

THE VALE OF GLAMORGAN COUNCIL

RESOURCES SCRUTINY COMMITTEE: 19TH NOVEMBER, 2025

REFERENCE FROM CABINET: 4TH SEPTEMBER, 2025

**“C84 PROCUREMENT POLICY AND STRATEGY REVIEW (EL/PR)
(SCRUTINY – RESOURCES SCRUTINY COMMITTEE) –**

The Leader presented the report to review and update the 2022/23 Procurement Policy and Strategy, which included consideration of the Reference from Resources Scrutiny Committee that took place on 9th July, 2025 and was included on the meeting Agenda under Item 9.

The Council were undertaking a Policy and Strategy Review at the same time that in-depth Task and Finish work was undertaken on Procurement Policy, and as a result of all those discussions amongst Task and Finish Members and Officers several aspects included within the Task and Finish work were already being built into the Review as it evolved.

Cabinet were being asked to approve for the Policy and Strategy to be adopted in draft mindful of possible changes following consideration by Resources Scrutiny Committee and the planned focused review on Social Value and Circular economy by Resources Scrutiny Committee in November. It would then be reviewed again in two years' time.

Within the Task and Finish work, there were recommendations that had resource implications and those would be reviewed as part of the budget setting process as part of a joined up internal working with ongoing procurement processes.

This was a matter for Executive decision.

Cabinet, having considered the report and all the issues and implications contained therein

RESOLVED –

- (1) **T H A T** the Procurement Policy and Strategy at Appendix A to the report be endorsed.
- (2) **T H A T** the Procurement Policy and Strategy be approved as a Draft for consultation with Resources Scrutiny Committee.
- (3) **T H A T** in pursuance of Resolution (2), the Draft Procurement Policy and Strategy be referred to the Resources Scrutiny Committee for review and, subject to

Cabinet considering any recommendations from the Committee, that the Policy and Strategy to be then approved as a final version.

(4) T H A T Cabinet recommends to Full Council to amend 18.12.1 (c) in the Constitution to require Social Value to be a tender requirement at £0.250m for Works and above Threshold for Services.

(5) T H A T pending the consideration of the Procurement Policy and Strategy by Resources Scrutiny Committee, the document be implemented on an interim basis.

(6) T H A T Resolution (5) be subject to the agreed use of the urgency procedure as set out at Section 15.14 of the Council's Constitution.

(7) T H A T Cabinet reviews the Policy and Strategy over the next two years, with a formal report to Cabinet forthcoming in 2027 and delegated authority be granted to the Head of Finance/Section 151 Officer to make minor amendments to the Policy and Strategy to ensure it remained current in the meantime.

Reasons for decisions

(1) It was important that the Policy and Strategy remained current and was reviewed by Scrutiny and Cabinet on a regular and frequent basis.

(2) The current Procurement Policy and Strategy did not reflect current regulation and needed to be brought up to date ahead of review by Resources Scrutiny as a Policy and Strategy for the Council to work to.

(3) There was constructive input by the Corporate Performance and Resources Scrutiny Committee when the Policy and Strategy was first brought forward and it was important to have their continued input alongside their Task and Finish work on Procurement.

(4) The current thresholds were too low and a greater focus on social value was required.

(5) To enable the measures included in the Strategy to be implemented with an immediate effect and on an interim basis pending wider consultation and subsequent review as necessary.

(6) To enable the measures included in the Strategy to be implemented with an immediate effect.

(7) To ensure the Policy and Strategy remained current and Cabinet would formally review in a timely manner.”

Attached as Appendix – Report to Cabinet : 4th September, 2025

Meeting of:	Cabinet
Date of Meeting:	Thursday, 04 September 2025
Relevant Scrutiny Committee:	Resources Scrutiny Committee
Report Title:	Procurement Policy and Strategy Review
Purpose of Report:	To review and update the 2022/23 Procurement Policy and Strategy
Report Owner:	Executive Leader and Cabinet Member for Performance and Resources
Responsible Officer:	Director of Corporate Resources
Elected Member and Officer Consultation:	Strategic Leadership Team
Policy Framework:	This is a matter for Executive decision by Cabinet with Constitutional changes to be considered by Full Council
<p>Executive Summary:</p> <ul style="list-style-type: none"> • Cabinet approved the current Procurement Policy and Strategy at its meeting on 13th April 2023. That report gave a commitment to review the Policy and Strategy on a regular basis. The Policy and Strategy represented a major overhaul of the previous approach with the changing world the Council operates within, significant updates being required on Government and Council Policy and approaches to carbon reduction, social value and equitable procurement. • At the same time as approving the Policy and Strategy in 2023, the Council also entered into a partnership, Ardal, led by Cardiff City Council to deliver the Procurement function. As well as Cardiff, Torfaen and Monmouthshire Councils are also part of the partnership. • There are a number of updates to the 2022/23 Policy following the review. • Since its adoption there have been two new pieces of legislation; the Procurement Act 2023 and the Public Procurement (Wales) Regulations and the Social Partnership and Public Procurement (Wales) Act 2023 and the Council has also approved its new Corporate Plan – Vale 2030. The Policy and Strategy has been updated to reflect these two developments. • There were some omissions originally due to the availability of robust data and this is now included. An analysis is provided of the Council’s spend profile across procurement categories and there is also analysis of the carbon footprint across the supplier base, third party spend representing 80.6% of the Council’s total carbon footprint for 2023/24. 	

- There has been some alignment of the procurement objectives in the Policy and Strategy with those of the Ardal partners which will enable a more focussed approach by the Category Managers across the partnership. These were already broadly aligned and this work has predominantly required the splitting of existing objectives with Carbon Reduction seeing Biodiversity split out as its own objective and a greater focus on Safeguarding and the Welsh Language.
- Finally, the Council had previously, in part for expediency, adopted the full Welsh Government Targets, Outputs, Measures (TOMs) framework for delivering Social Value. There has been a thorough review and a more streamlined set of TOMs is now in place.
- There have been a number of procurement developments taking place whilst the Scrutiny Task and Finish work has progressed over the past eighteen months. These developments address a number of the recommendations included in the reference from Resources Scrutiny on this agenda.
- It is recommended that Cabinet approve for the Policy and Strategy to be adopted in draft with a focused review on Social Value and Circular economy by Resources Scrutiny in November and then reviewed again in two years' time.

Recommendations

1. That Cabinet reviews the Procurement Policy and Strategy at Appendix A to this report.
2. That Cabinet approves the Procurement Policy and Strategy as a Draft for consultation with Resources Scrutiny Committee.
3. That in pursuance of Recommendation 2, Cabinet refers the Draft Procurement Policy and Strategy to the Resources Scrutiny Committee for review and, subject to Cabinet considering any recommendations from the Committee, that the Policy and Strategy to be then approved as a final version.
4. That Cabinet recommends to Full Council to amend 18.12.1 (c) in the Constitution to require Social Value to be a tender requirement at £0.250M for Works and above Threshold for Services.
5. That pending the consideration of the Procurement Policy and Strategy by Resources Scrutiny Committee, the document be implemented on an interim basis.
6. That Recommendation 5 be subject to the agreed use of the urgency procedure as set out at Section 15.14 of the Council's Constitution.
7. That Cabinet reviews the Policy and Strategy over the next two years, with a formal report to Cabinet forthcoming in 2027 and delegates authority to the Head of Finance/s151 Officer to make minor amendments to the Policy and Strategy to ensure it remains current in the meantime.

Reasons for Recommendations

1. It is important that the Policy and Strategy remains current and is reviewed by Scrutiny and Cabinet on a regular and frequent basis.
2. The current Procurement Policy and Strategy does not reflect current regulation and needs to be brought up to date ahead of review by Resources Scrutiny as a Policy and Strategy for the Council to work to.
3. There was constructive input by the Corporate Performance and Resources Scrutiny Committee when the Policy and Strategy was first brought forward and it is important to have their continued input alongside their Task and Finish work on Procurement.
4. The current thresholds are too low and a greater focus on social value is required.
5. To enable the measures included in the Strategy to be implemented with an immediate effect and on an interim basis pending wider consultation and subsequent review as necessary.
6. To enable the measures included in the Strategy to be implemented with an immediate effect.
7. To ensure the Policy and Strategy remains current and Cabinet formally review in a timely manner.

1. Background

- 1.1** Cabinet approved the Procurement Policy and Strategy 2022/23 in April 2022; it was initially presented to Cabinet on 27th February 2023 and referred to Corporate Performance and Resources Scrutiny for review and subsequently approved by Cabinet on 13th April 2023.
- 1.2** The previous Policy and Strategy had dated back to 2018 and there were a number of significant revisions required. There had been significant changes to the Welsh Government's Procurement Policy Statement and the adoption of a large number of Welsh Procurement Policy Notices (WPNNs). There had been a major shift in the appreciation of Social Value, equitable procurement and the importance of Carbon Reduction since the 2018 document and major revisions were required in these areas.
- 1.3** The 2022/23 Policy and Strategy also recognised that suppliers are not all equally equipped to deliver services which fully align with the Council's objectives and a differentiated approach was set out for minimum, expected and preferred standards. In the main this was to protect small local suppliers.
- 1.4** There was extensive internal engagement and input in the development of the 2022/23 Policy and Strategy and the approach was also tested out through consultation with existing suppliers.
- 1.5** A commitment was made to review the Policy and Strategy on a regular basis and the review and proposed updates are set out below.

2. Key Issues for Consideration

Policy and Strategy

- 2.1** There has been a wide ranging review of the Policy and Strategy which covers the following five areas:
 - i. Legislation and Regulation
 - ii. The Council's Corporate Plan
 - iii. Provision of key data and metrics
 - iv. Alignment of the procurement objectives with the Council's Ardal partners
 - v. Streamlining of the approach to deliver Social Value

Legislation and Regulation

- 2.2** There have been two new pieces of legislation over the past two years. The first of these, the Procurement Act 2023 and Public Procurement (Wales) Regulations came into effect on 24th February 2025 and the Council's Contract Procedure Rules were updated at Council on 10th March to reflect this.
- 2.3** As a consequence, the Welsh Government has reviewed its Welsh Procurement Policy Notices Table One in paragraph 2.9 of the revised Policy and Strategy has been updated to include all of these. They are helpfully now set out by category

rather than the year in which they were introduced. The legacy Welsh PPNs no longer apply and are just referenced for information.

- 2.4** The second piece of legislation is the Social Partnership and Public Procurement (Wales) Act 2023. This is not enacted at present and is expected to come into effect early in 2026.

Corporate Plan – Vale 2030

- 2.5** The Council approved its new Corporate Plan, Vale 2030, and the Policy and Strategy has been updated to reflect the updated Plan.

Provision of Data and metrics

- 2.6** There is a new Section 3 which sets out the Council's £248.2M of spend in 2023/24 across the ProClass categories of spend. The spend is taken from Oracle Fusion and run through an analysis tool called Atamis which allocates the spend across the ProClass categories. There are plans to make this available to services on a quarterly basis in the current financial year. The major two areas of spend, unsurprisingly are 'Works – Construction, Repair and Maintenance,' given the Council's ambitious Capital Programme and 'Social Community Care Supplies and Services – Adult.'

- 2.7** The section also analyses the same spend against its contribution to the Council's Carbon Footprint. The analysis does differ from the Carbon Reporting to Welsh Government as it includes utility costs which are classed as a Scope 2 emission for that purpose.

- 2.8** Utilities is naturally one of the larger movers between the spend and carbon data, being tenth in terms of spend but second in terms of carbon impact.

- 2.9** The Carbon analysis relies on Tier 1 categorisation by way of Standard Industrial Classification Codes (SIC Codes) which are assigned to individual expenditure types. There are a number of reviews under way to bring in more sophisticated means of analysis through Tier 2 and Tier 3 approaches which would bring in actual carbon data from suppliers rather than the reliance on the proxy Tier 1 SIC codes.

Alignment of Objectives

- 2.10** There has been a reordering of the sections of Strategy to bring alignment with the Ardal Procurement Strategy. This will ensure consistency of approach across the Category Management teams. Whilst this is largely a reordering, there is new content on Protecting the Wellbeing of Young People and Vulnerable Adults at Section 11 and Vibrant Welsh Heritage and Culture at Section 13.

Social Value Framework

- 2.11** Finally, there has been extensive engagement undertaken to streamline the Social Value framework which was included in the existing Policy and Strategy. Partly through expediency, the full set of 102 Welsh TOMs (Targets, Outputs and Measures) had been adopted at the same time as the Contract Procedure Rules were updated to require Social Value be 10% of the quality evaluation when tendering at above threshold.

- 2.12** A streamlined set of 50 TOMs was presented to the Council's Strategic Insight Board last autumn along with Basic and Light subsets. There were further one to one sessions with Chief Officers at a corporate and service level to ensure that the revised TOMs would meet their needs and they have been taken forward without further amendment. These are included at Appendix One of the Policy and Strategy.
- 2.13** The above public procurement threshold requirement for Social Value to be 10% of the quality valuation is a high threshold, this is £5.3M for works and £0.214M for services. It is proposed to recommend to Full Council to reduce this threshold in the Contract Procedure Rules 18.12.1 (c) to £0.250M for works and above Threshold £0.214M for services. The same revisions are being made across the Ardal partnership which will enable a consistent and greater focus on the delivery of social value.

Next Steps

- 2.14** It is essential the Policy and Strategy drives behaviour and there will be a number of actions required following its approval and these will also need to tie in with the outcome of the Scrutiny Task and Finish work which commenced in late 2023 and is being considered on this agenda by Cabinet. Cabinet will note that the Head of Finance and Director of Corporate Resources have provided regular updates on the development of procurement related work throughout the task and finish process.
- 2.15** The objectives in the Policy and Strategy are closely aligned with those of the Council's partners which enables a consistent approach by the Category Managers. There have been a number of initiatives to drive this consistency of approach and this will continue. To date the Procurement Code of Practice is gradually being replaced by a series of four Buying Responsibly Guides covering the key routes to market by value, there is a single overarching Contract Forward Plan and broadly consistent Pre Tender Notification Reports and Quotation Record Forms. Comprehensive use of the Pre Tender Notification will be specifically promoted with its prompts to consider the key objectives in the Policy and Strategy, most notably Social Vale, Carbon Reduction, Circular Economy and Ethical Practices.
- 2.16** There are no plans currently to have a separate Social Value Policy but following the work above on the streamlining of the Social Value Framework with the reduced number of TOM and a basic and light set, there is opportunity to review and possibly expand the Social Value Section of the Procurement Policy and Strategy. There will be a greater focus on Social Value in the Council's tenders for works and services. The Policy and Strategy in 2022 was the driver for including a new provision in the Council's Contract Procedure Rules introducing a requirement for there to be a 10% component for Social Value in the quality assessment element for above threshold tenders. This was essentially a soft launch and after being in place for two years is being reduced significantly to above threshold for services but at £0.250m for works which will be the thresholds across the Ardal Partnership.

- 2.17** Officers are working closely with Ardal, especially the Category Managers to ensure Social Value is effectively set out in tender documents and also very importantly that it is properly monitored which will be through Thrive, the monitoring system across the entire partnership.
- 2.18** Support for local and small, medium sized enterprises continues to be an area of focus. Whilst the report above does not specifically cover this area of the Policy and Strategy, Ardal will work actively with the Council's Regeneration team to engage on these elements of the Policy and Strategy.
- 2.19** At a high level there will be further communications and training to both reinforce understanding the key elements of Policy and Strategy, many of which are unchanged but with a focus on those revisions, especially Social Value and the Circular Economy. This follows the spring 2024 season of Management Development sessions which included content on procurement basics, reaching a wide number of those colleagues with line management responsibility.
- 2.20** Supporting the communications will be work with the Commissioners/Procurers Group. This exists largely as an email distribution group at present but will be established into a more formal group to help promote best practice across the Council. It maybe that this is the foundation of a Procurement/Commissioning Board approach, the function of which is currently being carried out by the Strategic Insight Board who have been closely involved in the development of the Council's relationship with Ardal and revision of the Policy and Strategy.
- 2.21** Resourcing is always going to be a challenge and whilst some additional resources were made available when the Council entered the partnership it still only spends £206K on its contribution to the partnership including the costs of one member of the historical Vale team seconded to Ardal. The partnership provides resilience, a category approach and economies of scale to bring in specialist resources that were previously not possible. It is positive to note two key appointments in the past 12 months – a Social Value Officer last summer and very much more recently a Climate lead with the Council having access to these colleagues on a regular basis to inform procurement exercises and the overall strategic approach.
- 2.22** The Council actively contributes to the work of Ardal as a partnership, whilst also ensuring the Authority is getting good value for money from the arrangements. Some of the performance arrangements have taken longer to put in place than initially anticipated. The Ardal Board which has senior representatives from all four Councils has agreed a set of KPIs and these will be reported on a quarterly basis. Key to this are the enhanced Pre Tender Reports set out above, enabling more than just financial data on Ardal supported activity to be collected, reported and evaluated.
- 2.23** The Scrutiny Procurement Task and finish reference from Resources Scrutiny is also considered on this agenda. A number of the issues brought have forward in the report have been covered in the paragraphs above. To ensure they are given comprehensive consideration it is proposed that the Policy and Strategy at Appendix A is adopted as an interim Policy and Strategy at this time and Resources Scrutiny review further at its meeting in November. Any

recommendations would then be referred back to Cabinet for final consideration and approval as appropriate.

- 2.24** Finally, the Policy and Strategy will be subject to minor amendments to keep it current and will be brought back for a formal review by Cabinet in two years.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** The Procurement Strategy and Policy will contribute to the achievement of the Council's well-being objectives and is an integral part of the integrated planning framework which is set out in the Future Generations Act. Procurement is a theme of the Strategic Insight Board's work programme, ensuring procurement is considered alongside other integrated planning activity to support the delivery of the well-being objectives. The review after two years ensures that the Policy and Strategy continues to a meaningful tool in longer term planning.
- 3.2** The Strategy and Policy was initially informed by engagement across the Council and in consultation with suppliers. In adopting a tiered approach to both expectations and scale of the suppliers the Council wants to engage with, the approach demonstrates an understanding of the organisations we are working with. The Policy and Strategy seeks to deliver procurement exercises which have a long term focus, notably in social value, alongside immediate financial considerations. This also demonstrates how the Policy will contribute to preventative action being taken (for example, in procuring goods and services from sustainable local suppliers committed to delivering long-term benefit in the area).
- 3.3** The Council has collaborated with its Ardal procurement partners in review the document. The realignment of the objectives will also enable a more consistent approach and support clearer advice and guidance to services in their tender exercises. The alignment of the Policy and Strategy with the other partners also demonstrates how integration is an important part of this area of the Council's work.
- 3.4** The Policy and Strategy has also been informed by considering the guidance on procurement issued by the Future Generations Commissioner's Office.

4. Climate Change and Nature Implications

- 4.1** The Policy and Strategy sets out the Council's expectations of suppliers' action to reduce carbon which support the Council's Project Zero objectives. The Policy and Strategy will be an integral part of the Council's pursuit of decarbonisation in recognition of the high proportion of carbon emissions being within the supply chain. Separating out Carbon Emissions and Biodiversity will give both of the strands greater individual focus.

5. Resources and Legal Considerations

Financial

- 5.1** There are no financial implications arising directly from the approval of the Policy and Strategy.

Employment

- 5.2** There are no direct implications on the Council's own workforce but the Policy and Strategy includes standards to drive local employment and development of the local workforce.

Legal (Including Equalities)

5.3 Procurement Act 2023 and Public Procurement (Wales) Regulations 2024:

5.4 Public Contracts:

- A public contract under the PA 2023 is defined as a contract for the supply of goods, services, or works to a contracting Authority, or any framework or concession contract, which:
- Has an estimated value not less than the threshold amount specified in Schedule 1 of the PA 2023 (including VAT).
- Is not listed as an exempted contract in Schedule 2.

5.5 Estimated Value

- Schedule 3 of the PA 2023 sets out how contracting Authorities must estimate the value of a contract to determine if it qualifies as a public contract. The estimated value depends on the type of contract:
- All Contracts (except concessions): The maximum amount the contracting Authority expects to pay, including VAT, the value of any non-monetary goods, services, or works, options to renew, interest, and fees.
- Frameworks: The total value of all contracts that may be awarded under the framework.
- Concession Contracts: The amount a supplier might expect to receive from the contract.

- 5.6** Contracting Authorities must not artificially subdivide contracts to fall below the financial threshold. If supplies under multiple contracts could reasonably be combined into a single contract, their values must be aggregated unless there are good reasons not to do so.

- 5.7** Presumption where estimated value is unascertainable - if contracting Authorities cannot estimate the value of a contract due to unknown or indefinite terms, there is a presumption that the contract is above the relevant financial threshold. Authorities must treat such contracts accordingly. Government guidance advises making the best possible valuation based on available information.

- 5.8** Mixed Procurement - when a contract includes different works, goods, or services with separate thresholds intended to be treated as below-threshold must be treated as above-threshold if:
- Some of the goods, services, or works could reasonably be supplied under a separate contract or a contract not awarded under the framework.
 - The estimated value of that separate contract meets or exceeds the threshold amount for its type under Schedule 1.
- 5.9** Concession contracts involve the supply of works or services where part of the consideration is the right for the supplier to exploit the works or services, exposing the supplier to real operating risk. These contracts are subject to the main PA 2023 requirements, except for below-threshold provisions. Provisions include:
- Contracts where suppliers have the right to exploit works/services and bear operating risk.
 - Supply of goods contracts cannot be concession contracts.
- 5.10** Light touch contracts are for services specified by secondary legislation and benefit from special rules under the PA 2023. These include:
- Consideration of service users' views and needs, including proximity.
 - Exemption from rules governing direct awards, maximum term, and competitive selection processes.
 - No mandatory standstill period required.
 - Exemption from certain transparency requirements, such as KPIs and contract change notices.
 - Light touch contracts have higher thresholds before PA 2023 provisions apply, which may be updated for inflation or changing priorities.
 - Contracts for "reservable light touch services" can be reserved for qualifying public service mutuals for up to five years.
- 5.11** Schedule 2 of the PA 2023 lists categories of contracts exempt from the Act. The exemptions are divided into two parts:
- Part 1: Exemptions based on the relationship between the contracting Authority and the counterparty.
 - Part 2: Exemptions based on the subject matter of the contract. Contracts under Part 2 must also pass a "main purpose" test, ensuring the primary purpose of the contract cannot be supplied under a separate, non-exempt contract.

Key exemptions include:

- Vertical Arrangements Contracts between a contracting Authority (excluding public undertakings or private utilities) and a person solely or jointly controlled by it, or by another contracting Authority controlling the awarding Authority. The control test requires:
- The contracting Authority is a parent undertaking of the controlled person.
- The contracting Authority exercises decisive influence over the person, with representation on the person's board in cases of joint control.

- The person conducts more than 80% of its activities for the contracting Authority or controlling Authorities.
- 5.12** Horizontal Arrangements Contracts between contracting Authorities (excluding public undertakings or private utilities) aimed at achieving common objectives in exercising their public functions, with no more than 20% of activities carried out for other purposes.
- Land and Buildings Contracts for acquiring land or buildings, or interests or rights over them.
 - Financial Services Contracts for loans, investment services, or services from the Bank of England.
 - Alternative Dispute Resolutions Contracts for arbitration, mediation, conciliation, or similar services.
 - Legal Services Contracts for legal representation, advice in judicial or dispute resolution proceedings, notary services, or legally required legal services.
 - Employment Contracts of employment, worker's contracts, or public office appointments.
- 5.13** Contracting Authorities must award public contracts in accordance with one of the following methods:
- Competitive Tendering Procedure: Authorities can choose between two procedures.
 - Direct Award: Contracts can be awarded directly under specific conditions.
 - Awards Under a Framework: Contracts can be awarded under an existing framework agreement.
- 5.14** When conducting a covered procurement (above threshold), contracting Authorities must consider the following objectives:
- Delivering Value for Money: Ensuring efficient use of resources.
 - Maximising Public Benefit: Achieving the best outcomes for the public.
 - Sharing Information: Providing transparency to allow suppliers to understand procurement policies and decisions.
 - Acting with Integrity: Maintaining and demonstrating ethical standards.
 - These objectives apply throughout the entire procurement lifecycle, including decisions about contract termination. Failure to adhere to these objectives could lead to legal challenges.
 - Contracting Authorities must also treat suppliers equally unless justified differences exist, ensuring no unfair advantage or disadvantage. While proportionality is not explicitly listed as an objective, it is referenced in specific requirements, such as ensuring competitive tendering procedures are proportionate to the contract's nature, complexity, and cost.
 - Additionally, Authorities must consider barriers to SME participation and take steps to remove or reduce them, such as avoiding short deadlines or overly prescriptive specifications that could limit SME involvement.
- 5.15** The PA 2023 outlines various aspects and procedures for above-threshold competitive awards.
- Pre-Procurement Stage

- i. Preliminary Market Engagement Contracting Authorities can engage with suppliers and other stakeholders to develop requirements, identify contractual terms, prepare tender notices, and design procedures.
- ii. Authorities must prevent competition distortion and ensure no unfair advantage is given to participating suppliers. If an unavoidable advantage is gained, the supplier must be treated as excluded.
- iii. Authorities must publish a preliminary market engagement notice or provide reasons for not doing so in the tender notice.

5.16 Planned Procurement Notice

- This optional notice alerts the market to upcoming competitive procurements. If published between 40 days and 12 months before a tender notice, it allows the minimum tendering period to be reduced to ten days or more.
- Authorities must ensure the procurement objectives are met and publish a new notice if the procurement changes substantially.

5.17 Pipeline Notice

- Applicable when a contracting Authority anticipates spending over £100 million on non-exempt contracts in the coming financial year.
- Notices must be published for any public contract exceeding £2 million, within 56 days of the financial year start.
- Authorities are encouraged to publish additional pipeline notices throughout the year and for contracts suitable for SMEs or with terms over 18 months.

5.18 Competitive Awards

5.19 Choice of Two Procedures; Contracting Authorities may award public contracts through one of two competitive tendering procedures:

- Open Procedure: A single-stage procedure with no restrictions on who can submit tenders.
- Competitive Flexible Procedure: A flexible procedure designed to suit the specific procurement needs.

5.20 Both procedures must be proportionate to the nature, complexity, and cost of the contract. Common obligations include disregarding tenders that do not meet specified criteria.

5.21 Dynamic Markets

5.22 A dynamic market acts as a qualification tool, creating a panel of suppliers who meet the contracting Authority's conditions of participation. Public contracts can be awarded based on suppliers' membership in the market, which is not limited to common commodity contracts.

5.23 Direct Awards

5.24 Contracting Authorities may award public contracts directly to suppliers without a competitive tendering procedure if a direct award justification applies. Direct awards cannot be made to excluded suppliers unless there is an overriding public

interest. Authorities must consider whether the supplier is excludable and publish a transparency notice before making a direct award.

- Direct Award Justifications - Schedule 5 lists the justifications for direct awards, including:
- Necessity to protect life, health, or public safety.
- Supply of user choice services for the benefit of individuals, where the individual has expressed a preference or only one supplier is capable.
- Other justifications largely replicate those in the PCR 2015.

5.25 Frameworks are public contracts and must be awarded similarly to other public contracts. The PA 2023 introduces open frameworks, which can run for up to eight years and allow new suppliers to join during the framework's life.

5.26 The PA 2023 retains mandatory and discretionary exclusion grounds but introduces new terminology for "excluded" (mandatory exclusion) and "excludable" (discretionary exclusion). Before entering into a competitively awarded public contract, contracting Authorities must provide an assessment summary to each supplier that submitted an assessed tender.

- The summary includes the award criteria, scores, and explanations for the successful and unsuccessful tenders.
- After providing assessment summaries, contracting Authorities must publish a contract award notice stating their intention to enter into the contract. This triggers a mandatory eight-working-day standstill period before the contract can be signed.
- The standstill period prevents the contracting Authority from entering into the contract until the period is over. Light touch contracts, awards under frameworks, dynamic markets, and certain direct awards do not require a mandatory standstill period.

5.27 5.24 Contracting Authorities have the ability to exclude suppliers if their associated persons (excluding guarantors) or intended subcontractors are excluded or excludable suppliers. Key points include:

- Wider Discretionary Grounds: Grounds for exclusion now include issues related to contractual performance and improper behaviour.
- Notification Requirement: Authorities must notify if a supplier is excluded, and a central debarment list is established.

5.28 Contracts can adopt a voluntary standstill period in their contract award notices, which must be complied with if included.

5.29 Setting and Publishing KPIs Contracting Authorities (except private utilities) must set at least three key performance indicators (KPIs) before entering into a public contract worth more than £5 million. This requirement does not apply if KPIs are deemed inappropriate for assessing supplier performance (e.g., one-off delivery or off-the-shelf goods contracts).

5.30 Contracting Authorities must publish:

- Contract Details Notice: Confirming entry into a contract.

- Copy of the Contract: For contracts worth more than £5 million, a copy of the contract must be published, excluding certain devolved Welsh and Northern Irish arrangements.
- 5.31** This includes above-threshold call-off contracts under a framework or dynamic market. The publication timelines are:
- Light Touch Contracts: Within 120 days of contract entry.
 - All Other Public Contracts: Within 30 days of contract entry.
 - Copy of the Contract: Within 180 days for light touch contracts or 90 days for all other contracts.
- 5.32** The Social Partnership and Public Procurement (Wales) Act 2023 (“the Act”)
- 5.33** The Act was introduced by the Welsh Government on 7th June 2022 and came into effect on 24th February 2025. The Act is not yet fully in force and a series of Commencement Orders have been published by the Senedd with further commencement orders to follow.
- 5.34** This Act complements other legislation, specifically the Well-being of Future Generations (Wales) Act 2015 (WGFA 2015) and provides a framework for enhancing the well-being of the Welsh people by improving public services through public partnership, promoting fair work, and socially responsible public procurement.
- 5.35** The Act establishes a statutory Social Partnership Duty that applies to specific public bodies, aiming to improve economic, environmental, social, and cultural well-being in procurement activities. It requires public bodies to seek consensus or compromise with recognised trade unions or other staff representatives (where no trade union is recognised) when setting well-being objectives and making strategic decisions under the WGFA 2015. The goal is to promote cooperation, strengthen policy, and improve outcomes through dialogue between social partners.
- 5.36** Two specific contract management duties are outlined in the Act to strengthen the link between procurement requirements and due diligence in major construction supply chains and outsourcing contracts. These duties include:
- Workforce (Two-Tier) Code of Practice: Ensuring that contracting and retendering processes involving staff transfers from public bodies protect terms and conditions of employment and maintain similar pension arrangements. New joiners to a transferred-out workforce must be employed on terms no less favourable.
 - Socially Responsible Clauses: Welsh Ministers are required to publish model clauses. If relevant bodies choose not to include these clauses in outsourcing contracts, they must notify the Welsh Ministers well in advance of advertising the contract. The Welsh Ministers will review these exception notices to assess their reasonableness, potentially seeking external expertise from the Social Partnership Council (SPC).
- 5.37** The Act also addresses the need for greater due diligence in applying socially responsible contract terms throughout supply chains, particularly in the

construction sector, where there is a risk of poor compliance with social obligations. Major contracts, defined as construction contracts or call-offs from frameworks with an estimated value of £2 million or more (including VAT), must include socially responsible procurement clauses. These clauses must be extended through the supply chain, with processes in place to ensure compliance, providing greater assurance of agreed standards for workers and the environment.

- 5.38** Additionally, Section 54 of the Modern Slavery Act 2015 requires commercial organisations over a certain size to publish an annual slavery and human trafficking statement. This statement must outline the steps taken to ensure there is no slavery or trafficking in their supply chains or business, or state that no such steps have been taken. The provision does not mandate specific content for the statement or require particular actions beyond its preparation.

6. Background Papers

None.

Vale of Glamorgan



Procurement Policy and Strategy

2022/23 to 2026/27

(Revised September 2025)

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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 Procurement Act 2023 and Procurement (Wales) Regulations came into effect on 24 February 2025. Procurements started after 24 February must comply with the Welsh Procurement Policy Notices set out in Table One below:
- Table One: Welsh PPNs and UK Gov PPNs adopted by Welsh Government for reference

Category/Notice
<p>Sustainable and ethical procurement</p> <ul style="list-style-type: none"> • WPPN 003: Social value clauses/community benefits • WPPN 005: Sustainable risk assessments • WPPN 006: Carbon reduction plans • WPPN 015: Ethical employment practices • WPPN 016: CO2e in supply chains
<p>SMEs and Supply Chains</p> <ul style="list-style-type: none"> • WPPN 004: Transparency – publication of contract details notices • WPPN 012: Reserving below threshold procurements • WPPN 013: Small and Medium sized Enterprises (SMEs)-friendly procurement
<p>Procurement Processes</p> <ul style="list-style-type: none"> • WPPN 001: Standard selection questionnaire for works contracts • WPPN 002: Wales Procurement Specific Questionnaire (WPSQ) and its use for Goods, Services and Works Contracts • WPPN 004: Transparency – publication of contract details notices • WPPN 009: Reserving contracts to certain suppliers • WPPN 012: Reserving below threshold procurements • PPN 012: Security Classifications Policy • PPN 014: Cyber essentials scheme • PPN 017: Improving transparency of AI use in procurement
<p>Trade</p> <ul style="list-style-type: none"> • WPPN 007: Contracts with Russia and Belarus
<p>Prompt Payment</p> <ul style="list-style-type: none"> • WPPN 010: Project bank accounts policy • WPPN 011: Guidelines for deploying Welsh Government project bank account policy
<p>Sector Specific</p> <ul style="list-style-type: none"> • WPPN 008: Sourcing steel • WPPN 009: Reserving contracts to certain suppliers

2.10. Procurements commenced before 24 February 2025 must comply with the legacy notices.

[Legacy procurement policy notes | GOV.WALES](#)

2.11. 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.

2.12. The Council acknowledges and supports all ten principles

Vale of Glamorgan Council

- 2.13. The Council agreed its Corporate Plan, Vale 2030 in March 2025. The Plan sets out the Council's five Well-being Objectives and each year an Annual Statement will be produced detailing the priorities for the year ahead.
- 2.14. 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.
- 2.15. 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.
- 2.16. 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.
- 2.17. In the Corporate Plan – Vale 2030 we present five 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.
- 2.18. Our five well-being objectives are:
- i. Creating great places to live, work and visit
 - ii. Respecting and celebrating the environment
 - iii. Giving everyone a good start in life
 - iv. Supporting and protecting those who need us
 - v. Being the best Council we can be
- 2.19. 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.
- 2.20. 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 Annual Statement and Directorate Plans. 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 each year.

3. Where the Council Spends Its Money

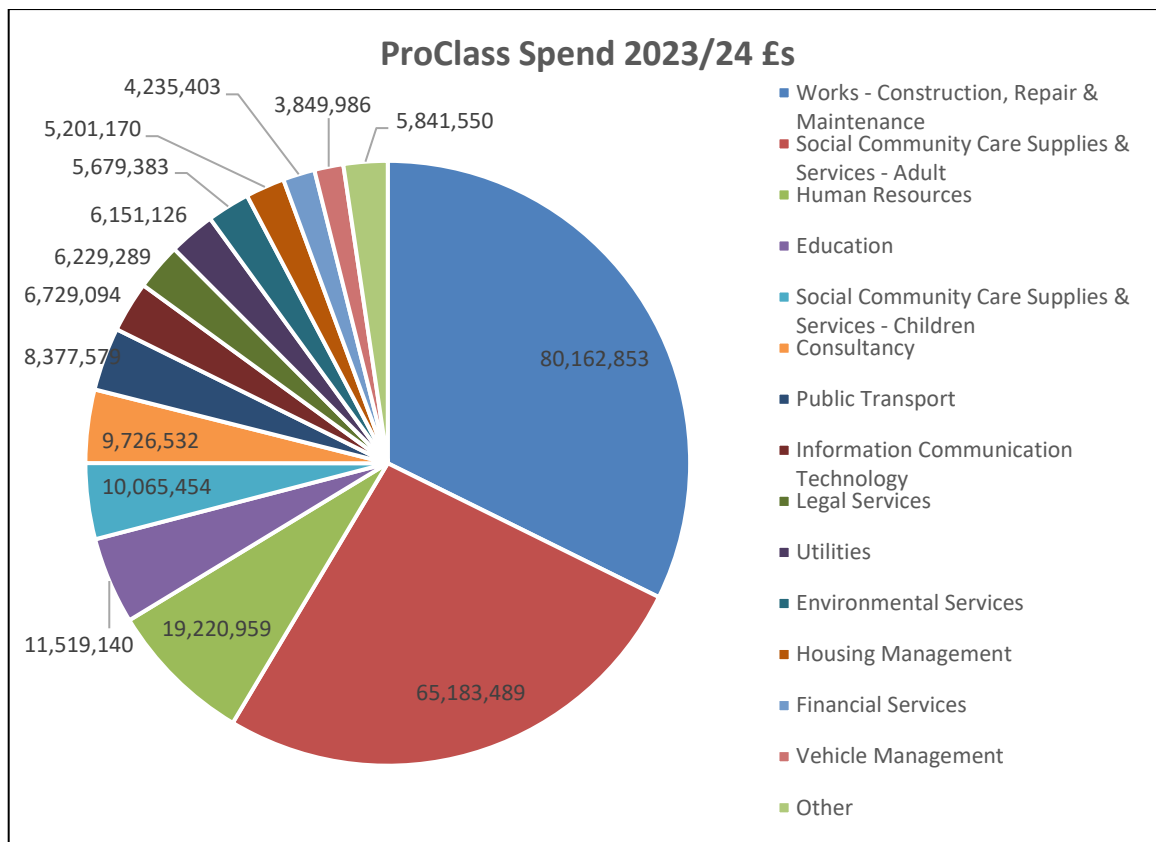
3.1. The Vale of Glamorgan spent £248.2M with third party suppliers in 2023/24.

3.2. Table Two Below sets out the spend across the ProClass (standard classification approach) categories with 90.01% across the top ten categories Works through to Utilities.

Category	Expenditure
	£s
Works - Construction, Repair & Maintenance	80,162,853
Social Community Care Supplies & Services - Adult	65,183,489
Human Resources	19,220,959
Education	11,519,140
Social Community Care Supplies & Services - Children	10,065,454
Consultancy	9,726,532
Public Transport	8,377,579
Information Communication Technology	6,729,094
Legal Services	6,229,289
Utilities	6,151,126
Environmental Services	5,679,383
Housing Management	5,201,170
Financial Services	4,235,403
Vehicle Management	3,849,986
Healthcare	1,113,727
Building Construction Materials	1,066,169
Cleaning & Janitorial	1,012,044
Arts & Leisure Services	559,093
Facilities & Management Services	448,029
Stationery	320,539
Catering	300,986
Sports & Playground Equipment & Maintenance	290,632
Furniture & Soft Furnishings	171,626
Mail Services	126,952
Highway Equipment & Materials	109,595
Horticultural	92,433
Social Community Care Supplies & Services	86,647
Payment to an individual	55,656
Domestic Goods	42,583
Health & Safety	15,791
Clothing	14,995
Cemetery & Crematorium	13,274
Street & Traffic Management	776
Total	248,173,005

3.3. The data is also presented in a pie chart below with the top fifteen spend categories shown individually and the remaining categories group as 'Other'.

3.4. Chart One: Proclass Spend 2023/24



3.5. The third party spend represent 80.6% of the Council’s carbon footprint and the same data is presented below by CO₂ emissions. Over 90% of the tonnage is through the first nine categories down to Consultancy. Standard Identification Classification Codes (SIC Codes) are assigned to the categories of spend to drive the proxy tonnages. These proxy measures are very crude and work is underway at a national level to put a more refined assessment framework in place. At present this is the best we have to go on.

3.6. The carbon data is not the same as the Vale of Glamorgan submits to Welsh Government as the spend data includes all categories some of which will follow under Scope 1 or 2 in the Welsh Government reporting (utilities for example) and not under Scope 3 Supply Chain emissions.

3.7. There are naturally differences in the ranking of categories between spend and CO₂ tonnages, most noticeable is Utilities which is 2.48% of spend but 15.15% of the Carbon.

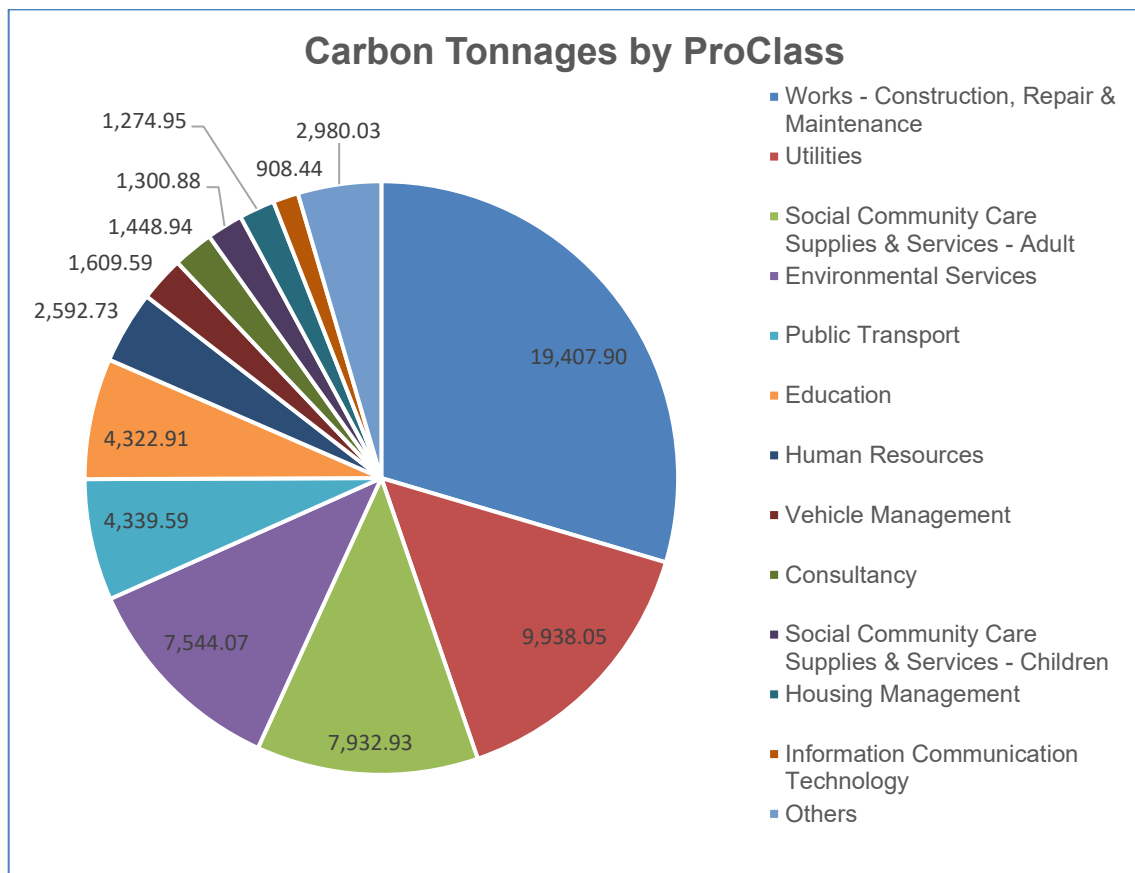
3.8. Table Three: Carbon Tonnages against ProClass Categories

Category	Carbon Tonnes
Works - Construction, Repair & Maintenance	19,407.90

Utilities	9,938.05
Social Community Care Supplies & Services - Adult	7,932.93
Environmental Services	7,544.07
Public Transport	4,339.59
Education	4,322.91
Human Resources	2,592.73
Vehicle Management	1,609.59
Consultancy	1,448.94
Social Community Care Supplies & Services - Children	1,300.88
Housing Management	1,274.95
Information Communication Technology	908.44
Cleaning & Janitorial	574.64
Healthcare	474.06
Building Construction Materials	341.81
Financial Services	335.91
Legal Services	268.15
Sports & Playground Equipment & Maintenance	210.14
Catering	196.21
Stationery	125.36
Furniture & Soft Furnishings	96.63
Horticultural	74.37
Arts & Leisure Services	71.61
Facilities & Management Services	63.95
Highway Equipment & Materials	50.39
Mail Services	45.94
Domestic Goods	19.29
Clothing	11.62
Social Community Care Supplies & Services	9.40
Health & Safety	8.41
Cemetery & Crematorium	2.02
Street & Traffic Management	0.15
Total	65,601.01

- 3.9. Chart Two below presents the data in a spreadsheet, the top twelve being presented individually and the remainder, all less than 1% of the overall total being grouped within others.

3.10. Chart Two: Carbon by ProClass



4. Delivery and Governance

Procurement Function

- 4.1. The Council's Procurement function is delivered in partnership through Ardal which is led by Cardiff City Council and also comprises Monmouthshire and Torfaen Councils. There is a thin client responsibility at the Council through the Head of Finance/s151 Officer. The primary procurement activity is devolved to directorates who are responsible for their budget spend. The Procurement Function gives professional and technical advice to directorates.
- 4.2. 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

- 4.3. 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.

- 4.4. 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

- 4.5. The Procurement function will:
- 4.6. 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.
- 4.7. Review procurement activities and take a leading role in the provision of corporate contracts and those purchases of particular strategic or commercial importance.
- 4.8. Be responsible for raising procurement awareness of key issues and obligations, including sustainability and equality. The function 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

- 4.9. 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 function will keep those involved in procurement apprised of new developments and support them to procure in an innovative and proactive manner.
- 4.10. 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

- 4.11. 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.

- 4.12. 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.
- 4.13. 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

- 4.14. 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.
- 4.15. 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.
- 4.16. The Council has implemented Sell2 Wales as its e-Procurement process to provide 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.
- 4.17. 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.

- 4.18. 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

- 4.19. 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

- 4.20. 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.

5. Social Value

- 5.1. 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
- 5.2. 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.
- 5.3. 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.

- 5.4. 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.
- 5.5. 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 £250K for Works and above the Public Contract Regulations threshold for Services

- 5.6. 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 £250k for Works and above the public procurement threshold for suppliers. 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 has assessed the Welsh Government's Social Value Portal and National Themes, Outcomes and Measures Framework (TOMs) when conducting procurements as the basis for this evaluation. The in excess of 100 TOMs set out in the Welsh Government have been considered a little excessive and a more concise set have been developed with a light and basic set in place for smaller scale procurements. The full, basis and light set are included in Appendix One of this Policy & Strategy.
- 5.7. 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 for lesser value Works and Services contracts

- 5.8. For procurement of lesser value 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.

6. Climate Action

- 6.1. 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.
- 6.2. 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.
- 6.3. 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.
- 6.4. 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>Large (SECR): 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>MSME:</p>	<p>Large (SECR): Supplier publicly reports Scope 1, 2 & 3 in line through SECR and has a net zero commitment.</p> <p>MSME: Supplier annually monitors and reports on Scope 1 and 2 emissions and has made commitments to</p>	<p>Supplier is carbon neutral certified.</p> <p>Supplier has commitment to continued emissions reduction and offsetting Scope 1 & 2 emissions to zero through certified or locally approved schemes.</p> <p>Supplier has commitment to monitor and reduce</p>

<p>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>Contracts over £5m: Suppliers are expected to provide a Carbon Reduction Plan and confirm their commitment to achieving Net Zero by 2030 in Wales.</p>	<p>make reductions.</p>	<p>Scope 3 emissions.</p> <p>Provides climate change or carbon reduction training for all staff.</p> <p>Social Value Portal Users Supplier commits to achieving a specified reduction in CO2 emissions in the contract through decarbonisation.</p>
<p>Assessment approach</p>		
<p>Written confirmation from supplier of:</p> <p>Large (SECR)</p> <ol style="list-style-type: none"> 1. Declaration of Scope 1, 2 and 3 emissions (This could include Carbon Certification and Supply Chain Carbon Certification) 2. Key Targets and reduction commitments <p>MSME:</p> <ol style="list-style-type: none"> 1. Commitment to reducing carbon emissions 2. Timescale for starting to monitor emissions <p>Welsh Government toolkit to be launched.</p> <p>Contracts over £5m:</p> <ol style="list-style-type: none"> 1. Provide Carbon Reduction Plan (<i>criteria still to be specified</i>) 	<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"> 1. Confirmation of net zero emissions target date and evidence of monitoring plan with specific milestones 2. Evidence of certified carbon offsets (must be within last 18 months) 3. (Large only) – Carbon neutral certification <p>For Social Value Portal users:</p> <ol style="list-style-type: none"> 1. Baseline level of emissions 2. Target level of emissions on the project 3. Confirmation of net zero emissions date (See Social Value Portal technical guidance for more information.)

Energy

Minimum	Expected	Preferred
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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.	Supplier has a commitment to using 100% renewable or low-carbon energy with a target date of 2025 or sooner.	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).
Assessment approach		
Written confirmation from supplier of: 1. Commitment to using low carbon energy 2. Commitment to reducing energy consumption	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.)	As for 'Expected assessment plus: 1. Evidence that the sources are low-carbon or renewable energy

Travel

Minimum	Expected	Preferred
Supplier has a commitment to switch to low or zero emission modes of transport in the future.	Supplier sometimes uses low or zero emission modes of transport to deliver goods and services. 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. Where relevant, Fleet Operator Recognition Scheme (FORS)	Supplier prioritises the use of low or zero emission modes of transport and optimises transport efficiency by minimising the number of trips wherever possible. 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. Where relevant, Fleet

	accreditation to Bronze at least.	Operator Recognition Scheme (FORS) accreditation to Gold.
Assessment approach		
<p>Written confirmation from supplier of:</p> <ol style="list-style-type: none"> 1. Commitment to using low or zero emission means and modes of transport 2. Timescales for using low or zero emission means and modes of transport (must be within contract period) 	<p>Written confirmation from supplier of:</p> <ol style="list-style-type: none"> 1. The specific goods and services which are transported using low or zero carbon modes 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) 3. Current FORS accreditation level (where relevant) 	<p>As for the 'Expected' assessment plus:</p> <ol style="list-style-type: none"> 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 2. Monitoring data showing staff travel to work mode

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 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>Supplier adheres to circular economy principles such as:</p> <ul style="list-style-type: none"> - Hard to recycle waste is diverted from landfill or incineration through specific recycling partnerships. - Take-back schemes for products such as electrical and electronic equipment and light bulbs. - Single-use plastic packaging is eliminated through reusable packaging solutions or schemes. - Local partnerships where goods and services implement circular economy 	<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>

	solutions i.e. ground coffee waste used for landscaping or used technological equipment is repurposed in local VCSEs.	
Assessment approach		
The supplier should provide information on: 1. Their approach to the removal and disposal of waste and recyclable materials 2. The strategy they have in place to minimise the amount of waste generated 3. Any waste management verification policies which are in place	As for 'Minimum' assessment with additional details on how they deliver circular economy principles	As for 'Expected' assessment with additional details on how they support MSMEs and VCSEs within the supply chain

7. Enhancing the Environment & Biodiversity

- 7.1. Enhancing the environment and biodiversity seeks to protect the natural environment and reducing the consumption of natural resources by using them efficiently and effectively and minimising waste.
- 7.2. To enhance the natural environment and biodiversity and reduce consumption of natural resources by sourcing them sustainably the Council will:
- i. Ensure that specifications and requirements eliminate products which come from unsustainable production (timber, palm oil) and meet the minimum Government Buying Standards (GBS) and are in line with Council policy;
 - ii. Ensure contractors actively seek to minimise and reduce water consumption; and
 - iii. Encourage and facilitate a programme of tree planting and plant growing projects to provide an element of off setting for net zero carbon and to help improve the natural habitat and local biodiversity

Water

Minimum	Expected	Preferred
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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.
Assessment approach		
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

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> <ul style="list-style-type: none"> - Cleaning products are cruelty free and not tested on animals, in line with our cruelty free policy. - Timber and paper products 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 	<p>Product meets the best practice Government Buying Standards (GBS).</p> <p>Product specific:</p> <ul style="list-style-type: none"> - Waste electrical and electronic equipment. Utilises circular economy principles such as take-back schemes. - Single-use plastic packaging is eliminated through reusable packaging solutions or schemes. - Hard to recycle waste is diverted from landfill or incineration through specific recycling 	<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> <ul style="list-style-type: none"> - have ISO 14024 (type I) compliant ecolabel certification - have ISO 14025 (type III) compliant ecolabel certification (Environmental Product Declaration) - have nationally recognised ethical/responsible sourcing third party certification - generate less waste during use/installation - after use on the asset, are more readily reusable

<p>will accept, as a second resort only, timber that can be supplied with category B evidence as detailed under the UK Government Timber Procurement Policy.</p> <p>- Waste electrical and electronic equipment 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.</p>	<p>partnerships.</p>	<ul style="list-style-type: none"> - are accepted by local recycling collection services - can be sourced locally - are from reused (preferred) or recycled sources - are made from bio-based materials - utilise circular economy principles, e.g. servitisation, manufacturer take-back, material passports.
Assessment approach		
<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>

Sustainable Food

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

Expectations of Suppliers

Minimum	Expected	Preferred
<p>Food and drink that the Council procures must meet the following standards:</p> <ul style="list-style-type: none"> - Eggs are from cage-free hens. - All fish and 	<p>Where food is sourced from outside the UK and EU, products hold one of the following certifications, whatever is most appropriate for the product:</p> <ul style="list-style-type: none"> • Fairtrade 	<p>N/A</p>

<p>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>	<ul style="list-style-type: none"> • Direct trade • Rainforest Alliance • Fair for Life • Ethical Tea Partnership • Organic • UTZ (sustainable farming) 	
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8. Ethical Practices

- 8.1. Ethical procurement means upholding international labour standards, workers' and human rights and the rule of law.
- 8.2. 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 WPPN 11/21: Ethical employment in supply chains for the Welsh public sector.</p> <p>The unethical employment practices which are the focus of the WPPN are: modern slavery, false</p>	<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</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</p>

<p>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> <ul style="list-style-type: none"> i. Employment is freely chosen. ii. Freedom of association and right to collective bargaining are respected. iii. Working conditions are safe and hygienic. iv. Child labour shall not be used. v. Living wages are paid. vi. Working hours are not excessive. vii. No discrimination is practised. viii. Regular employment is provided. ix. No harsh or inhumane treatment is allowed. 	<p>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>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>
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Real Living Wage

- 8.3. The Vale of Glamorgan Council has committed to becoming an accredited Real Living Wage Employer. The Council is currently 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 as part of the accreditation process. 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

- 8.4. 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.
- 8.5. Expectations of Suppliers

Minimum	Expected	Preferred
<p>Supplier complies with any applicable obligations under the Equality Act 2010, including the Socio-economic Duty and the specific Public Sector Equality Duty obligations in Wales.</p> <p>Supplier has an Equality and Diversity policy. Policies should be clear, up to date and 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 Employment information, pay differences and staff training: A guide for listed public authorities in Wales.</p> <p>Supplier reviews recruitment, selection, promotion, training and termination procedures to ensure no discrimination is being practised.</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 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>Service Contracts</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</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 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>Service Contracts</p> <p>Supplier engages with</p>

<p>Service Contracts</p> <p>Supplier delivers services which are accessible and appropriate to meet the diverse needs of citizens and communities.</p>	<p>for diverse communities; and takes action to further improve accessibility and reach of its service as a result.</p>	<p>residents to design, manage and deliver the service through consultation and community engagement.</p>
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Prompt and fair payments throughout the supply chain

Minimum	Expected	Preferred
<p>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 prompt payment rules.</p>	<p>N/A</p>	<p>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.</p>

Modern Slavery

- 8.6. 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
<p>Supplier complies with the Modern Slavery Act 2015, wherever it applies.</p> <p>Relevant suppliers must state and demonstrate their compliance with the reporting requirements set out in Section 54 relating to transparency in supply chains.</p>	<p>Supplier incorporates modern slavery requirements into their contracts.</p>	<p>Supplier undertakes a supply chain mapping exercise which identifies potential modern slavery risks and develops an action plan to mitigate any risks.</p>

Supplier has their own whistleblowing policy which enables staff to raise suspicions of unlawful and unethical employment practices, including modern slavery.		
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Prevention of corruption

Minimum	Expected	Preferred
<p>Supplier adheres to the following Council policies:</p> <ul style="list-style-type: none"> • Whistleblowing Policy • Anti-Money Laundering Policy • Anti-Fraud Bribery and Corruption Policy • Tax Evasion Policy <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

9. Supporting Sustainable Skills Growth

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

9.1. 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.

- 9.2. 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.
- 9.3. 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.
- 9.4. 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>Works contracts over threshold:</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</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>Works contracts over threshold:</p> <p>-Supplier has</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,</p>

<p>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>Make endeavours to assist employees to:</p> <ul style="list-style-type: none"> • make improvements in their basic skills, numerical skills, literacy skills, English as a second language (ESOL), digital and communication skills. • achieve Construction Skills Certification Scheme (CSCS) registration and NVQ level 2) or equivalent and higher levels of qualifications. <p>Supplier meets S106 requirements with regards to work force ratios, training opportunities and apprentice opportunities, in consultation with the CAVC Skills Academy.</p> <p>Trainees/apprentices and recruits must be paid in accordance with industry norms, taking</p>	<p>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 & JCP) to jointly provide and market the development/services to local people through jobs fayres/ employment promotion events.</p>	<p>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>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>
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<p>into account national living wage.</p> <p>Works contracts under threshold:</p> <p>Suppliers are encouraged to engage with the skills academies in developing their tender responses.</p>		
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For further examples of how to support the Vale of Glamorgan's local economy, please refer to the Social Value Framework (Appendix A).

10. Working with Our Communities

10.1. The Council is focused on working with its communities, schools, and community support organisations, especially in those areas and communities with the greatest need.

10.2. To support the communities, schools, youth support services and community groups to address poverty and inequality targeting effort towards those in greatest disadvantage, the Council will:

- i. Encourage suppliers and contractors to operate paid staff volunteering schemes to support local community groups and initiatives
- ii. Help support the health and wellbeing of communities by linking with local schools and colleges, community and residents' groups to help to improve local facilities, and run or sponsor activities / events, which will directly benefit those living there
- iii. Encourage our suppliers to provide sporting, recreational and cultural opportunities for those living in our most deprived communities to improve their health and wellbeing.
- iv. Support the growth of VCSEs and community organisations i.e. not only in kind donations but also professional services and advice.
- v. Develop and promote a Community Well-being Benefits Scheme to create a register of community projects looking for support

Expectations of suppliers

Expected
<ul style="list-style-type: none"> • Make Community Well-being Benefit commitments to support

community and educational initiatives

- Actively and meaningful work with VCSEs and Community Groups to deliver as minimum any contractual commitments made
- Support local communities to actively engage in Dementia Friendly projects
- Support local communities to hold events that bring people together including arts, cultural, food/growing, sporting or reinvigorating community space
- Work with the Council's Community Inclusion teams, Youth Services, Community Focused Schools/Clusters and other organisations already working within the Vale's communities
- Promoting and/or supporting programmes that encourage people to volunteer in their communities

11. .Protecting the Wellbeing of Young People and Vulnerable adults

11.1. The Vale of Glamorgan is focused on improving the wellbeing of young people and vulnerable adults by ensuring they are safe, promoting their rights, and creating opportunities to fulfil their potential.

11.2. The Council is committed to working together with the support of entire community including local businesses, to safeguard and promote the rights of children, young people and vulnerable adults and want to:

- i. Help make communities places where all citizens, including the most vulnerable, feel safe, and are able to have their voices heard and their rights.
- ii. Improve the opportunities for adult education in the local community to develop participation rates of adult learners in adult education and contribute to the reduction in the incidence of Anti Social Behaviour and substance use/misuse.
- iii. Improve the opportunities for local young people to engage in youth activities outside of the school day to support youth engagement and social cohesion and contribute to a reduction in the incidence of ASB and substance use/misuse.
- iv. Ensure contractors follow the Council's Safeguarding Policy for Contractors and their employees can identify abuse or exploitation and take responsibility for reporting concerns in an appropriate and timely way.
- v. Ensure that all Council appointed suppliers of care and support services have the necessary safeguarding policies, procedures and training in

place and where required be registered with the appropriate registration body and entered onto the Council's Approved Providers List.

- vi. Encourage contractors to promote and sponsor opportunities for vulnerable children and adults who are in need of care and support i.e. events for carers.

Expectations of suppliers

Expected
<ul style="list-style-type: none"> • Staff access training and support that enable them to know what the indicators of abuse/harm look like and what to do if they have concerns about a child or vulnerable adult. • To support initiatives aimed at delivering the priorities outlined in Vale 2030 for people living in the Vale of Glamorgan. • Support initiatives, programmes and schemes that raise awareness of, and prevent, protect and support victims of gender-based violence, domestic abuse and sexual violence - Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 • Support initiatives, programmes and schemes that are inclusive of Care Experienced Young People (CEYP) & Children Looked After (CLA) and Carers. • Diversify their workforce through recruitment programmes that promote opportunities for people with Additional Learning Needs, Care Experienced Young People, Children Looked After.

12. Supporting the Local Economy and Employment

12.1. 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.

12.2. 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.

12.3. 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.

12.4. 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.

12.5. 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.

12.6. 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.

13. Vibrant Welsh Culture and Heritage

13.1. The Council promotes a Vibrant Welsh Culture and Heritage.

13.2. The Welsh Language Promotion Strategy sets out the Council's commitment to promoting use of the Welsh language and aligns with the Council's Well-being objectives in Vale 2030.

[Welsh Language Promotion Strategy](#)

13.3. In order to deliver on this ambition to promote and protect Welsh culture, Welsh heritage and the Welsh language the Council wants to:

- i. Demonstrate its commitment to promoting the Welsh language, heritage and culture by delivering our Welsh Language Promotion Strategy.
- ii. Provide opportunities for staff to learn, use and develop their Welsh language skills.
- iii. Support the Welsh Government's vision of having one million Welsh speakers by 2050.

- iv. Use cultural and linguistic interventions to address wider societal issues.
- v. Encourage staff and all communities to make the most of local assets such as libraries, play facilities, museums, galleries, sports facilities, arts organisations, natural resources and historic buildings to promote cultural and linguistic activities
- vi. Encourage contractors to promote and support cultural events

Expectations of suppliers

Expected
<ul style="list-style-type: none"> • Supplier complies with any applicable obligations under the Council's Welsh Language Compliance Notice – 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 Bidding for Contracts and Grants: Welsh language considerations. • Promote the use of the Welsh language and support opportunities for their staff and/or the wider community to develop and/or improve their Welsh language skills. • Support the Cultural Events, Venues, Activities and Opportunities across the Vale opening access, enabling inclusion and widening provision. • Support the protection and enhancement of cultural assets/facilities or historic sites. • Encourage their staff to volunteer in community and cultural settings. • Support opportunities for the community to access to arts and creative opportunities to promote mental health and wellbeing • Encourage staff and their families to sign up for and use a free library card.

14. Monitoring Performance

- 14.1. 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.
- 14.2. 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.

- 14.3. 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.
- 14.4. 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.

15. Governance and Review

- 15.1. 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.
- 15.2. 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 – Vale of Glamorgan TOMs – Full list of Themes, Outcomes and Measures

Version 1.0 - 10th November 2020

Theme	Outcome	Light	Basic	Measure
A Prosperous Wales 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.	Improved skills for people	✓	✓	<ul style="list-style-type: none"> 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, excluding travelling time) No. of weeks of training opportunities on the contract (BTEC, City & 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+ 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+ 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 & 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+ 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+
	Improved skills for a low carbon transition			<ul style="list-style-type: none"> Support a 'just transition' for workers by supporting those in 'traditional' high carbon industries to retrain 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+
	More opportunities for local business and MSMEs (Micro, Small and Medium Enterprises)	✓		<ul style="list-style-type: none"> Provision of expert business advice to MSMEs (e.g. financial advice / legal advice / HR advice/HSE)
	Resource efficiency			<ul style="list-style-type: none"> Support provided internally and to MSMEs and third sector and civil society

	and the circular economy are promoted			<p>organisations within the supply chain to adopt Circular Economy solutions - business case and leadership for circular economy</p> <ul style="list-style-type: none"> Value of local partnerships to implement circular economy solutions
	Innovation to support a more prosperous Wales			<ul style="list-style-type: none"> 'Innovative measures relating to "A Prosperous Wales" to be delivered on the contract - these could be co-designed with stakeholders or communities
<p>A Globally Responsible Wales 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</p>	Innovation to support a globally responsible Wales			<ul style="list-style-type: none"> 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,
<p>A Resilient Wales A nation which maintains and enhances a biodiverse natural environment with</p>	Green spaces and biodiversity are protected and enhanced Ethical procurement is promoted globally			<ul style="list-style-type: none"> Volunteering with initiatives working on environmental conservation and sustainable ecosystem management - resources invested including time, funds and in-kind contributions.
	Safeguarding the Natural Environment	✓		<ul style="list-style-type: none"> Donations or investments towards initiatives aimed at environmental and biodiversity conservations and sustainable management projects for both marine and terrestrial

healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change				<p>ecosystems</p> <ul style="list-style-type: none"> • Donations or investments towards expert designed sustainable reforestation or afforestation initiatives • Investment and support provided to local environmental education initiatives (e.g. Carbon Literacy Wales) • Investment and support provided to waste management training initiatives
	Innovation to Support a more Resilient Wales			<ul style="list-style-type: none"> • Innovative measures relating to "A resilient Wales" to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities
<p>A Healthier Wales</p> <p>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</p>	Creating a healthier community	✓		<ul style="list-style-type: none"> • Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc.) • 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
	Improving staff wellbeing			<ul style="list-style-type: none"> • Mental Health campaigns for staff on the contract to create community of acceptance, remove stigma around mental health.
	Innovation to support a healthier Wales			<ul style="list-style-type: none"> • Innovative measures relating to "A healthier Wales" to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities
<p>A More Equal Wales</p> <p>A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic circumstances).</p>	More opportunities for disadvantaged people	✓	✓	<ul style="list-style-type: none"> • 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 • 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 • 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 • No. of 18-24 y.o. employees (FTE) hired on the contract who are rehabilitating young offenders as a result of a recruitment programme • No. of disabled employees (FTE) hired on the contract as a result of a recruitment

		✓ ✓	✓	<p>programme</p> <ul style="list-style-type: none"> No. of 16-25 y.o. care leavers (FTE) hired on the contract as a result of a recruitment programme 'No. of hours of 'support into work' assistance provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance
	Improved employability of young people (under 24y.o.)	✓ ✓	✓ ✓	<ul style="list-style-type: none"> No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid) For people with adverse childhood experiences - No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid) Meaningful work placements that pay Minimum or National Living Wage according to eligibility - 6 weeks or more (internships) For people with adverse childhood experiences - Meaningful work placements that pay Minimum or National Living Wage according to eligibility- 6 weeks or more (internships)
	More support for target curriculum activities			<ul style="list-style-type: none"> Time spent to support STEM curriculum activities in schools and colleges through expert designed and delivered content 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
	Reducing inequalities			<ul style="list-style-type: none"> 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)
	Innovation for a more equal Wales			<ul style="list-style-type: none"> 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
A Wales of Cohesive Communities 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"> Equipment or resources donated to third sector and civil society organisations (£ equivalent value) Number of voluntary hours donated to support third sector and civil society organisations (excludes expert business advice) Total amount (£) spent with third sector and civil society organisations within your supply chain

		✓		<ul style="list-style-type: none"> • Provision of expert business advice to third sector and civil society organisations (e.g. financial advice / legal advice / HR advice/HSE)
	Crime is reduced	✓		<ul style="list-style-type: none"> • Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, etc.)
	Vulnerable people helped to live independently			<ul style="list-style-type: none"> • Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs) • 'Initiatives taken to support Dementia Friendly pledge (supporting dementia awareness events, staff supported in attending Dementia Friends awareness training etc.) • Initiatives to be taken to support people with learning disabilities and mental health issues to be more independent
	Support for disadvantaged young people and their families			<ul style="list-style-type: none"> • Initiatives to be taken to support disadvantaged young people and their families • Support of events for Local Authority's foster carers, fostering recruitment / campaigns incl. publicity
	More working with the Community	✓ ✓	✓ ✓	<ul style="list-style-type: none"> • Donations or in-kind contributions to local community projects (£ & materials) • No. of hours volunteering time provided to support local community projects • Support provided to help local community draw up their own Community Charter or Stakeholder Plan • Initiatives undertaken to support city wide Food Partnership to ensure citizens have access to sustainable, healthy and affordable food, including the continued roll out of the school holiday enrichment programme.
	Innovation to support more cohesive communities in Wales			<ul style="list-style-type: none"> • 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.
A Wales of Vibrant Shared Culture and Thriving Welsh	The Welsh Culture is promoted			<ul style="list-style-type: none"> • Support and investment provided for people to get involved in Welsh cultural events, arts, sports and heritage activities.
	Native wildlife,			<ul style="list-style-type: none"> • Support and investment provided for the protection of native wildlife and biodiversity

Language	nature and heritage sites are protected			as well as local heritage sites.
	Innovation to support a more vibrant culture			<ul style="list-style-type: none"> 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.