

Southampton Social Value Procurement Framework

Appendix 2 to the Social Value and Sustainable Procurement Policy

This Southampton Social Value Procurement (SSVP) Framework has been designed with regard to the Council's Procurement and Contract Management Strategy, the Council Outcomes and other relevant Council initiatives to ensure that the commitments it achieves through its procurement bring real and tangible economic, social and environmental benefits.

The SSVP Framework follows the cycle of procurement from the design of the goods, services or works (commissioning), to the tender process (by asking questions around social value), to the decision-making process (using the means of evaluation), to the monitoring of impact. To ensure that the SSVP Framework is effective, the Council is making a commitment to embedding it throughout its procurement cycle.

When the SSVP Framework is used

The SSVP Framework is designed to be used at each of the stages of the procurement cycle. It will be:

- First considered during the design and commissioning stage;
- Reflected in procurement documentation and evaluated at procurement stage;
- Included as commitments within resulting contracts (where it is appropriate to do so); and
- Measured on a formal basis as part of the Council's contract management activities.

How it works

1. The SSVP Framework is shaped around the overarching **Council Outcomes** (column 1 of the SSVP):
2. Column 2 of the SSVP details the **Council Social Value Outcomes**. These are effectively key values which the Council wants suppliers to uphold to enable it to effectively deliver the Council Outcomes.
3. Column 3 of the SSVP details a series of **Commitments** that link directly to the Council Social Value outcomes. All social value considerations must be proportionate and relevant to what is being procured. The SSVP Framework is intended to provide indicators which can be used to inform appropriate social value considerations for Council procurement exercises rather than an exhaustive list.
To provide context, a major outsourcing project is likely to include substantial and challenging social value and sustainability

requirements and commitments from the service provider whereas a minor commodity purchase may consider ethical and sustainable sourcing only.

As part of the procurement exercise, appropriate questions may be set and included within the tender documents. Alternatively suppliers may be asked to demonstrate how they intend to deliver against the Social Value Outcomes. The method will depend on what is being procured, its value etc. The responses to these questions will enable the Council to evaluate the social value offer of the supplier during the tendering process and the responses of the winning bidder will be embedded into the final contract.

Using the SSVP Framework

The SSVP Framework should be used as part of all procurements undertaken by the Council above £5,000 in Contract Value to ensure that social value is consistent in the purchasing and delivery of goods and services.

Step 1: Identifying social value outcomes and indicators

The first stage of implementing the SSVP Framework is to decide which of the **Council Social Value Outcomes** are relevant to the goods or services being procured when considering the need for the areas of social value to be relevant to the contract. Procurement Services and the commissioning officers and other relevant stakeholders should be involved in this discussion.

Step 2: Add the questions

The second stage is to add the relevant questions relating to **Council Social Value Outcomes** into the tender documentation. The Procurement Service can assist with defining appropriate questions where appropriate.

Step 3: Set the social value weighting

The third stage of implementing the SSVP Framework would be to decide upon the proportion of the overall evaluation criteria which would be focused on social value and sustainable considerations and its relationship to other evaluation criteria around cost and quality for the requirement in question.

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Stage 4 – Evaluate tender responses

Next is the evaluation of responses of potential suppliers. The approach to evaluation will be dependent on how the suppliers have been asked to demonstrate the **Council Social Value Outcomes** and the means of evaluation.

Stage 5 – Embed social value commitments into contracts

For them to be meaningful, the **Commitments** should be embedded into the contract of the successful supplier. For example, if as part of the tender a supplier has stated that they will commit £5,000 to Southampton focused community projects, then this needs to be detailed in the contract. This holds the supplier to account over their **Commitments** and supports the contract monitoring process as discussed in Stage 6.

Stage 6 – Contract monitoring of social value commitments

The final stage is to monitor the **Commitments** in accordance with the Council's contract management framework.

The SSVP Framework:

Council outcomes	Social Value Outcomes	Examples of measurable commitments that SCC may require suppliers to propose/agree to
Southampton has strong and sustainable economic growth	<i>Create and sustain good quality employment in Southampton</i>	<ul style="list-style-type: none">• Pay staff the Real Living Wage as defined by the Living Wage Foundation where appropriate• Create a specific number of jobs within the city of Southampton for a specific minimum time period• Provide regular employment• Avoid 'zero hours' contracts wherever possible• Commit to offer specific learning and development opportunities for their staff and, where appropriate, Council staff• Provide specific welfare facilities• Implement initiatives to support employee welfare and measures for tackling ill health• Develop skills in current workforce to allow for clear career paths• Develop and implement programmes that address skills shortages and provide training opportunities

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		<ul style="list-style-type: none"> • Contribute to the Southampton Pound Forum • Provide opportunities for employees to hold a stake in the business
	<i>Reduce barriers to and ensure fairness in employment</i>	<ul style="list-style-type: none"> • Create jobs for 'hard to reach' groups • Provide and promote flexible working practices where appropriate • Promote employment opportunities relevant to the contract to underrepresented groups • Provide employees access to childcare options and/or support • Reduce the gender pay gap within their organisation • Ensure working hours are not excessive
	<i>Support purchasing from local supply chain (where legislation permits)</i>	<ul style="list-style-type: none"> • Increase the use of and spend with Southampton based suppliers, including small and medium-sized Enterprises ("SMEs") and voluntary organisations • Increase spend with suppliers from local deprived neighbourhoods • Ensure the prompt payment of suppliers at all levels of supply chains • Evidence amount spent with Southampton-based suppliers and/or the amount spent with Southampton based suppliers in the 20% most deprived neighbourhoods • Ensure contracts comply with the Council's sustainable buying standard for highways and construction materials covered by BES6001 • Advertise opportunities on Contracts Finder and encourage the supply chain to also use Contracts Finder • Increase the use of SMEs in their supply chain
	<i>Support local businesses to grow</i>	<ul style="list-style-type: none"> • Actively support local business start-ups • Provide proactive assistance to local SMEs in entering supply chain • Provide a training and mentoring programme for local businesses • Package requirements as accessible to local SMEs • Promote opportunities to SMEs • Secure sponsorship or other forms of support for SMEs • Implement profit sharing arrangements with supply chain

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<p>Children and young people get a good start in life</p>	<p><i>Ensure that young people are supported to reach their potential</i></p>	<ul style="list-style-type: none"> • Provide mentoring schemes/hours donated for young people • Proactively engage with local schools and colleges to offer work experience. • Take part and contribute to initiatives lead by schools and the Council • Provide mentoring schemes for looked after children
	<p><i>Improve access to labour market for young people in Southampton</i></p>	<ul style="list-style-type: none"> • Provide flexible apprenticeship opportunities • Provide work experience opportunities • Deliver employability support to school and college leavers (e.g. CV writing/interview techniques and career guidance) • Evidence number of jobs/apprenticeships created for local young people
<p>People in Southampton live safe, healthy, independent lives</p>	<p><i>Provide opportunities to access physical exercise</i></p>	<ul style="list-style-type: none"> • Provide/support initiatives that encourage residents (including underrepresented groups) to access physical activity • Promote lifestyle and choices consistent with good health and wellbeing as part of employment practices • Protect and improve quality and delivery of services in our green spaces • Contribute to sport and recreation offering in Southampton
	<p><i>Provide a safe and healthy working environment</i></p>	<ul style="list-style-type: none"> • Implement workplace health and wellbeing strategies appropriate to contracts • Raise awareness of mental health issues and provide support to employees • Reduce sickness absence through improved health and wellbeing support • Provide health awareness campaigns (e.g. diabetes, smoking cessation and/or obesity) • Become a “wellbeing at work” employer • Implement workplace health and wellbeing activities and take up
	<p><i>Reduce poverty</i></p>	<ul style="list-style-type: none"> • Support/lead initiatives to address fuel and food poverty • Support/lead initiatives to free people from exploitation and abuse

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	<i>Make Southampton a safe place to live and work</i>	<ul style="list-style-type: none"> • Support/lead initiatives to reduce crime and the fear of crime • Take steps to reduce anti-social behaviour or address it when it occurs
<p>Southampton is an attractive modern city where people are proud to live and work</p>	<i>Support our vision of a cleaner, greener city, healthier city and more sustainable city as described in the Green City Charter</i>	<ul style="list-style-type: none"> • Develop and implement an environmental strategy/action plan that demonstrates the organisation's aims and objectives for achieving that vision • Use renewable energy where appropriate • Minimise waste and implement recycling initiatives • Support households in managing energy demands, and reduce fuel poverty • Reduce waste sent to landfill • Protect and improve quality and delivery of services in green spaces
	<i>Reduce carbon footprint and conserve resources</i>	<ul style="list-style-type: none"> • Use renewable energy where appropriate • Adopt an energy efficiency programme • Reduce reliance upon fossil fuels • Identify opportunities to generate sustainable energy locally e.g. solar • Develop initiatives to reduce local congestion; carbon emissions and air pollution. • Reduce demand on resources and minimise waste • Reduce waste sent to landfill and improve recycling rates • Select products that have minimal effect on the depletion of natural resources • Reduce water usage • Reduce the use of single use plastic products • Support households in managing energy demands and reduce fuel poverty
	<i>Promote use of sustainable and active travel</i>	<ul style="list-style-type: none"> • Implement travel plans that encourage and incentivise sustainable travel options for staff and residents as appropriate
	<i>Reduce harmful emissions to improve local air quality</i>	<ul style="list-style-type: none"> • Reduce activities that generate harmful emissions • Adopt low and zero emission technology where possible

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	<i>Protect and enhance our natural environment</i>	<ul style="list-style-type: none">• Introduce green infrastructure on property and make effective use of landscaping to support natural ecosystems
	<i>Seek opportunities to share knowledge and inspire others</i>	<ul style="list-style-type: none">• Actively participate in business community groups
	<i>Create a thriving cultural scene</i>	<ul style="list-style-type: none">• Contribute to the Council's culture and leisure objectives and outcomes• Invest in council-owned sites and facilities to ensure they are safe, attractive, modern and improve residents' and visitors' perceptions of Southampton• Invest in Southampton's cultural offering through volunteering, sponsorship and engagement
	<i>Enhance volunteering and voluntary, community and social enterprise (VCSE) engagement</i>	<ul style="list-style-type: none">• Invest in Southampton by providing volunteering, sponsorship and learning opportunities• Commit to clear engagement plans• Evidence of quality volunteering activity with the VCSE sector• Invest in community activities and infrastructure