Council may join with other Councils where appropriate to gain economies of scale and associated benefits. The Council will make use of local and national frameworks and foster Council wide awareness of collaborative arrangements, ensuring that we make best use of them where there is a palpable benefit. The Council will also review our relationships with consortia to set rules governing performance standards and to ensure that we are receiving optimum benefit.
- 3.13. The Council aims to strengthen links with others and explore further economies of scale, innovation and best practice. Partnership arrangements will be encouraged where they are more likely to ensure delivery of the best and continuously improving services than traditional procurement methods

#### Electronic Business

- 3.14. The goal is to embrace modern technology and use it to improve our services and achieve our corporate goals. E-procurement is more than just automating the purchase order and invoice payment process. It is about making the best use of technology to improve the effectiveness of the entire supply chain.
- 3.15. Successful e-procurement measures can provide demonstrable business benefits. By standardising, simplifying and speeding up operational processes the Council can generate real, cashable savings that ease budgetary pressures. We can reduce the inherent resource cost of traditional procurement processes and assist in spreading best procurement practice.
- 3.16. The Council has implemented Sell2 Wales as its e-Procurement process to provides effective infrastructure to track and manage procurement activity. It manages both low value, high volume purchases and high value, strategic purchases more efficiently and effectively whilst maintaining the necessary managerial controls. Further, it enables identification of new opportunities for corporate arrangements and collaboration, this is more of an overview than detailed specific contract information though.

- 3.17. Data from the Council's financial management system, Oracle, can be interrogated through a subsidiary product Atamis which is accessed through Welsh Government. It also allows for analysis of spend by identifying how much is spent on goods, services and works, with whom money is spent, who in the Council spends money and contractual arrangements.
- 3.18. The Council will continue to develop e-procurement processes and where appropriate, use e-catalogues, purchasing cards and electronic notices to gain maximum commercial benefit.

#### Markets

- 3.19. Procurement takes place in a dynamic environment and the Council aims to keep up to date with latest developments and techniques. Understanding the markets in which we operate is an essential prerequisite of good procurement. It helps us to purchase the most appropriate solutions for our needs in the most cost effective manner. It also gives us the opportunity to include promotion of our core values and associated strategies.

#### Using the Policy

- 3.20. This policy includes a framework for minimum, expected and preferred standards for specific areas in sustainable and ethical procurement. This framework details what a supplier should do as a minimum when seeking to work with the Vale of Glamorgan Council. The framework also includes enhanced standards, which are in addition to and go beyond these minimum requirements, and preferred standards which (cumulatively with minimum and enhanced standards) are considered best practice. The Council encourages its suppliers and those bidding for contracts to consider working towards enhanced and preferred standards to add value and weight to their tenders.

## 4. Social Value

- 4.1. Social Value means delivering wider economic, social and environmental benefits over and above the provision of core contract requirements. Achieving additional social value through procurement leads to greater value for money, improving outcomes for residents while generating long-term savings
- 4.2. The Council encourages all organisations seeking to work with it to assist in the delivery of the Council Plan priorities, in a way that is proportionate and relevant to the size of the contract and the type of contract being delivered.
- 4.3. This includes:
- i. contributing to the local economy
  - ii. providing skills and employment opportunities for residents, in particular targeted at young people and residents from disadvantaged groups
  - iii. working towards a carbon neutral supply chain

- iv. improving equality and diversity for all those who live, work and earn in the Vale of Glamorgan
  - v. creating safe, healthy and confident communities.
- 4.4. The Council will prioritise and give greater weighting within its Social Value evaluation criteria to proposals that promote local skills and employment and contribute to the local economy, where appropriate and proportional. This is in line with Welsh Government objectives and responds to the Public Procurement Notice 05/21 which focuses on the creation of new businesses, jobs and skills in the UK.
- 4.5. The Council's expectations in relation to social value outcomes will always be proportionate and relevant to the contract. Expectations will be set out in the specification we provide as part of the procurement process.

#### **Contracts over the Public Contract Regulations threshold**

- 4.6. The Council's Contract Procedure Rules (CPRs) state that officers must consider the inclusion of a minimum 10% evaluation weighting for social value in all procurements over the threshold. Suppliers seeking these major contracts will be partly assessed on their proposals to deliver additional benefits for the Vale of Glamorgan's residents and communities. The Council will use the Welsh Government's Social Value Portal and National Themes, Outcomes and Measures Framework (TOMs) when conducting procurements over the EU threshold as a minimum. The 83 TOMs are set out in Appendix One of this Policy & Strategy and the link to the full document is set out below:
- [Download.aspx \(wlga.wales\)](#)
- 4.7. In certain circumstances when making grant awards Welsh Government may stipulate which TOMs it expects to be included in tender documentation and these expectations will need to be met.

#### **Contracts below the Public Contract Regulations threshold**

- 4.8. For procurement under the threshold, the inclusion of Social Value will be considered; this will be proportional and reflect the Social Value Framework. This framework, which sets out the Vale of Glamorgan's priorities, should be followed, and provides examples of activities the Council would expect to see from suppliers when developing their social value proposals. Officers are encouraged to use this framework and will consider the percentage weighting proportionally for social value in all procurements that are tendered through open competition. The Council will work towards implementing the Social Value Portal for below EU threshold procurements over the lifetime of this policy.

## 5. Ethical Practices

- 5.1. Ethical procurement means upholding international labour standards, workers' and human rights and the rule of law.
- 5.2. The Vale of Glamorgan Council seeks to work with organisations who maintain high standards of ethical conduct, treat their employees fairly and promote equality and diversity in employment and service provision.

### Labour and Employment

Minimum	Expected	Preferred
<p>Supplier adheres to the <a href="#">WPPN 11/21: Ethical employment in supply chains for the Welsh public sector</a>.</p> <p>The unethical employment practices which are the focus of the WPPN are: modern slavery, false self-employment, unfair umbrella payment schemes, or obliging workers to set up private limited companies, and unfair zero hours contracts.</p> <p>In addition the requirements below are mandatory:</p> <ol style="list-style-type: none"> <li>i. Employment is freely chosen.</li> <li>ii. Freedom of association and right to collective bargaining are respected.</li> <li>iii. Working conditions are safe and hygienic.</li> <li>iv. Child labour shall not be used.</li> <li>v. Living wages are paid.</li> <li>vi. Working hours are not excessive.</li> </ol>	<p>Supplier avoids the excessive use of unfair and zero-hour contracts. Supplier only uses zero-hour contracts when clearly beneficial to both employer and employee.</p> <p>Supplier provides access to training and professional development opportunities for employees.</p> <p>Supplier complies with the Fair Work requirements of the 2023 Social Partnerships and Public Procurement bill</p>	<p>Supplier demonstrates commitment to working practices which promote staff wellbeing. Examples include providing mental health and wellbeing training to staff, having a flexible working policy, providing opportunities for physical activity at work, providing access to comprehensive and multidimensional wellbeing programmes etc.</p> <p>Supplier holds employer accreditations, such as Disability Friendly, Stonewall, Investors in People, Gold Standard accreditation for ex armed forces personnel etc.</p>

<p>vii. No discrimination is practised.</p> <p>viii. Regular employment is provided.</p> <p>ix. No harsh or inhumane treatment is allowed.</p>		
--	--	--

### Real Living Wage

- 5.3. The Vale of Glamorgan Council has committed to paying all its directly employed staff at the rate of the Real Living Wage or above. Through grant support from Welsh Government all workers in the social care sector engaged through contracts with the Council are paid the Real Living Wage. The Vale of Glamorgan Council expects all its suppliers, contractors and service providers to adopt the Real Living Wage. As a commissioner, the Vale of Glamorgan will review on a case by case basis where it is appropriate to require the payment of Real Living Wage to staff through its contracts. The Council will include this in as many contracts as possible with the aim to only work with suppliers, contractors and service providers who pay the Real Living Wage over the medium term.

### Equality & Diversity

- 5.4. The Vale of Glamorgan's Strategic Equality Plan sets out the Council's approach as a community leader, employer and service provider to improve equality and diversity for all who live, work and earn in the Vale of Glamorgan. The Welsh Language Promotion Strategy sets out the Council's commitment to promoting use of the Welsh language. Both documents align with the Council's four Well-being objectives as shown in the Corporate Plan 2020-2025.
- 5.5. Expectations of Suppliers

Minimum	Expected	Preferred
<p>Supplier complies with any applicable obligations under the <a href="#">Equality Act 2010</a>, including the <a href="#">Socio-economic Duty</a> and the <a href="#">specific Public Sector Equality Duty obligations in Wales</a>.</p> <p>Supplier has an Equality and Diversity policy. Policies should be clear, up to date and</p>	<p>Supplier provides equality and diversity training to all employees.</p> <p>Supplier examines existing policies and practices to identify barriers to equal opportunities and creates an action plan which clearly states</p>	<p>Supplier provides equality and diversity training to all employees and supply chain staff.</p> <p>Supplier provides employment and training opportunities for priority target</p>

<p>cover all aspects of operations, including implementation and monitoring of the policy.</p> <p>Supplier collects and analyses workforce monitoring data. Please see Equality and Human Rights Commission's <a href="#">Employment information, pay differences and staff training: A guide for listed public authorities in Wales</a>.</p> <p>Supplier reviews recruitment, selection, promotion, training and termination procedures to ensure no discrimination is being practised.</p> <p>Supplier complies with any applicable obligations under the Council's Welsh Language <a href="#">Compliance Notice</a> – Section 44 Welsh Language (Wales) Measure 2011, particularly those elements of the scheme which relate directly to the provision of services to the public. Please see <a href="#">Bidding for Contracts and Grants: Welsh language considerations</a>.</p> <p><b>Service Contracts</b></p> <p>Supplier delivers services which are accessible and appropriate to meet the</p>	<p>how progress will be monitored.</p> <p>Supplier collects and monitors equalities data from its employees; uses this data to assess how effective their policies are at recruiting and promoting staff from underrepresented groups; and takes action to actively recruit staff from these groups.</p> <p><b>Service Contracts</b></p> <p>Supplier collects and monitors equalities data from service users; uses this data to assess how effective the service is at reaching and improving outcomes for diverse communities; and takes action to further improve accessibility and reach of its service as a result.</p>	<p>groups, i.e. people affected by disability, Ex Service Personnel, care leavers, long term unemployed, young offenders, ex-offenders, NEETS (aged 18 to 24).</p> <p>Supplier is taking steps to improve supplier diversity, in particular increasing the number of ethnic minority owned businesses, Micro, Small and Medium Enterprises (MSMEs) and Voluntary and Community and Social Enterprises (VCSEs) in their supply chains.</p> <p><b>Service Contracts</b></p> <p>Supplier engages with residents to design, manage and deliver the service through consultation and community engagement.</p>
---	--	---



diverse needs of citizens and communities.		
--	--	--

Prompt and fair payments throughout the supply chain

Minimum	Expected	Preferred
Suppliers who subcontract any work in relation to the provision of goods, works or service to the Council pays suppliers within 30 days after receipt of an acceptable invoice, in line with Government <a href="#">prompt payment rules</a> .	N/A	Supplier commits to paying MSMEs, ethnic minority owned businesses and Vale of Glamorgan based businesses 10 days after receipt of an acceptable invoice, in line with the Vale of Glamorgan Council's payment policy.

Modern Slavery

- 5.6. The Council is committed to ensuring that there is no modern slavery or human trafficking in its supply chains or in any part of its operations. The Council's Modern Slavery Statement sets out the Council's vision to protect its communities from modern slavery and human trafficking. The Council expects its suppliers and contractors to take all possible steps to ensure that human trafficking and modern slavery are not taking place in any of their supply chains or their own operations.

Minimum	Expected	Preferred
Supplier complies with the <a href="#">Modern Slavery Act 2015</a> , wherever it applies.  Relevant suppliers must state and demonstrate their compliance with the reporting requirements set out in Section 54 relating to transparency in supply chains.  Supplier has their own whistleblowing policy which enables staff to raise suspicions of unlawful and unethical employment practices,	Supplier incorporates modern slavery requirements into their contracts.	Supplier undertakes a supply chain mapping exercise which identifies potential modern slavery risks and develops an action plan to mitigate any risks.



including modern slavery.		
---------------------------	--	--

### Prevention of corruption

Minimum	Expected	Preferred
<p>Supplier adheres to the following Council policies:</p> <ul style="list-style-type: none"> <li>• <a href="#">Whistleblowing Policy</a></li> <li>• Anti-Money Laundering Policy</li> <li>• <a href="#">Anti-Fraud Bribery and Corruption Policy</a></li> <li>• Tax <a href="#">Evasion</a> Policy</li> </ul> <p>Supplier does not systematically compile or use prohibited lists which contain information on those who are members of trade unions or take part in trade union activity, or those who have been involved in whistleblowing as a result of becoming aware of any unlawful or unethical practices.</p>	N/A	N/A

### Sustainable Food

5.7. The Vale of Glamorgan Council is committed to promoting sustainable and ethically sourced food.

#### Expectations of Suppliers

Minimum	Expected	Preferred
Food and drink that the Council procures must meet the following standards:	Where food is sourced from outside the UK and EU, products hold one of the following certifications, whatever is	N/A

<p>- Eggs are from cage-free hens.</p> <p>- All fish and seafood should come from sustainable sources and have Marine Stewardship Council (MSC) (or equivalent) certification.</p> <p>- Meat and dairy products are from farms which satisfy UK welfare (ideally Red Tractor assured).</p> <p>Food miles may also be considered as part of the evaluation process to look at the carbon footprint for delivery of food products, where relevant.</p>	<p>most appropriate for the product:</p> <ul style="list-style-type: none"> <li>• Fairtrade</li> <li>• Direct trade</li> <li>• Rainforest Alliance</li> <li>• Fair for Life</li> <li>• Ethical Tea Partnership</li> <li>• Organic</li> <li>• UTZ (sustainable farming)</li> </ul>	
--	---	--

## 6. Supporting the Local Economy and Employment

- 6.1. Procurement has an important role to play in strengthening and growing the local economy and supporting local employment. As a major procurer in the county, the Vale of Glamorgan Council recognises the need to leverage its purchasing power to support residents to secure good employment and to help local businesses and voluntary and community organisations to thrive.
- 6.2. Contractors, suppliers and service providers engaged to work for the Council must show a commitment to the county, its residents and businesses. Suppliers are encouraged to support the local economy through the use of local businesses in their supply chains and by building social value into their contracts, including using local labour wherever possible to fulfil contract obligations.
- 6.3. The Vale of Glamorgan Council will prioritise and give greater weighting within its Social Value evaluation criteria to proposals that promote local skills and employment and contribute to the local economy, where appropriate and proportional. This is in line with Welsh Government objectives and responds to

the following Welsh Public Procurement Notices 02/21, 05/21 and 07/21 which focus on friendly procurement for Micro, Small & Medium sized Enterprises (MSMEs) and Voluntary, Community & Social Enterprises (VCSEs) including the potential to reserve contracts.

- 6.4. Where legislation and regulation allow, the Vale of Glamorgan Council will maximise all opportunities to prioritise local organisations and MSMEs and VCSEs within procurement activity.
- 6.5. As a commissioner, the Vale of Glamorgan Council will:
  - i. Work with MSMEs and VCSEs
  - ii. Actively promote opportunities for MSMEs and VCSEs to bid for work by breaking down larger contracts into 'lots', where feasible.
  - iii. Reserve below threshold procurement for MSMEs/VCSEs where possible and where appropriate, as per the WPPN 05/21.
  - iv. Carry out pre-market engagement including market warming events and promote these events to local MSMEs and VCSEs.
  - v. Use social value to prioritise local skills and employment and support for the local economy.
- 6.6. As a local authority we will:
  - i. Support local voluntary and community sector organisations to complete applications for grants and funding.
  - ii. Keep local voluntary and community sector organisations updated about relevant funding information through the Creative Communities social media channels, a monthly e-newsletter to third sector organisations and a dedicated web page highlighting Council funding for the sector, funding administered by the Council and key funders and sources of funding information.

### **Enhancing skills and connecting local people to opportunities: Skills and Employability Provision Academy**

- 6.7. The Vale of Glamorgan Council is working closely with Welsh Government, the Cardiff Capital Region (CCR) (<https://www.cardiffcapitalregion.wales/about-ccr/>), and the training and skills sector providers at both local and regional levels to build a strong economy where our business and people are equipped to embrace the future.
- 6.8. There are five further education (FE) colleges across the region comprising of Bridgend College, Cardiff and Vale College, Coleg Y Cymoedd, Coleg Gwent and The College Merthyr Tydfil. The group have adopted a regional collaboration to service the needs of the Cardiff Capital Region.
- 6.9. The colleges are seeking to establish Skills Academies that are aligned to the priority sectors of the Cardiff Capital Region, and those identified by the Regional Skills Partnership and City Deal. The concept also fulfils the Learning Pathways pillar of the Future Ready Skills Framework, which focuses on

connecting learners to employers. The Skills Academies will help to develop and retain talent in the region.

6.10. Skills Academies will equip recent graduates and adults (primarily local residents, focussing on areas of deprivation to support diversity and inclusivity) with high level skills required for hard-to-fill job vacancies in sectors experiencing skills shortages. This will be made possible by working closely with employers to collaboratively design, develop and deliver relevant provision. Underpinning engagement with the Skills Academies is access to a weekly training allowance and access to a barriers fund. On completion graduates are guaranteed an interview with employers who have endorsed and co-designed the programme.

### Expectations of suppliers

Minimum	Expected	Preferred
<p><b>Works contracts over threshold:</b></p> <p>Work with local employability and skills providers – to make local services aware of developments at the earliest possible opportunity.</p> <p>Advertise all vacancies and recruitment opportunities via local employability through Communities for Work, Careers Wales and Job Centre Plus (JCP).</p> <p>Suppliers must engage with the CAVC (Cardiff and Vale College) /Council/CCR and other local Skills Academy providers.</p> <p>Make full use of the National Apprenticeship and skills providers to increase apprentice opportunities.</p>	<p>Supplier commits to a number of their workforce coming from the Vale of Glamorgan or a particular locality, including those employed through the supply chain, as set out in the tender.</p> <p>Supplier uses workforce from local market for higher skilled roles.</p> <p><b>Works contracts over threshold:</b></p> <p>-Supplier has commitment to 25% of workforce coming from the Vale of Glamorgan, of which 5% will be skilled apprenticeships.</p> <p>Work with the local employability providers (CfW &amp; JCP) to jointly provide and market the development/services to local people through</p>	<p>Supplier creates high-quality, well-paid jobs for residents paying at least the Real Living Wage rate.</p> <p>Supplier provides apprenticeships and training opportunities for residents.</p> <p>Supplier provides work experience placements and careers support for residents, including pupils and students, and, where appropriate, paid work experience.</p> <p>Implement an Equal opportunities policy in recruitment, employment and service delivery targeting underrepresented and targeted groups or people within the area of development.</p>

<p>Make endeavours to assist employees to:</p> <ul style="list-style-type: none"> <li>• make improvements in their basic skills, numerical skills, literacy skills, English as a second language (ESOL), digital and communication skills.</li> <li>• achieve Construction Skills Certification Scheme (CSCS) registration and NVQ level 2) or equivalent and higher levels of qualifications.</li> </ul> <p>Supplier meets S106 requirements with regards to work force ratios, training opportunities and apprentice opportunities, in consultation with the CAVC Skills Academy at Meridian Water.</p> <p>Trainees/apprentices and recruits must be paid in accordance with industry norms, taking into account national living wage.</p> <p><b>Works contracts under threshold:</b></p> <p>Suppliers are encouraged to engage with the skills academies in</p>	<p>jobs fayres/ employment promotion events.</p>	<p>Supplier provides employment and training opportunities for priority target groups, i.e. people affected by disability, Ex Service Personnel, care leavers, long term unemployed, young offenders, ex-offenders, NEETS (aged 18 to 24).</p> <p>Supplier provides supply chain opportunities for Vale of Glamorgan businesses.</p> <p>Supplier maximises opportunities for VCSEs to participate in supply chains.</p> <p>Supplier provides relevant and practical business advice and guidance to local organisations.</p>
--	--	--

developing their tender responses.		
------------------------------------	--	--

For further examples of how to support the Vale of Glamorgan’s local economy, please refer to the Social Value Framework (Appendix A).

## 7. Climate Action

- 7.1. In July 2019 the Vale of Glamorgan Council joined with Welsh Government and other councils across the UK in declaring a global ‘climate emergency’ in response to the findings of the IPCC ‘Special Report on Global Warming of 1.5°C’ (October 2018). The Council made a commitment to:
- i. Reduce the Council’s carbon emissions to net zero before the Welsh Government target of 2030 and support the implementation of the Welsh Government’s new Low Carbon Delivery Plan.
  - ii. Make representations to the Welsh and UK Governments, as appropriate, to provide the necessary powers, resources and technical support to Local Authorities in Wales to help them successfully meet the 2030 target.
  - iii. Continue to work with partners across the region.
  - iv. Work with local stakeholders including Councillors, residents, young people, businesses, and other relevant parties to develop a strategy in line with a target of net zero emissions by 2030 and explore ways to maximise local benefits of these actions in other sectors such as employment, health, agriculture, transport and the economy.
- 7.2. Additionally, alongside declaring the climate emergency the Council identified eighteen specific challenges including procurement which are all set out in the Council’s Project Zero Climate Change Challenge Plan.
- 7.3. The Vale of Glamorgan Council understands Climate Action is a new and developing area for many organisations within the supply chain and maturity levels in this area will vary. For this reason, the majority of the minimum standards in this section involve a commitment to moving towards environmentally sustainable practices, rather than imposing strict standards at this stage. These recognise, however, that the majority of the Council’s carbon emissions exist within the supply chain and as such working with suppliers to reduce carbon is a key part of achieving net zero.
- 7.4. There are a number of calculation methods available which are valid; the Council is not prescribing which method should be used however it must be Green House Gas Protocol approved and capable of validation.

### Carbon Emissions

Minimum	Expected	Preferred
---------	----------	-----------

<p><b>Large (SECR):</b> Suppliers that exceed the threshold are expected to comply with Streamlined Energy and Carbon Reporting (SECR) standards and to have made a commitment to reducing carbon emissions.</p> <p><b>MSME:</b> Smaller suppliers are encouraged to report on emissions following SECR or approved GHG methodologies, make a commitment to track emissions by 2025 and set reduction targets that are monitored annually.</p> <p><b>Contracts over £5m:</b> Suppliers are expected to provide a <a href="#">Carbon Reduction Plan</a> and confirm their commitment to achieving Net Zero by 2030 in Wales.</p>	<p><b>Large (SECR):</b> Supplier publicly reports Scope 1, 2 &amp; 3 in line through SECR and has a net zero commitment.</p> <p><b>MSME:</b> Supplier annually monitors and reports on Scope 1 and 2 emissions and has made commitments to make reductions.</p>	<p>Supplier is carbon neutral certified.</p> <p>Supplier has commitment to continued emissions reduction and offsetting Scope 1 &amp; 2 emissions to zero through certified or locally approved schemes.</p> <p>Supplier has commitment to monitor and reduce Scope 3 emissions.</p> <p>Provides climate change or carbon reduction training for all staff.</p> <p><b>Social Value Portal Users</b> Supplier commits to achieving a specified reduction in CO2 emissions in the contract through decarbonisation.</p>
<p><b>Assessment approach</b></p>		
<p>Written confirmation from supplier of:</p> <p><b>Large (SECR)</b></p> <ol style="list-style-type: none"> <li>1. Declaration of Scope 1, 2 and 3 emissions (This could include Carbon Certification and Supply Chain Carbon Certification)</li> <li>2. Key Targets and reduction commitments</li> </ol> <p><b>MSME:</b></p> <ol style="list-style-type: none"> <li>1. Commitment to reducing carbon emissions</li> </ol>	<p>Copy of most recent (must be within last 18 months) carbon emissions monitoring data or report, which includes a summary of the methodology used (This could include Carbon Certification and Supply Chain Carbon Certification).</p>	<p>As for 'Expected' assessment plus:</p> <ol style="list-style-type: none"> <li>1. Confirmation of net zero emissions target date and evidence of monitoring plan with specific milestones</li> <li>2. Evidence of certified carbon offsets (must be within last 18 months)</li> <li>3. (Large only) – Carbon neutral certification</li> </ol> <p><b>For Social Value Portal users:</b></p> <ol style="list-style-type: none"> <li>1. Baseline level of emissions</li> </ol>

<p>2. Timescale for starting to monitor emissions Welsh Government toolkit to be launched.</p> <p><b>Contracts over £5m:</b></p> <p>1. Provide Carbon Reduction Plan <i>(criteria still to be specified)</i></p>		<p>2. Target level of emissions on the project</p> <p>3. Confirmation of net zero emissions date (See Social Value Portal technical guidance for more information.)</p>
--	--	---

## Energy

Minimum	Expected	Preferred
<p>Supplier has a commitment to reduce their energy consumption and is committed to switching to low-carbon energy in the future. Where the supplier rents their premise, this may include discussions with their landlord about how they can make premises more energy efficient or switching to low-carbon energy.</p>	<p>Supplier has a commitment to using 100% renewable or low-carbon energy with a target date of 2025 or sooner.</p>	<p>Supplier is supplied by 100% low-carbon or renewable energy. Supplier uses or procures renewable electricity either on-site or through Renewable Energy Guarantees of Origin (REGOs), Green Tariffs or Purchase Power Agreements (PPAs).</p>
<b>Assessment approach</b>		
<p>Written confirmation from supplier of:</p> <ol style="list-style-type: none"> <li>1. Commitment to using low carbon energy</li> <li>2. Commitment to reducing energy consumption</li> </ol>	<ol style="list-style-type: none"> <li>1. Copy of most recent (must be within last 18 months) energy monitoring data or report, which includes the mix of fuel types (electric, gas, etc.) and sources (renewable, low carbon, fossil fuel, etc.)</li> </ol>	<p>As for 'Expected assessment plus:</p> <ol style="list-style-type: none"> <li>1. Evidence that the sources are low-carbon or renewable energy</li> </ol>

## Travel

Minimum	Expected	Preferred
<p>Supplier has a commitment to switch to low or zero emission modes of transport in the future.</p>	<p>Supplier sometimes uses low or zero emission modes of transport to deliver goods and services.</p>	<p>Supplier prioritises the use of low or zero emission modes of transport and optimises transport efficiency by</p>



	<p>Supplier has passive transport programmes to reduce staff travel emissions e.g. car sharing schemes, cycle to work programmes, public transport season ticket loans or bicycle pools.</p> <p>Where relevant, Fleet Operator Recognition Scheme (FORS) accreditation to Bronze at least.</p>	<p>minimising the number of trips wherever possible.</p> <p>Supplier has an active approach to reducing staff travel emissions e.g. plan to progressively reduce onsite car parking, higher mileage rates for staff using active modes for work, pool vehicle only for work trips.</p> <p>Where relevant, Fleet Operator Recognition Scheme (FORS) accreditation to Gold.</p>
<b>Assessment approach</b>		
<p>Written confirmation from supplier of:</p> <ol style="list-style-type: none"> <li>1. Commitment to using low or zero emission means and modes of transport</li> <li>2. Timescales for using low or zero emission means and modes of transport (must be within contract period)</li> </ol>	<p>Written confirmation from supplier of:</p> <ol style="list-style-type: none"> <li>1. The specific goods and services which are transported using low or zero carbon modes</li> <li>2. The measures in place to reduce staff travel emissions (ideally in the form of a staff travel plan dated in the past 18 months)</li> <li>3. Current FORS accreditation level (where relevant)</li> </ol>	<p>As for the 'Expected' assessment plus:</p> <ol style="list-style-type: none"> <li>1. Evidence of a proportional reduction in number of trips and that more trips are being made by low or zero emission modes of transport</li> <li>2. Monitoring data showing staff travel to work mode</li> </ol>

### Circular economy

Minimum	Expected	Preferred
<p>Supplier adheres to relevant legislation for the removal and disposal of waste and recyclable materials.</p> <p>Where goods or services provided are likely to generate waste, supplier has a strategy in place to minimise the amount of</p>	<p>Supplier adheres to circular economy principles such as:</p> <ul style="list-style-type: none"> <li>- <b>Hard to recycle waste</b> is diverted from landfill or incineration through specific recycling partnerships.</li> <li>- <b>Take-back schemes</b> for products such as</li> </ul>	<p>Adheres to circular economy principles as stated in 'enhanced'.</p> <p>Supplier supports MSMEs and VCSEs within the supply chain to adopt Circular Economy solutions.</p>

<p>waste generated e.g. materials reused wherever possible, recycling and composting is maximised.</p> <p>Supplier has waste management verification policies where necessary.</p>	<p>electrical and electronic equipment and light bulbs.</p> <p><b>- Single-use plastic packaging</b> is eliminated through reusable packaging solutions or schemes.</p> <p><b>- Local partnerships</b> where goods and services implement circular economy solutions i.e. ground coffee waste used for landscaping or used technological equipment is repurposed in local VCSEs.</p>	
<p><b>Assessment approach</b></p>		
<p>The supplier should provide information on:</p> <ol style="list-style-type: none"> <li>1. Their approach to the removal and disposal of waste and recyclable materials</li> <li>2. The strategy they have in place to minimise the amount of waste generated</li> <li>3. Any waste management verification policies which are in place</li> </ol>	<p>As for 'Minimum' assessment with additional details on how they deliver circular economy principles</p>	<p>As for 'Expected' assessment with additional details on how they support MSMEs and VCSEs within the supply chain</p>

Purchased goods

Minimum	Expected	Preferred
<p>Product meets the minimum Government Buying Standards (GBS) and is in line with Council Policy.</p> <p>Product specific:</p> <p><b>- Cleaning products</b> are cruelty free and not tested on animals, in line</p>	<p>Product meets the best practice Government Buying Standards (GBS).</p> <p>Product specific:</p> <p><b>- Waste electrical and electronic equipment.</b> Utilises</p>	<p>Product meets Vale of Glamorgan Council standards for buying. These will be stated in the specification.</p> <p>This may include, where relevant, products that:</p>

<p>with our cruelty free policy.</p> <ul style="list-style-type: none"> <li>- <b>Timber and paper products</b> carry Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest certification or are made from recycled materials and carry FSC Recycled or Ecolabel certification or similar. If independently certified timber proves to be unavailable, the Council will accept, as a second resort only, timber that can be supplied with category B evidence as detailed under the UK Government <a href="#">Timber Procurement Policy</a>.</li> <li>- <b>Waste electrical and electronic equipment</b> Suppliers meet their obligations under the Waste Electrical and Electronic Equipment (WEEE) Regulations (2013). The Council will require all contracts, suppliers and service providers to share the Vale of Glamorgan Council, upon request, with all necessary information about how items have been dealt with.</li> </ul>	<p>circular economy principles such as take-back schemes.</p> <ul style="list-style-type: none"> <li>- <b>Single-use plastic packaging</b> is eliminated through reusable packaging solutions or schemes.</li> <li>- <b>Hard to recycle waste</b> is diverted from landfill or incineration through specific recycling partnerships.</li> </ul>	<ul style="list-style-type: none"> <li>- have ISO 14024 (type I) compliant ecolabel certification</li> <li>- have ISO 14025 (type III) compliant ecolabel certification (Environmental Product Declaration)</li> <li>- have nationally recognised ethical/responsible sourcing third party certification</li> <li>- generate less waste during use/installation</li> <li>- after use on the asset, are more readily reusable</li> <li>- are accepted by local recycling collection services</li> <li>- can be sourced locally</li> <li>- are from reused (preferred) or recycled sources</li> <li>- are made from bio-based materials</li> <li>- utilise circular economy principles, e.g. servitisation, manufacturer take-back, material passports.</li> </ul>
<b>Assessment approach</b>		
<p>Written evidence (such as product sheets) that goods and services procured by the Council meet the specific standards as outlined</p>	<p>As for 'Minimum' assessment</p>	<p>As for 'Expected' assessment with specific details of the carbon emissions attributable to the Council from the delivery of the goods and services being procured</p>

## Water

Minimum	Expected	Preferred
Suppliers seek to minimise the use of water wherever possible and promote the use of water efficient equipment and services.	Suppliers seek to minimise the use of water wherever possible and promote the use of water efficient equipment and services.	Suppliers have an active approach to water management with clearly defined targets for reducing consumption by location and/or activity.  Suppliers have a water recycling and reuse strategy.
<b>Assessment approach</b>		
Written evidence of overall water consumption split by location and/or activity	As for 'Minimum' assessment with additional information on processes in place to minimise consumption including details of any water efficient equipment and services.	As for 'Expected' assessment with additional information on: 1. Water management processes and related targets 2. Water recycling and reuse strategy

## 8. Monitoring Performance

- 8.1. The Procurement Code of Practice sets out requirements for officers in tendering for service and management of contracts, it is held on the Council's StaffNet site and is supported by training programmes and tools.
- 8.2. Managing the performance of contracts is a service manager responsibility. Depending on the size and complexity of the contract there will be monitoring of performance indicators and review meetings with the contract at either monthly, quarterly or six monthly intervals.
- 8.3. For high value contracts the Chief Officer will report to the Director on a three to six monthly basis. There will also be a rolling review of the monitoring of these contracts which will be presented to the Council's Insight Board on a quarterly basis. The reviews will also incorporate reporting on the net zero objective of Project Zero and equalities and diversity.
- 8.4. Additionally, to ensure the delivery of Social Value commitments to be delivered there will be an industry standard system to collect these commitments and their delivery.

## 9. Governance and Review

- 9.1. The Procurement Policy and Strategy supports delivery of the Council's Corporate Plan which is reviewed on a five year cycle and approved by Council. This Plan is approved by Cabinet within the Policy framework and will be reviewed on a regular basis and will continue to align with the Council's overall corporate ambitions.
- 9.2. The other driver for policy is strategy is Welsh Government and should there be any significant policy shifts then it would be appropriate to review our Policy and Strategy in response.



## Appendix One - The National TOMs Wales – Full list of Themes, Outcomes and Measures

Version 1.0 - 10th November 2020

Theme	Outcome	Measure
<b>A Prosperous Wales</b> An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.	More people in employment	<ul style="list-style-type: none"> <li>No. of local direct employees (FTE) hired or retained (for re-tendered contracts) on contract for one year or the whole duration of the contract, whichever is shorter</li> <li>No. of local direct employees (FTE) which are TUPE transfers retained on contract for one year or the whole duration of the contract, whichever is shorter (re-tendered contracts only - to be used at Measurement)</li> <li>No. of residents (FTE) from the listed sub-localities employed directly or through the supply chain as a result of your procurement requirements on the contract for one year or the whole duration of the contract, whichever is shorter (see sub-localities listed in 'LISTNTW1b')</li> <li>No. of local people (FTE) on contract for one year or the whole duration of the contract, whichever is shorter, employed through the supply chain as a result of your procurement requirements</li> <li>Percent of local direct employees (FTE) hired or retained (for re-tendered contracts) on contract for one year or the whole duration of the contract, whichever is shorter</li> </ul>
	Fair Work	<ul style="list-style-type: none"> <li>Average level of satisfaction with working conditions with direct and supply chain employees hired or retained (for re-tendered contracts) on contract - based on representative and best practice employee satisfaction survey</li> <li>The Fair Work Wales Standard and related "good" and "fair" employment practices are implemented and facilitated on contract</li> <li>Union recognition agreements (or equivalent worker representation) and collective bargaining are present and encouraged in the supply chain</li> </ul>
	Improved skills for people	<ul style="list-style-type: none"> <li>No. of staff hours spent on local school and college visits e.g. delivering careers talks, curriculum support, literacy support, safety talks (including preparation time) e.g. on STEM, social care and social sciences</li> </ul>

		<ul style="list-style-type: none"> <li>No. of weeks of training opportunities on the contract (BTEC, City &amp; Guilds, NVQ, HNC, RQF) that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+</li> <li>No. of weeks of apprenticeships 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 - Level 2,3, or 4+</li> <li>No. of weeks of staff upskilling (FTE) delivered on contract as part of training opportunities and comprehensive upskilling programmes - only applies to training opportunities on the contract (BTEC, City &amp; Guilds, NVQ, HNC, RQF) that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+</li> <li>No. of weeks of staff upskilling (FTE) delivered on contract as part of apprenticeships and comprehensive upskilling programmes - Only applies for apprenticeships 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 - Level 2,3, or 4+</li> </ul>
	Improved skills for a low carbon transition	<ul style="list-style-type: none"> <li>Support a 'just transition' for workers by supporting those in 'traditional' high carbon industries to retrain</li> <li>No. weeks on the contract of apprenticeships relating to the low carbon economy - opportunities either to be completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+</li> </ul>
	More opportunities for local business and MSMEs (Micro, Small and Medium Enterprises)	<ul style="list-style-type: none"> <li>Provision of expert business advice to MSMEs (e.g. financial advice / legal advice / HR advice/HSE)</li> <li>Total amount (£) spent in LOCAL supply chain through the contract</li> <li>Total amount (£) spent through the contract in specified sub-localities (e.g. high deprivation areas) - please refer to list NT18a for the qualifying Areas.</li> <li>Total amount (£) spent through contract with MSMEs in TARGET areas (local or areas of deprivation)</li> <li>Percentage of invoices on the contract paid within 30 days</li> </ul>
	Resource efficiency and the circular economy are promoted	<ul style="list-style-type: none"> <li>Support provided internally and to MSMEs and third sector and civil society organisations within the supply chain to adopt Circular Economy solutions - business case and leadership for circular economy</li> </ul>

		<ul style="list-style-type: none"> <li>• Value of local partnerships to implement circular economy solutions</li> <li>• Hard to recycle waste diverted from landfill or incineration through specific recycling partnerships (e.g.Terracycle or equivalent)</li> </ul>
	Innovation to support a more prosperous Wales	<ul style="list-style-type: none"> <li>• Innovative measures relating to "A Prosperous Wales" 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.</li> </ul>
	Retaining jobs and skills during the COVID-19 crisis	<ul style="list-style-type: none"> <li>• Safeguarding jobs on contract - Percentage of own staff on contract retained with pre-crisis level pay and hours (to be used at Management/Measurement only - not Procurement)</li> <li>• Percentage of staff on contract retained with agreed temporarily reduced hours (to be used at Management/Measurement only - not Procurement) - This is to reduce layoffs for own staff on contract that can only partially deliver against their responsibilities as a result of the COVID-19 crisis</li> <li>• Safeguarding supply chain jobs on contract - Percentage of supply chain staff on contract retained either at pre-crisis level pay and hours or with temporarily altered conditions (e.g.reduced time and pay, to be specified)- (to be used at Management/Measurement only - not Procurement)</li> </ul>
<b>A Globally Responsible Wales</b> A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being	Carbon Emissions are reduced	<ul style="list-style-type: none"> <li>• Savings in CO2 emissions on contract achieved through de-carbonisation (specify how these are to be achieved)</li> <li>• Policy and programme to achieve net zero carbon by 2030 including monitoring plan with specific milestones</li> <li>• Contribution made on the contract to own carbon offset fund (when it has been demonstrated said carbon emissions cannot be reduced within the contract's timeframe)</li> <li>• Carbon Certification (Carbon Trust Standard, Planet Mark or equivalent independently verified) - achieved or to achieve for current year</li> </ul>
	Ethical procurement is promoted globally	<ul style="list-style-type: none"> <li>• Percentage of your contracts that include commitments to ethical employment practices in the 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</li> </ul>



		<ul style="list-style-type: none"> <li>Initiatives taken throughout the global supply chain to identify, monitor and manage the risks of modern slavery occurring in relation to the contract (i.e., Supply chain mapping, staff training, contract management)</li> </ul>
	Innovation to support a globally responsible Wales	<ul style="list-style-type: none"> <li>Innovative measures relating to "A Globally Responsible Wales" 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.</li> </ul>
<b>A Resilient Wales</b> A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change	Green spaces and biodiversity are protected and enhanced	<ul style="list-style-type: none"> <li>Volunteering with initiatives working on environmental conservation and sustainable ecosystem management - resources invested including time, funds and in-kind contributions</li> </ul>
	Safeguarding the environment	<ul style="list-style-type: none"> <li>Donations or investments towards initiatives aimed at environmental and biodiversity conservations and sustainable management projects for both marine and terrestrial ecosystems</li> <li>Donations or investments towards expert designed sustainable reforestation or afforestation initiatives</li> <li>Plastic recycling rate on the contract (to e.g. reduce microplastics)</li> <li>Rate of Beyond Recycling materials used on contract, such as wood, remanufactured, repaired and recycled content</li> <li>Investment and support provided to local environmental education initiatives (e.g. Carbon Literacy Wales)</li> <li>Investment and support provided to waste management training initiatives</li> </ul>
	Sustainable procurement is promoted	<ul style="list-style-type: none"> <li>Percentage of your contracts that include environmental sustainability commitments, including e.g. to reduce the use of environmentally harmful chemical, use local materials or produce, reduce food and general waste, implement circular economy commitments</li> <li>Percentage of contracts with the supply chain requiring contractors to operate low or zero emission vehicles</li> </ul>

		<ul style="list-style-type: none"> <li>• Supply Chain Carbon Certification (Carbon Trust Standard for Supply Chain or equivalent independently verified) - achieved or to achieve for current year</li> <li>• Requirements or support (for Micro or Small enterprises) for suppliers to demonstrate climate change and carbon reduction training for all staff - e.g. Welsh Future Generations Goals Training</li> </ul>
	Innovation to support a more resilient Wales	<ul style="list-style-type: none"> <li>• Innovative measures relating to "A resilient Wales" 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.</li> </ul>
<b>A Healthier Wales</b> A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood	Creating a healthier community	<ul style="list-style-type: none"> <li>• Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc.)</li> <li>• 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</li> </ul>
	Air Pollution is reduced	<ul style="list-style-type: none"> <li>• 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.)</li> <li>• Car miles driven using low or no emission staff vehicles included on project as a result of a green transport programme</li> <li>• Corporate travel schemes available to employees on the contract (subsidised public transport, subsidised cycling schemes and storage, sustainable corporate transport such as electric bus from public station to corporate facilities)</li> <li>• Percentage of fleet or construction vehicles on the contract that is at Least Euro 6 or LEV</li> <li>• Fleet emissions monitoring programme on the contract, including data collection (miles, type of vehicle, engine type, emission standard).</li> </ul>
	Improving staff wellbeing	<ul style="list-style-type: none"> <li>• No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes</li> <li>• Mental Health campaigns for staff on the contract to create community of acceptance, remove stigma around mental health</li> </ul>

	Innovation to support a healthier Wales	<ul style="list-style-type: none"> <li>Innovative measures relating to "A healthier Wales" 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.</li> </ul>
	Supporting workers, SMEs and third sector and civil society organisations to face the COVID-19 crisis	<ul style="list-style-type: none"> <li>Do you have a policy or a strategy to provide support to staff working remotely or on furlough around mental health and wellbeing?</li> <li>Initiatives to provide support to staff working remotely or on furlough around mental health and wellbeing</li> <li>Do you have a policy or a strategy to provide safe virtual spaces to staff, including guidance around cyber security and around remote and virtual working best practice. (Provide strategy or policy document)</li> <li>Initiatives to provide safe virtual spaces to staff, including guidance around cyber security and around remote and virtual working best practice.</li> <li>Initiatives to further support staff delivering essential work as defined by the UK government, both within the company and the supply chain (e.g. providing food delivery and mental health support services, etc.)</li> <li>Initiatives to further support own and supply chain staff from vulnerable groups to reduce economic impact of the crisis (e.g. offering financial support measures, advise on how to access support from the government, pro bono food deliveries and mental health support services, etc)</li> <li>Percentage of contractors engaged with to implement COVID-19 response measures as outlined in the National TOMs Wales</li> </ul>
<b>A More Equal Wales</b> A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic circumstances).	More opportunities for disadvantaged people	<ul style="list-style-type: none"> <li>No. of employees (FTE) hired on the contract as a result of a recruitment programme that have been unemployed for a minimum of 6 to a maximum of 12 months</li> <li>No. of employees (FTE) hired on the contract as a result of a recruitment programme that have been long term unemployed for a minimum of 12 to a maximum of 24 months</li> <li>No. of employees (FTE) hired on the contract as a result of a recruitment programme that have been long term unemployed for 24 MONTHS or longer</li> </ul>

		<ul style="list-style-type: none"> <li>• No. of employees (FTE) from disadvantaged or minority backgrounds hired on the contract as a result of a recruitment programme that have been unemployed for a minimum of 6 to a maximum of 12 months</li> <li>• No. of employees (FTE) from disadvantaged or minority backgrounds hired on the contract as a result of a recruitment programme that have been unemployed for a minimum of 6 to a maximum of 12 months</li> <li>• No. of employees (FTE) from disadvantaged or minority backgrounds hired on the contract as a result of a recruitment programme that have been long term unemployed for a minimum of 12 to a maximum of 24 months</li> <li>• No. of employees (FTE) from disadvantaged or minority backgrounds hired on the contract as a result of a recruitment programme that have been long term unemployed for 24 months or longer</li> <li>• No. of employees (FTE) hired on the contract who are Not in Employment, Education, or Training (NEETs) as a result of a recruitment programme</li> <li>• No. of 18-24 y.o. employees (FTE) hired on the contract who are rehabilitating young offenders as a result of a recruitment programme</li> <li>• No. of disabled employees (FTE) hired on the contract as a result of a recruitment programme</li> <li>• No. of hours of support into work provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance - (over 24 y.o.)</li> </ul>
	Improved employability of young people (under 24y.o.)	<ul style="list-style-type: none"> <li>• No. of hours dedicated to support young people into work (e.g. CV advice, mock interviews, careers guidance) - (under 24 y.o.)</li> <li>• No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)</li> <li>• For people with adverse childhood experiences - No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)</li> <li>• Meaningful work placements that pay Minimum or National Living Wage according to eligibility - 6 weeks or more (internships)</li> <li>• For people with adverse childhood experiences - Meaningful work placements that pay Minimum or National Living Wage according to eligibility</li> </ul>

		<ul style="list-style-type: none"> <li>- 6 weeks or more (internships)</li> </ul>
	More support for target curriculum activities	<ul style="list-style-type: none"> <li>Time spent to support STEM curriculum activities in schools and colleges through expert designed and delivered content</li> </ul>
	Reducing inequalities	<ul style="list-style-type: none"> <li>Number and type of initiatives to be put in place to reduce the gender pay gap for staff employed in relation to the contract (describe and document initiatives)</li> <li>Percentage of staff on contract that is paid at least the relevant Real Living wage as specified by Living Wage foundation</li> <li>Percentage of contractors in the supply chain required (or supported if they are micro and small business) to pay at least Real Living wage</li> </ul>
	Ethical procurement is promoted in Wales	<ul style="list-style-type: none"> <li>Percentage of your contracts that include commitments to local ethical employment practices, including verification that there is zero tolerance</li> <li>of modern slavery and other relevant requirements such as elimination of false self-employment, unfair zero hours contracts and blacklists. Examples can be drawn from the Welsh Government Code of Practice and managed e.g. through Project Bank Accounts in the supply chain</li> <li>Initiatives taken throughout the local supply chain to identify, monitor and manage the risks of modern slavery occurring (i.e. supply chain mapping, staff training, contract management) in relation to the contract</li> <li>Innovative measures relating to "A more equal Wales" 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.</li> </ul>
	Innovation for a more equal Wales	<ul style="list-style-type: none"> <li>Innovative measures relating to "A more equal Wales" 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.</li> </ul>
<b>A Wales of Cohesive Communities</b> Attractive, safe, viable and well-connected	More opportunities for the Third Sector and Civil Society Organisations (Voluntary, Community and Social Enterprises)	<ul style="list-style-type: none"> <li>Equipment or resources donated to third sector and civil society organisations (£ equivalent value)</li> <li>Number of voluntary hours donated to support third sector and civil society organisations (excludes expert business advice)</li> <li>Total amount (£) spent with third sector and civil society organisations within your supply chain</li> <li>Provision of expert business advice to third sector and civil society organisations (e.g. financial advice / legal advice / HR advice/HSE)</li> </ul>

	A workforce and culture that reflect the diversity of the local community	<ul style="list-style-type: none"> <li>• Equality, diversity and inclusion training provided both for staff and supply chain staff</li> <li>• Percentage of employees (FTE) BAME hired on the contract</li> </ul>
	Social value embedded in the supply chain	<ul style="list-style-type: none"> <li>• Percentage of contracts with the supply chain on which Social Value commitments, measurement and monitoring are required</li> </ul>
	Crime is reduced	<ul style="list-style-type: none"> <li>• Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, etc.)</li> </ul>
	Vulnerable people helped to live independently	<ul style="list-style-type: none"> <li>• Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)</li> </ul>
	Support for disadvantaged young people and their families	<ul style="list-style-type: none"> <li>• Initiatives to be taken to support disadvantaged young people and their families</li> </ul>
	More working with the Community	<ul style="list-style-type: none"> <li>• Donations or in-kind contributions to local community projects (£ &amp; materials)</li> <li>• No. of hours volunteering time provided to support local community projects</li> <li>• Support provided to help local community draw up their own Community Charter or Stakeholder Plan</li> </ul>
	Innovation to support more cohesive communities in Wales	<ul style="list-style-type: none"> <li>• Innovative measures relating to "A Wales of cohesive 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.</li> </ul>
	Supporting workers, SMEs and third sector and civil society organisations to face the COVID-19 crisis	<ul style="list-style-type: none"> <li>• Provide support for SMEs, third sector and civil society organisations to respond to the COVID-19 crisis and maintain business operations – hours of expert support provided by staff</li> <li>• Percentage of invoices on the contract paid to SMEs, third sector and civil society organisations within 30 days</li> </ul>
	Supporting communities to	<ul style="list-style-type: none"> <li>• Do you have in place a strategy to provide guidance on best practice social interaction in COVID-19 times to own and supply chain staff and where possible the community?</li> </ul>

	deal with the COVID-19 crisis	<ul style="list-style-type: none"> <li>• Enable and encourage staff on the contract to safely volunteer within their community or participate in local support networks - particularly to help people in most vulnerable groups (at risk categories), people self-isolating and local essential workers.</li> <li>• Direct support from your organisation to local authorities or third sector and civil society organisations in the local area for the contract to deliver the services to support people in most vulnerable groups (at risk categories), people self-isolating and local essential work force - (food delivery, mental health support, etc.)</li> <li>• Funding of campaigns to increase the understanding of the importance of following behavioural norms as specified by the government and public health institutions, recognition and appreciation of the social value provided by essential services (NHS, food retail, transportation, etc.) - targeted towards staff and the general public</li> <li>• Safe and sustainable travel and transport options for staff are in place - these should be targeted at minimising risks stemming from COVID-19</li> <li>• You have conducted a COVID-19 risk assessment, monitoring and reporting measures are in place and publicly available</li> </ul>
<b>A Wales of Vibrant Shared Culture and Thriving Welsh Language</b>	The Welsh Culture is promoted	<ul style="list-style-type: none"> <li>• Support and investment provided for people to learn and use Welsh (e.g. interactions and signage)</li> <li>• Support and investment provided for people to get involved in Welsh cultural events, arts, sports and heritage activities</li> </ul>
	Native wildlife, nature and heritage sites are protected	<ul style="list-style-type: none"> <li>• Support and investment provided for the protection of native wildlife and biodiversity as well as local heritage sites</li> </ul>
	Innovation to support a more vibrant culture	<ul style="list-style-type: none"> <li>• Innovative measures relating to "A Wales of vibrant shared culture and thriving Welsh Language" 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.</li> </ul>