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**Model Text for inclusion in the**

**Specification and/or Invitation to Tender for Supplies Contracts**

# Social Value Points Approach

# SCHEDULE XX: SOCIAL VALUE

# 1.0 Background

Click here to enter text. and its associated agencies are committed to the responsible use and protection of natural resources and reducing our carbon footprint as key objectives in the Sustainable Development Strategy for Northern Ireland. In support of the Draft Programme for Government 2016-21, they are keen to support and be part of a culture of careful resource management, in order to build sustainability and protect the environment.

In support of the Draft Programme for Government 2016-21 and the Click here to enter text., the Click here to enter text. want people and communities in Northern Ireland to fulfil their potential and is committed to supporting those in need to develop their confidence, capability and necessary skills, in order to build an innovative, creative society for Northern Ireland.

It is also committed to maximising the progression into the workforce of people who are long term unemployed and those leaving education and training, both as a way of maximising value for money from its investment in these services and to provide a skilled and productive workforce that can deliver future Government investment and help attract inward investment for Northern Ireland.

To help achieve these objectives and address the strategic aims, it is required that the successful Supplier will, as a condition of contract, deliver measurable social value outcomes as set out below.

# 2.0 Social Value Delivery Plan – (*Open/Restricted Procedure/Competitive Procedure with Negotiation)*

The Supplier shall deliver the services in accordance with this Schedule and their Social Value Delivery Plan and methodology submitted at tender stage, unless otherwise agreed with the Authority, at the Authority’s discretion.

The Authority may request an updated Social Value Delivery Plan at interims throughout the contract, to take into account any increases in the contract value, the Supplier’s delivery of social value initiatives during a specific period and the Supplier’s forecasted delivery of social value initiatives.

# 2.0 Social Value Delivery Plan – Competitive Dialogue Procedure

The Supplier shall deliver the services in accordance with this Schedule and their Social Value Delivery Plan and methodology submitted at Invitation to Submit Final Tenders Stage, unless otherwise agreed with the Authority, at the Authority’s discretion.

The Authority may request an updated Social Value Delivery Plan at interims throughout the contract, to take into account any increases in the contract value, the Supplier’s delivery of social value initiatives during a specific period and the Supplier’s forecasted delivery of social value initiatives.

# 3.0 Social Value

# The Supplier must deliver a minimum value of 100 Social Value points for every £1 million (and pro-rata) in invoiced value, capped at an averaged invoiced value of £3 million per annum. The social value initiatives which are eligible for inclusion on this contract are outlined at clauses Click here to enter text..

# The Supplier may provide a mix of all eligible social value initiatives as outlined at clauses Click here to enter text. or may provide only one or a subset of the eligible social value initiatives, providing the overall social value initiatives deliver a minimum value of 100 Social Value points for every £1 million (and pro-rata) in invoiced value, capped at an averaged invoiced value of £3 million per annum.

## The Supplier can deliver social value initiatives throughout the contract, based on business need, providing the overall social consideration requirement as outlined in this Schedule is delivered within the lifetime of the contract.

The Supplier must only count towards their Social Value points target those activities that have been delivered as a direct result of the social value initiatives requirements set out in this Schedule.

# 3.1 Social Value Points Matrix for Supply contracts

## Details of the number of points that each social value initiative generates can be found here: [*delete rows as appropriate, based on which social value initiatives have been included in the contract*]:

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| **THEME 1: Increasing secure employment and skills** |
| **PFG OUTCOMES**  | **SOCIAL VALUE INDICATOR** | **SOCIAL VALUE INITIATIVES** | **AMOUNT** | **SOCIAL VALUE POINTS (pro rata)** | **Minimum Mandatory Requirements** |
| * **Our economy is globally competitive, regionally balanced and carbon-neutral**
* **We have an equal and inclusive society where everyone is valued and treated with respect**
* **Everyone can reach their potential**
* **People want to live, work and visit here**

  | * 1. **Create employment, retraining and other return to work opportunities for those furthest from the labour market**
 | Paid employment  | 26 weeks FTE | 75 |  |
| Paid employment – people with a disability | 90 |  |
| Paid employment – priority group | 90 |  |
| Work placements | 2 weeks FTE  | 20 |  |
| Work placements – people with a disability | 30 |  |
| Work placement – priority group | 30 |  |
| Skills development and educational attainment | 8 hours of support or training | 10 |  |
| Skills development and educational attainment – people with a disability | 15 |  |
| Skills development and educational attainment – priority group | 15 |  |
| **1.2 Create employment opportunities particularly for those who face barriers to employment and/or who are located in deprived areas** | Paid employment | 26 weeks FTE | 75 |  |
| Paid employment – people with a disability | 90 |  |
| **1.3 Create employment and training opportunities in industries with known skills shortages or in high growth sectors** | Paid employment | 26 weeks FTE | 75 |  |
| Paid employment – people with a disability | 90 |  |
| Paid employment – priority groups | 90 |  |
| Work placements | 2 weeks FTE | 20 |  |
| Work placements – people with a disability | 30 |  |
| Work placements – priority groups | 30 |  |
| Skills development and educational attainment | 8 hours of training or support | 10 |  |
| Skills development and educational attainment – people with a disability | 15 |  |
| Skills development and educational attainment – priority groups | 15 |  |
| Financial support to support people within Northern Ireland who face barriers to employment to gain recognised qualifications  | Contribution of £500 towards attainment of recognised qualifications  | 10Please note the maximum number of social value points that can be delivered through this initiative as set out within clause XX of this Schedule |  |
| **1.4 Support in-work progression and educational attainment in the workforce, including training schemes that address skill gaps and result in recognised qualifications, to help people to move into higher paid work by developing new skills** | In-work progression and skills development | 1 strategy1 annual update to strategy | 3010 |  |
| **1.5 Increase the representation of disabled people in the contract workforce** | Paid employment – people with a disability | 26 weeks FTE | 90 |  |
| **1.6 Support disabled people to develop new skills and recognised qualifications** | Skills development and educational attainment – people with a disability | 8 hours of support or training | 15 |  |
| Financial support to support people within Northern Ireland who face barriers to employment to gain recognised qualifications  | Contribution of £500 towards attainment of recognised qualifications  | 10Please note the maximum number of social value points that can be delivered through this initiative as set out within clause XX of this Schedule |  |
| **1.7 Create opportunities for entrepreneurship and help new, small organisations to grow, supporting economic growth and business creation.** | Inclusion of Social and Micro Enterprises in the contract’s supply chain | 1 social enterprise1 micro enterprise | 3020 |  |
| Business development and knowledge sharing | 8 hours of support or training | 10 |  |

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| **THEME 2: Building ethical and resilient supply chains** |
| **PFG OUTCOMES** | **SOCIAL VALUE INDICATOR** | **SOCIAL VALUE INITIATIVES** | **AMOUNT** | **SOCIAL VALUE POINTS (pro rata)** |
| * **Our economy is globally competitive, regionally balanced and carbon neutral**
* **Everyone can reach their potential**
* **People want to live, work and visit here**
* **Everyone feels safe - we all respect the law and each other**

 | **2.1 Demonstrate action to promote collaboration and a fair and responsible approach to working throughout the supply chain** | Fair Work strategy for the contract | 1 strategy1 annual update | 3010 |
| In-work progression and skills development | 1 strategy1 annual update | 3010 |
| **2.2 Demonstrate action to promote ethical supply chains and practices; and, identify and manage risks of modern slavery and human rights abuses in the delivery of the contract, including in the supply chain.** | Modern Slavery Assessment Tool (MSAT) | Completion of MSAT and submission of improvement plan1 annual update | 5010 |
| Ethical Supply Chain strategy for the contract  | 1 strategy1 annual update | 3010 |
| **2.3 Maximise security of supply, for example by minimising proximity of supply chains to point of delivery** | Supply Chain Resilience and Capacity strategy for the contract | 1 strategy1 annual update | 3010 |
| **2.4 Create a diverse supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs and VCSEs.** | Inclusion of MEs, which are in their first 48 months of trading, in the contract's supply chain | Micro enterprise located in Northern Ireland | 20 |
| Inclusion of VCSE sector organisations in the contract's supply chain | VCSE Sector located in Northern Ireland | 30 |
| Business development and knowledge sharing | 8 hours of activity | 10 |

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| **THEME 3: Delivering Zero Carbon** |
| **PFG OUTCOMES** | **SOCIAL VALUE INDICATOR** | **SOCIAL VALUE INITIATIVES** | **AMOUNT** | **SOCIAL VALUE POINTS** |
| * **We live and work sustainably – protecting the environment**
* **Our children and young people have the best start in life**
 | **3.1 Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions.** | Environmental Strategy for the contract | 1 strategy1 annual update | 3010 |
| Waste and Resource Efficiencies in the delivery of the contract | 1 VCSE organisation1 SME1 other business | 403020 |
| Environmental Awareness Initiatives | 8 hours of support or improvement | 10 |
| **3.2 Contract specifications that support environmental protection and improve** | Supply chain strategy addressing how contract specifications in the supply chain will support environmental protection and improvement | 1 strategy1 annual update | 3010 |
| **3.3 Supply chains that minimise carbon footprint and emissions.** | Supply Chain Strategy for Reducing Carbon Footprint and Emissions | 1 strategy1 annual update | 3010 |
| **3.4 Companies employ low or zero-carbon practices and/or materials.** | Carbon Reduction Strategy for the contract | 1 strategy1 annual update | 3010 |
| Packaging and Waste Strategy for the contract | 1 strategy1 annual update | 3010 |
| **3.5 Assessing and minimising embodied carbon.** | Embodied Carbon Reduction Strategy for the contract | 1 strategy1 annual update | 3010 |

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| **THEME 4: Promoting Wellbeing** |
| **PFG OUTCOMES** | **SOCIAL VALUE INDICATOR** | **SOCIAL VALUE INITIATIVES** | **AMOUNT** | **SOCIAL VALUE POINTS (pro rata)** |
| * **We all enjoy long, healthy, active lives**
* **Everyone can reach their potential**
* **We have a caring society that supports people throughout their lives**
* **We have an equal and inclusive society where everyone is valued and treated with respect**

  | **4.1 Support the health and wellbeing, including physical and mental health, in the contract workforce** | Health and Wellbeing strategy for the staff employed on the contract | 1 strategy1 annual update | 3010 |
| **4.2 Influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health** | Health and Wellbeing initiative | 8 hours of support | 10 |
| **4.3 Promote equality, diversity and inclusion in the contract's workforce** | Equality, Diversity and Inclusion Strategy | 1 strategy1 annual update | 3010 |
| In-work progression and skills development | 1 strategy1 annual update | 3010 |

**4.0 Contracting Authority’s Priority Groups *[remove if not appropriate]***

For a person to qualify as a member of the Contracting Authority’s Priority Groups, the Supplier must ensure that they satisfy one of the following categories [*delete bullet points as appropriate*]:

* Click here to enter text.

# THEME 1: INCREASING SECURE EMPLOYMENT AND SKILLS

This theme aims to create employment and training opportunities, contribute to in-work progression and skills development, create opportunities for entrepreneurs and support economic growth.

# Indicator 1.1 – Create employment, re-training and/or other return to work opportunities for those furthest from the labour market

## **X.0 Paid Employment Opportunities**

The delivery of paid employment for people who face barriers to employment. The Supplier must ensure that they satisfy one of the following categories:

* a person who is in education or has left education in the last 12 months and is seeking employment; or
* people who are long-term unemployed[[1]](#footnote-1)
* people who have a disability and are seeking employment
* people who are located in deprived areas and are seeking employment
* people who are underrepresented and new to the sector and are seeking employment
* people who meet the conditions of the Contracting Authority’s Priority Groups, as set out at clause Click here to enter text. and are seeking employment
* another person who faces barriers to employment or who is at risk of social exclusion and is seeking employment, as accepted by the Authority, at the Authority’s discretion

**Each employment opportunity can be counted towards the Social Value Points target for up to 52 person weeks**, where the definition of a person-week is the equivalent of one person working for 5 days.

Each employment vacancy must be notified to Jobcentre Online ([www.jobapplyni.com](http://www.jobcentreonline.com)) and one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/contractors/find-a-broker/](http://www.socialvalueni.org/contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose. Sufficient time must be allowed for information on vacancies to be made available and applications submitted.

**X.1 Support and Training**

Each beneficiary must be:

* provided with the opportunity to obtain training and accreditation relevant to the tasks they are expected to perform;
* asked if they would like to receive support with numeracy, literacy and information technology, and those that do must be signposted to sources of training and accreditation for these Essential Skills; and
* supported in undertaking training e.g. through flexible working arrangements, where practicable.

The costs of training and accreditation/registration must be covered by the Supplier either directly or through public or industry sources that they identify.

## **X.0 Unwaged work experience placements**

The delivery of unwaged work experience placements for:

* people who face barriers to employment and/or who are located in deprived area. This can include for example, people who are long-term unemployed, people who are located in deprived areas, people who have a disability and people who are underrepresented in the contract’s workforce.
* people who meet the Contracting Authority’s priority groups, as set out at Click here to enter text.. *[remove if not appropriate]*

The Supplier is to provide work placement participants with meaningful work experience, training and development which will enhance their opportunities for future employment.

Each unpaid work placement opportunity must be notified to one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/contractors/find-a-broker/](http://www.socialvalueni.org/contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

## **X.0 Skills development and educational attainment**

The delivery of skills development and educational attainment support in areas related to the contract to a school or organisation within the Voluntary, Community and Social Enterprise sector to aid the career development of:

* people who are considered to be disadvantaged in the labour market or at risk of social exclusion. This can include for example, people who are long-term unemployed, people who are located in deprived areas, people who have a disability and people who are underrepresented in the contracts workforce.
* people who meet the Contracting Authority’s priority groups, as set out at Click here to enter text.. *[remove if not appropriate]*

This support can include vocational talks, curriculum support, careers guidance, workplace visits, mentoring or as otherwise agreed by the Authority. The Supplier shall agree the scope of activities with the Authority prior to delivery.

Each opportunity must be notified to one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/contractors/find-a-broker/](http://www.socialvalueni.org/contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

# Indicator 1.2 – Create employment opportunities particularly for those who face barriers to employment and/or who are located in deprived areas

## **X.0 Paid Employment Opportunities**

The delivery of paid employment for people who face barriers to employment. The Supplier must ensure that they satisfy one of the following categories:

* a person who is in education or has left education in the last 12 months and is seeking employment; or
* people who are long-term unemployed[[2]](#footnote-2)
* people who have a disability and are seeking employment
* people who are located in deprived areas and are seeking employment
* people who are underrepresented and new to the sector and are seeking employment
* people who meet the conditions of the Contracting Authority’s Priority Groups, as set out at clause Click here to enter text. and are seeking employment
* another person who faces barriers to employment or who is at risk of social exclusion and is seeking employment, as accepted by the Authority, at the Authority’s discretion

**Each employment opportunity can be counted towards the Social Value Points target for up to 52 person weeks**, where the definition of a person-week is the equivalent of one person working for 5 days.

Each employment vacancy must be notified to Jobcentre Online ([www.jobapplyni.com](http://www.jobcentreonline.com)) and one or more organisations registered on the Social Value Unit website (<https://www.socialvalueni.org/contractors/find-a-broker/>) and/or equivalent agencies named by or agreed with the Authority for this purpose. Sufficient time must be allowed for information on vacancies to be made available and applications submitted.

**X.1 Support and Training**

Each beneficiary must be:

* provided with the opportunity to obtain training and accreditation relevant to the tasks they are expected to perform;
* asked if they would like to receive support with numeracy, literacy and information technology, and those that do must be signposted to sources of training and accreditation for these Essential Skills; and
* supported in undertaking training e.g. through flexible working arrangements, where practicable.

The costs of training and accreditation/registration must be covered by the Supplier either directly or through public or industry sources that they identify.

# Indicator 1.3 – Create employment and/or training opportunities in industries with known skills shortages or in high growth sectors

## **X.0 Paid Employment Opportunities**

The delivery of paid employment for people who face barriers to employment. The Supplier must ensure that they satisfy one of the following categories:

* a person who is in education or has left education in the last 12 months and is seeking employment; or
* people who are long-term unemployed[[3]](#footnote-3)
* people who have a disability and are seeking employment
* people who are located in deprived areas and are seeking employment
* people who are underrepresented and new to the sector and are seeking employment
* people who meet the conditions of the Contracting Authority’s Priority Groups, as set out at clause Click here to enter text. and are seeking employment
* another person who faces barriers to employment or who is at risk of social exclusion and is seeking employment, as accepted by the Authority, at the Authority’s discretion

**Each employment opportunity can be counted towards the Social Value Points target for up to 52 person weeks**, where the definition of a person-week is the equivalent of one person working for 5 days.

Each employment vacancy must be notified to Jobcentre Online ([www.jobapplyni.com](http://www.jobcentreonline.com)) and one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/contractors/find-a-broker/](https://www.socialvalueni.org/contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose. Sufficient time must be allowed for information on vacancies to be made available and applications submitted.

**X.1 Support and Training**

Each beneficiary must be:

* provided with the opportunity to obtain training and accreditation relevant to the tasks they are expected to perform;
* asked if they would like to receive support with numeracy, literacy and information technology, and those that do must be signposted to sources of training and accreditation for these Essential Skills; and
* supported in undertaking training e.g. through flexible working arrangements, where practicable.

The costs of training and accreditation/registration must be covered by the Supplier either directly or through public or industry sources that they identify.

## **X.0 Unwaged work experience placements**

The delivery of unwaged work experience placements for:

* people who who face barriers to employment and/or who are located in deprived area. This can include people who are long-term unemployed, people who are located in deprived areas, people who have a disability and people who are underrepresented in the contracts workforce.
* people who meet the Contracting Authority’s priority groups, as set out at Click here to enter text.. *[remove if not appropriate]*

The Supplier is to provide work placement participants with meaningful work experience, training and development which will enhance their opportunities for future employment.

Each unpaid work placement opportunity must be notified to one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/contractors/find-a-broker/](https://www.socialvalueni.org/contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

## **X.0 Skills development and educational attainment**

The delivery of skills development and educational attainment support in areas related to the contract to a school or organisation within the Voluntary, Community and Social Enterprise sector to aid the career development of:

* people who are considered to be disadvantaged in the labour market or at risk of social exclusion. This can include people who are long-term unemployed, people who are located in deprived areas, people who have a disability and people who are underrepresented in the contracts workforce.
* people who meet the Contracting Authority’s priority groups, as set out at Click here to enter text.. *[remove if not appropriate]*

This support can include vocational talks, curriculum support, careers guidance, workplace visits, mentoring or as otherwise agreed by the Authority. The Supplier shall agree the scope of activities with the Authority prior to delivery.

Each opportunity must be notified to one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/Contractors/find-a-broker/](https://www.socialvalueni.org/Contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

## **X.0 Financial support to support people within Northern Ireland who face barriers to employment to gain recognised qualifications**

The provision of financial donations to support people within Northern Ireland who face barriers to employment to gain recognised qualifications in an area related to the contract and help address the skills shortage. This may include, for example, people who are long-term unemployed, young people who are Not in Education, Employment or Training (NEET), people who are located in deprived areas and are new to the sector, people who are from ethnic minority communities and are new to the sector and people from an underrepresented gender group within the sector, or another group who face barriers to employment as agreed with the Authority, at the Authority’s discretion.

The financial support can include donations towards tuition fees and relevant resources (e.g., course textbooks) or as otherwise agreed by the Authority. The Supplier shall agree the scope of financial donations with the Authority prior to delivery.

Each financial support opportunity must be notified to one or more organisations registered on the Social Value Unit website (https://socialvalueni.org/contractors/find-a-broker/and/or equivalent agencies named by or agreed with the Authority for this purpose.

The Supplier cannot claim social value points under this initiative for any training and qualifications provided to people working on the contract.

A maximum of XX% of the social value points required by the Contract may be delivered by providing financial support towards attainment of recognised qualifications for people who face barriers to employment within Northern Ireland.

# Indicator 1.4 – Support in-work progression and educational attainment relevant in the workforce, including training schemes that address skill gaps and result in recognised qualifications, to help people to move into higher paid work by developing new skills

## **X.0 In-work progression and skills development**

The New Decade, New Approach Deal emphasised the importance of access to good jobs, where workers have a voice that provides a level of autonomy, a decent income, security of tenure, satisfying work in the right quantities and decent working conditions. Creating good jobs and protecting workers’ rights impacts upon better health and wellbeing by tackling inequalities, building self-efficacy and combating poverty and also helps employers to attract and retain the talent they need to grow and thrive.

The Supplier will develop, implement and maintain a strategy to promote and support educational attainment in the contract’s workforce. This should be provided within Click here to enter text. days of contract award and must at least include and address among other things the Supplier’s actions to:

* Promote and encourage employees to access training schemes that address skills gaps and result in recognised qualifications;
* Provide opportunities for progression and support employees who are undertaking skills development or management courses;
* Stimulate career development, particularly for those who are considered to be disadvantaged.

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the In-work Progression and Skills Development Strategy and setting out the quarterly actions for the year ahead.

The report shall be in writing and shall detail:

* The steps taken by the Supplier and its subcontractors (if any) to implement the In-work Progression and Skills Development Strategy on the Contract.
* The number of weeks of training opportunities on the contract (BTEC, City & Guilds, NVQ, HNC or equivalent) that have been completed during the year
* The number of hours spent to support educational attainment relevant to the contract, including training schemes that address skill gaps and result in recognised qualifications

The Authority reserves the right to request an updated progress report at interims throughout the Contract.

# Indicator 1.5 – Increase the representation of disabled people in the contract workforce

## **X.0 Paid Employment Opportunities**

The delivery of paid employment for people who people who have a disability and are seeking employment.

**Each employment opportunity can be counted towards the Social Value Points target for up to 52 person weeks**, where the definition of a person-week is the equivalent of one person working for 5 days.

Each employment vacancy must be notified to Jobcentre Online ([www.jobapplyni.com](http://www.jobcentreonline.com)) and one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/contractors/find-a-broker/](https://www.socialvalueni.org/contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose. Sufficient time must be allowed for information on vacancies to be made available and applications submitted.

**X.1 Support and Training**

Each beneficiary must be:

* provided with the opportunity to obtain training and accreditation relevant to the tasks they are expected to perform;
* asked if they would like to receive support with numeracy, literacy and information technology, and those that do must be signposted to sources of training and accreditation for these Essential Skills; and
* supported in undertaking training e.g. through flexible working arrangements, where practicable.

The costs of training and accreditation/registration must be covered by the Supplier either directly or through public or industry sources that they identify.

**X.2** **Positive action outreach clause**

The development and delivery of a lawful outreach plan for positive action for the contract which aims to increase applications for employment and training positions on the contract, from people who have a disability and are seeking employment. This can include the preparation of a positive action plan, attending meetings and developing partnerships with potential brokers who work with people who have a disability, the preparation and delivery of engagement activities to people who have a disability, or other activities as agreed by the Authority, at the Authority’s discretion.

You will find further information on lawful positive action from the Equality Commission for Northern Ireland [here](https://www.equalityni.org/Employers-Service-Providers/Recruiting-people-with-disabilities/Positive-action-%281%29). You will find further information on making your services accessible to disabled people [here](https://www.equalityni.org/everycustomercounts). Further detailed guidance on developing and implementing lawful positive action outreach is available from the Equality Commission of NI: [PositiveActionEmployerGuide.pdf (equalityni.org)](https://www.equalityni.org/ECNI/media/ECNI/Publications/Employers%20and%20Service%20Providers/PositiveActionEmployerGuide.pdf)

# Indicator 1.6 – Support disabled people to develop new skills and recognised qualifications

## **X.0 Skills development and educational attainment**

The delivery of skills development and educational attainment support in areas related to the contract to a school or organisation within the Voluntary, Community and Social Enterprise sector to aid the career development of people with a disability.

This support can include vocational talks, curriculum support, careers guidance, workplace visits, mentoring or as otherwise agreed by the Authority. The Supplier shall agree the scope of activities with the Authority prior to delivery.

Each opportunity must be notified to one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/contractors/find-a-broker/](https://www.socialvalueni.org/Contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

## **X.0 Financial support to support people within Northern Ireland who face barriers to employment to gain recognised qualifications**

The provision of financial donations to support people within Northern Ireland who face barriers to employment to gain recognised qualifications in an area related to the contract and help address the skills shortage. This may include, for example, people who are long-term unemployed, young people who are Not in Education, Employment or Training (NEET), people who are located in deprived areas and are new to the sector, people who are from ethnic minority communities and are new to the sector and people from an underrepresented gender group within the sector, or another group who face barriers to employment as agreed with the Authority, at the Authority’s discretion.

The financial support can include donations towards tuition fees and relevant resources (e.g., course textbooks) or as otherwise agreed by the Authority. The Supplier shall agree the scope of financial donations with the Authority prior to delivery.

Each financial support opportunity must be notified to one or more organisations registered on the Social Value Unit website (https://socialvalueni.org/contractors/find-a-broker/and/or equivalent agencies named by or agreed with the Authority for this purpose.

The Supplier cannot claim social value points under this initiative for any training and qualifications provided to people working on the contract.

A maximum of XX% of the social value points required by the Contract may be delivered by providing financial support towards attainment of recognised qualifications for people who face barriers to employment within Northern Ireland.

# Indicator 1.7 – Create opportunities for entrepreneurship and help new, small organisations to grow, supporting economic growth and business creation.

## **X.0 Inclusion of Social and Micro Enterprises in the contract’s supply chain**

The Supplier will include social enterprises or micro businesses that are within their first 48 months of trading in the delivery of the contract, in relation to any sub-contracting or other business opportunities available as a result of this contract.   The Supplier should ensure this is a meaningful opportunity for the social enterprise or micro business.

Social Enterprise NI (SENI) (<https://www.socialenterpriseni.org>) is the representative body for social enterprises in Northern Ireland. SENI connect, support, develop and sustain vibrant businesses to create social change. SENI can provide advice and guidance to help businesses who want to explore opportunities to work with social enterprises in Northern Ireland.

Any action taken by the Authority or their agents to broker relationships between the Supplier and local individuals/firms/agencies does not imply and should not be deemed to imply that they or their agents consider the individual/firm/agency as suitable for engagement by the Supplier.

## **X.0 Business development and knowledge sharing**

The Supplier will deliver skilled advice in an area related to the contract to:

* an organisation/organisations within the Voluntary, Community and Social Enterprise (VCSE) sector.
* micro businesses that are within their first 48 months of trading

This may include: mentoring, training, advice or other professional voluntary services or equivalent initiatives as agreed with the Authority, at the Authority’s discretion. The Supplier shall agree the scope of activities with the Authority prior to delivery.

Each skilled advice opportunity must be notified to one or more organisations registered on the Social Value Unit website (www.socialvalueni.org/contractors/find-a-broker/) and/or equivalent agencies named by or agreed with the Authority for this purpose.

# THEME 2: BUILDING ETHICAL AND RESILIENT SUPPLY CHAINS

This theme aims to tackle employment inequality, reduce the risk of modern slavery and human rights abuses within the supply chain, and promote diverse and secure supply chains.

# Indicator 2.1 – Demonstrate action to promote collaboration and a fair and responsible approach to working throughout the supply chain

## **X.0 Fair Work Practices**

The New Decade, New Approach Deal emphasised the importance of access to good jobs, where workers have a voice that provides a level of autonomy, a decent income, security of tenure, satisfying work in the right quantities and decent working conditions. Creating good jobs and protecting workers’ rights impacts upon better health and wellbeing by tackling inequalities, building self-efficacy and combating poverty and also helps employers to attract and retain the talent they need to grow and thrive.

The Supplier will develop, implement and maintain a fair work practices policy in relation to this contract which demonstrates the Supplier’s commitment to ensuring that workers employed on this contract are treated fairly, humanely and equitably. This should be submitted within Click here to enter text. days of contract award.

The Fair Work Policy must at least include and address among other things:

* employment terms and conditions, including pay, job security, minimum guaranteed hours
* working environment, including health, safety and wellbeing, social support and cohesion, employee voice and representation and work life balance
* skills development, including opportunities for progression
* fair shift arrangements including adequate rest breaks
* processes for identifying and managing the risks of modern slavery in the delivery of the Contract, including in the supply chain; and
* other initiatives that tackle inequality, promote staff welfare and support staff wellbeing.

The Supplier shall submit an annual progress report to the Authority. The report shall be in writing and shall detail the actions taken by the Supplier and its subcontractors (if any) to implement the Fair Work strategy in the delivery of the Contract, as well as setting out quarterly actions for the year ahead.

The Authority reserves the right to survey workers on workforce matters such as access to terms and conditions, staff policies such as grievance procedures and how payment for services is managed.

## **X.0 In-work progression and skills development**

The New Decade, New Approach Deal emphasised the importance of access to good jobs, where workers have a voice that provides a level of autonomy, a decent income, security of tenure, satisfying work in the right quantities and decent working conditions. Creating good jobs and protecting workers’ rights impacts upon better health and wellbeing by tackling inequalities, building self-efficacy and combating poverty and also helps employers to attract and retain the talent they need to grow and thrive.

The Supplier will develop, implement and maintain a strategy to promote and support educational attainment in the contract’s workforce. This should be provided within Click here to enter text. days of contract award and must at least include and address among other things the Supplier’s actions to:

* Promote and encourage employees to access training schemes that address skills gaps and result in recognised qualifications;
* Provide opportunities for progression and support employees who are undertaking skills development or management courses;
* Stimulate career development, particularly for those who are considered to be disadvantaged.

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the In-work Progression and Skills Development Strategy and setting out the quarterly actions for the year ahead.

The report shall be in writing and shall detail:

* The steps taken by the Supplier and its subcontractors (if any) to implement the In-work Progression and Skills Development Strategy on the Contract.
* The number of weeks of training opportunities on the contract (BTEC, City & Guilds, NVQ, HNC or equivalent) that have been completed during the year
* The number of hours spent to support educational attainment relevant to the contract, including training schemes that address skill gaps and result in recognised qualifications

 The Authority reserves the right to request an updated progress report at interims throughout the Contract.

# Indicator 2.2 – Demonstrate action to promote ethical supply chains and practices; and, identify and tackle risks of modern slavery and human rights abuses in the delivery of the contract, including in the supply chain.

## **X.0 Human Rights Due Diligence**

Doing business with respect for human rights is linked to business opportunities such as: improved employee retention and recruitment rates; greater access to customers and buyers who increasingly value ethical practices; and, improved relationships with workers, communities and stakeholders, resulting in a stronger business reputation.

The Supplier will develop, implement and maintain a human rights policy in relation to work carried out on this contract.

Within Click here to enter text. days of contract commencement, Suppliers must provide a copy of this human rights policy, and the processes they have in place which demonstrate that their activities, including those within their supply chain, in relation to this contract show a consideration to human rights. Supplier guidance related to human rights policies and due diligence is available at: [www.socialvalueni.org/Contractors/Supplier-resources/](http://www.socialvalueni.org/Contractors/Supplier-resources/)

The Supplier shall submit an annual progress report to the Authority. The report shall be in writing and shall detail the steps taken by the Supplier and its subcontractors (if any) to implement the human rights policy and procedures on the Contract.

The Authority reserves the right to inspect supply chain audits, survey workers on workforce matters such as access to terms and conditions and staff policies such as grievance procedures and request information on how payment for services is managed.

## **X.0 Modern Slavery Assessment Tool**

As outlined within Procurement Policy Note 05/21, the NICS recognise the importance of adopting a human rights based approach to public procurement to both prevent human rights violations and abuses and to take an active role in respecting, protecting, and fulfilling human rights.

Doing business with respect for human rights is linked to business opportunities such as: improved employee retention and recruitment rates; greater access to customers and buyers who increasingly value ethical practices; and, improved relationships with workers, communities and stakeholders, resulting in a stronger business reputation.

Ensuring supply chains are ethical contributes to sustainable development, protects the human rights of individuals, provides job opportunities and brings families out of poverty. By providing decent work and demanding Suppliers do the same, organisations invest in the future of communities.

Upon contract award, the Authority will email the Supplier an invitation to complete the Modern Slavery Assessment Tool (MSAT). Within eight weeks of contract award, the Supplier shall complete the MSAT to assess the capacity of their organisation to manage and prevent the risks of modern slavery within the supply chain of goods being used on or produced for the Client’s contract.

MSAT is a modern slavery risk identification and management online tool. MSAT has been designed to help public sector organisations work in partnership with suppliers to improve protections and reduce the risk of exploitation of workers in their supply chains. When suppliers complete the assessment, they will receive a report which will provide recommendations on how to improve their anti-slavery activity and point towards useful guidance and practical tools to help make improvements.

Within Click here to enter text. weeks of completing MSAT, the Supplier will submit a written action plan to the Authority setting out how the Supplier will implement the MSAT recommended improvements and reduce the risk of exploitation of workers in the contract’s supply chains.

Prior to subsequent annual contract reviews, the Supplier will update their answers via the MSAT (which will be prepopulated with their previous answers), to detail the progress made in implementing the MSAT recommended improvements.

The Authority reserves the right to request an updated progress report at interims throughout the contract. The Authority reserves the right to inspect supply chain audits, survey workers on workforce matters such as access to terms and conditions and staff policies such as grievance procedures and request information on how payment for services is managed.

The Supplier must provide the mandatory minimum requirements for the Modern Slavery Assessment Tool listed within the Social Value Points Matrix in clause 3.1 and clauses XX – XX of this Schedule.

## **X.0 Ethical Supply Chain Strategy**

As outlined within Procurement Policy Note 05/21, the NICS recognise the importance of adopting a human rights based approach to public procurement to both prevent human rights violations and abuses and to take an active role in respecting, protecting, and fulfilling human rights.

Doing business with respect for human rights is linked to business opportunities such as: improved employee retention and recruitment rates; greater access to customers and buyers who increasingly value ethical practices; and, improved relationships with workers, communities and stakeholders, resulting in a stronger business reputation.

Ensuring supply chains are ethical contributes to sustainable development, protects the human rights of individuals, provides job opportunities and brings families out of poverty. By providing decent work and demanding Suppliers do the same, organisations invest in the future of communities.

Within the first year, the Supplier shall undertake a supply chain mapping exercise to ascertain where ethical sourcing risks exist within the supply chain of goods being used on the Contract. The supply chain map should include:

* a review of expenditure and a risk assessment on the findings to identify products and/or services where there is a risk of modern slavery, human rights abuses and/or illegal or unethical employment practices within the supply chain.[[4]](#footnote-4)

At the time of the first end of year review, the Supplier will submit a written Supply Chain Strategy to the Authority on actions taken to ensure that in practice slavery and human trafficking are not taking place in any part of the supply chain. The Strategy must at least include and address among other things:

* mechanisms to empower staff to raise suspicions of unlawful and unethical employment practices and criminal activity within the Contract’s supply chain
* training on modern slavery and ethical employment practices for those involved in buying/ procurement and the recruitment and deployment of workers and a record of those that have been trained
* a commitment to ensure that undue cost and time pressures are not applied to Suppliers if this is likely to result in unethical treatment of workers and that Suppliers are paid on time – within 30 days of receipt of a valid invoice
* procedures for investigating any Supplier identified as high risk, by direct engagement with workers wherever possible, and working with Suppliers to rectify any issues of illegal or unethical employment practice
* quarterly actions designed to continually ensure unlawful and unethical employment practices are eradicated and to ensure all workers at every stage of the supply chain are treated fairly
* consideration has been given to joining appropriate networks or other initiatives to tackle supply chain abuse, combat anti-trafficking etc.
* any work done towards continuous improvement in supply chain knowledge and to sharing best practice where appropriate

At subsequent end of year reviews, the Supplier will submit an annual progress report in writing to the Authority, detailing the progress made in relation to the Supply Chain Strategy, as well as setting out quarterly actions for the year ahead. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

The Authority reserves the right to: inspect supply chain audits; survey workers on workforce matters such as access to terms and conditions and staff policies; request the Supplier to complete a modern slavery risk identification and management tool provided by the Authority; and engage with independent monitoring organisations in relation to the supply chain on the Contract.

# Indicator 2.3 – Maximise security of supply, for example by minimising proximity of supply chains to point of delivery

## **X.0 Supply chain resilience and capacity**

As set out in the Programme for Government, the Executive aim to develop a regionally-balanced economy that is globally competitive and carbon neutral and to build a place where everyone can reach their potential. The Executive’s Green Growth Strategy aims to ensure the sustainability of Northern Ireland’s natural environment, while fostering the necessary conditions for innovation, investment and competition that can give rise to new sources of economic growth, while building resilient ecosystems. By doing so, we can create jobs, reduce carbon, enhance profitability, lower waste, increase efficiency and protect our environment and climate for future generations.

The Supplier will develop, implement and maintain a strategy to continuously monitor and improve the supply chain’s resilience and capacity on this Contract. This should be provided within Click here to enter text. days of award of the Contract and must at least include and address among other things the Supplier’s actions to:

* Modernise delivery by increasing circular solutions throughout the supply chain.
* Promote and support innovation throughout the supply chain to deliver more sustainable goods and services.
* Demonstrate collaboration and knowledge sharing throughout the supply chain to support economic growth and encourage ethical and resilient business.
* Maximise security of supply on the contract, for example, by minimising proximity of supply chains to point of delivery.
* Employ low or zero-carbon practices and materials on the contract and support the contract’s supply chain to minimise carbon footprint and emissions.

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the Supply Chain Resilience and Capacity Strategy and setting out the quarterly actions for the year ahead.

The report shall be in writing and shall detail the steps taken by the Supplier and its subcontractors (if any) to implement the Supply Chain Resilience and Capacity Strategy on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

# Indicator 2.4 – Create a diverse supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs and VCSEs

## **X.0 Inclusion of Voluntary, Community, Social and Micro Enterprises in the contract’s supply chain**

The Supplier will include Voluntary, Community, Social Enterprises or micro businesses that are within their first 48 months of trading in the delivery of the contract, in relation to any sub-contracting or other business opportunities available as a result of this contract.   The Supplier should ensure this is a meaningful opportunity for the social enterprise or micro business.

Social Enterprise NI (SENI) (<https://www.socialenterpriseni.org>) is the representative body for social enterprises in Northern Ireland. SENI connect, support, develop and sustain vibrant businesses to create social change. SENI can provide advice and guidance to help businesses who want to explore opportunities to work with social enterprises in Northern Ireland.

Any action taken by the Authority or their agents to broker relationships between the Supplier and local individuals/firms/agencies does not imply and should not be deemed to imply that they or their agents consider the individual/firm/agency as suitable for engagement by the Supplier.

## **X.0 Business development and knowledge sharing**

The Supplier will deliver skilled advice in an area related to the contract to:

* an organisation/organisations within the Voluntary, Community and Social Enterprise (VCSE) sector; or
* micro businesses that are within their first 48 months of trading.

This may include: mentoring, training, advice or other professional voluntary services or equivalent initiatives as agreed with the Authority, at the Authority’s discretion. The Supplier shall agree the scope of activities with the Authority prior to delivery.

Each skilled advice opportunity must be notified to one or more organisations registered on the Buy Social website ([www.socialvalueni.org/contractors/find-a-broker/](https://www.socialvalueni.org/Contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

# THEME 3: DELIVERING ZERO CARBON

This theme aims to promote environmental benefits, influence environmental protection and improvement and work towards net zero greenhouse gas emissions.

# Indicator 3.1 – Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions

## **X.0 Environmental Strategy and Practices**

As set out in the Programme for Government, the Executive aim to develop a regionally-balanced economy that is globally competitive and carbon neutral and to build a place where everyone can reach their potential. The Executive’s Green Growth Strategy aims to ensure the sustainability of Northern Ireland’s natural environment, while fostering the necessary conditions for innovation, investment and competition that can give rise to new sources of economic growth, while building resilient ecosystems. By doing so, we can create jobs, reduce carbon, enhance profitability, lower waste, increase efficiency and protect our environment and climate for future generations.

The Supplier will develop a sound proactive environmental approach in the delivery of this Contract, designed to minimise harm to the environment by:

* conserving energy and minimising carbon emissions and identifying opportunities to increase the amount of renewable energy used on the Contract;
* conserving materials such as wood, paper and other natural resources;
* minimising packaging and waste, and using compostable, reusable or recyclable options;
* phasing out the use of single-use resources, instead re-using (where possible), recycling or using recycled resources;
* promoting circular economy outcomes through extending the useful life, reusing, refurbishing and reconditioning products used to deliver this Contract;
* phasing out the use of ozone depleting substances and minimising the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment;
* raising awareness of the environmental impacts related to the Contract amongst the Supplier’s workforce and encouraging environmentally conscious behaviours within the workplace including the use of sustainable methods of transport for commuting.

The Supplier will develop, implement and maintain an Environmental Strategy detailing their environmental commitments in relation to this Contract.The Strategy will set out the processes and actions that the Supplier will undertake to demonstrate that their activities in relation to this contract show a consideration to the environment and a commitment to continually reduce the contract’s impact on the environment. This should be provided within Click here to enter text. days of contract award.

The Supplier shall submit an annual progress report to the Authority, detailing the progress made in relation to the Environmental Strategy and setting out the quarterly actions for the year ahead. The report shall be in writing and shall detail the steps taken by the Supplier and its subcontractors (if any) to implement the environmental improvements on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the contract.

The Supplier must provide the mandatory minimum requirements for the Environmental Strategy listed within the Social Value Points Matrix in clause 3.1 and clauses XX – XX of this Schedule.

## **X.0 Waste and Resource Efficiencies in the delivery of the contract**

Moving towards a more circular economy will reduce our demand for virgin materials and reduce our greenhouse gas emissions, by keeping resources in use as long as possible, extracting maximum value from them, minimizing waste and promoting resource efficiency. Companies that manage their business waste efficiently achieve significant cost and energy savings. In doing so they also make a contribution to tackling climate change. Reuse, repair, remanufacture and recycle are key components of the circular economy with the focus being to retain as much value as possible in line with the waste hierarchy.

The Supplier will take measures to actively reduce waste and transfer business waste, unwanted materials and by-products (both bio-based and technical materials) from the contract’s supply chain to be reused, repaired recycled, reprocessed and repackaged by another organisation.

Reuse and repair organisations work to do more with less, to make better use of available resources and to reduce waste while promoting new forms of employment and tackling inequality. A directory of reuse and repair organisations can be found at [www.ni-rn.com/reuse-and-repair-near-me/](http://www.ni-rn.com/reuse-and-repair-near-me/).

Invest NI’s Resource Matching Service (<https://www.investni.com/support-for-business/resource-matching-service>) provide advice and guidance to help businesses achieve resource matching solutions specific to their resource and waste management needs.

Any action taken by the Authority or their agents to broker relationships between the Supplier and local individuals/firms/agencies does not imply and should not be deemed to imply that they or their agents consider the individual/firm/agency as suitable for engagement by the Supplier.

## **X.0 Environmental Awareness Initiatives**

The delivery of environmental awareness initiatives in areas related to the Contract designed to influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement.

Activities may include: delivery of training to the contract workforce to promote environmental awareness in the performance of the contract; partnering/collaborating in engaging with the community in relation to the performance of the contract, to support environmental objectives; volunteering opportunities for the contract workforce, e.g. undertaking activities that encourage direct positive impact; supply chain events to raise awareness of environmental issues in relation to the contract; or equivalent initiative as agreed with the Authority, at the Authority’s discretion. The Supplier shall agree the scope of activities with the Authority prior to delivery.

Each opportunity must be notified to one or more organisations registered on the Social Value Unit website ([www.socialvalueni.org/contractors/find-a-broker/](https://www.socialvalueni.org/Contractors/find-a-broker/)) and/or equivalent agencies named by or agreed with the Authority for this purpose.

# Indicator 3.2 Contract specifications that support environmental protection and improvement.

## **X.0 Supply Chain Strategy addressing how contract specifications in the supply chain will support environmental protection and improvement**

The Supplier will develop, implement and maintain a strategy addressing how contract specifications for supply chain opportunities for the contract will support environmental protection and improvement. This should be provided within **90** days of Contract commencement and must at least include and address, among other things, how the supplier will:

* Conduct pre-contract engagement activities with supply chain organisations to develop the most relevant requirements to support environmental protection and improvement on the contract.
* Including environmental requirements within supplier selection processes.
* Develop specifications designed to support environmental protection and improvement throughout delivery of the contract, for example specifications that:
* conserve energy, minimise carbon emissions and identify opportunities to increase the amount of renewable energy used on the Contract;
* reduce water consumption;
* conserve materials such as wood, paper and other natural resources;
* minimise packaging and waste, and using compostable, reusable or recyclable options;
* phase out the use of single-use resources, instead re-using (where possible), recycling or using recycled resources;
* reduction of scare materials in the products used in the supply chain of the contract;
* encourage the use of electric vehicles in the supply chain of the contract;
* promote circular economy outcomes through extending the useful life, reusing, refurbishing and reconditioning products used in the supply chain to deliver this Contract.

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the Strategy and setting out the quarterly actions for the year ahead.

The report shall be in writing and shall detail the steps taken by the Supplier has put in place to implement Strategy. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

# Indicator 3.3 – Supply chains that minimise carbon footprint and emissions.

## **X.0 Supply Chain Strategy for Minimising Carbon Footprint and Emissions**

The Supplier will develop, implement and maintain a strategy to continuously monitor and improve the carbon footprint and emissions levels across the supply chain on this Contract. This should be provided within Click here to enter text. days of award of the Contract and must at least include and address, among other things, the Supplier’s actions to:

* Establish a baseline for carbon footprint and emissions levels across its supply chain on the contract including processes for tracking and monitoring improvements.
* Establish targets for continuously reducing the carbon footprint and emissions levels across its supply chain on the contract including details of carbon reduction initiatives.
* Employ low or zero-carbon practices and materials on the contract and support the contract’s supply chain to minimise carbon footprint and emissions.
* Modernise delivery by increasing circular solutions throughout the supply chain.
* Promote and support innovation throughout the supply chain to deliver more sustainable goods and services.
* Demonstrate collaboration and knowledge sharing throughout the supply chain to minimise carbon footprint and emissions throughout the supply chain for the contract

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the Supply Chain Strategy for Reducing Carbon Footprint and Emissions and setting out the quarterly actions for the year ahead.

The report shall be in writing and shall detail the steps taken by the Supplier and its sub-Suppliers (if any) to implement the Supply Chain Strategy for Reducing Carbon Footprint and Emissions on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

# Indicator 3.4 – Companies employ low or zero-carbon practices and/or materials.

## **X.0 Carbon Reduction Strategy**

The Supplier will develop, implement and maintain a carbon reduction strategy to continuously monitor, reduce and work towards zero carbon practices and / or materials across the supply chain on this Contract. This should be provided within Click here to enter text. days of award of the Contract and must at least include and address among other things the Supplier’s actions to:

* Establish a baseline for the Supplier’s current emissions carbon levels across its supply chain on the contract including processes for tracking and monitoring improvements.
* Establish targets for continuously reducing the carbon levels across its supply chain on the contract.
* Employ low or zero-carbon practices and materials on the contract and support the contract’s supply chain to minimise carbon footprint and emissions.
* Modernise delivery by increasing circular solutions throughout the supply chain.
* Promote and support innovation throughout the supply chain to deliver more sustainable goods and services.
* Demonstrate collaboration and knowledge sharing throughout the supply chain to minimise carbon footprint and emissions throughout the supply chain for the contract

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the Supply Chain Strategy for Reducing Carbon Footprint and Emissionsand setting out the quarterly actions for the year ahead.

The report shall be in writing and shall detail the steps taken by the Supplier and its subcontractors (if any) to implement the Supply Chain Strategy for Reducing Carbon Footprint and Emissions on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

## **X.0 Packaging and waste strategy for the contact**

Statistics from Keep Northern Ireland Beautiful[[5]](#footnote-5) showed that there were 1.3 million pieces of litter on our streets at any one time, equating to 28 tonnes of rubbish, resulting in an annual clean-up bill of £45 million. A total of 71% of all waste collected was made up of plastics, much of which can end up in landfill and pollution of waterways and oceans. These figures demonstrate the need to further reduce single use plastics and encourage the use of recycled materials in food packaging.

The Supplier will develop, implement and maintain a packaging and waste strategy to continuously monitor and reduce packaging and waste throughout the delivery of this Contract. This should be provided within Click here to enter text. days of award of the Contract and must at least include and address among other things:

* + baseline measurements of the packaging used and waste produced through the current contract delivery arrangements;
	+ the actions the Supplier will undertake to minimise packaging and waste in the production, processing and transport elements of the contract by reviewing their onsite operations and by engaging with the supply chain
	+ the actions the Supplier will undertake to use the most efficient transport and delivery arrangements;
	+ the actions the Supplier will undertake to reduce the consumption of natural resources, in particular the use of single use plastic;
	+ the actions the Supplier will undertake to include circular solutions to reduce packaging and waste;
* how the Supplier will monitor and measure the impact of the actions they are taking to minimise packaging and waste
* how the Supplier will review and revise the actions they are taking with suitable regularity to continue to reduce packaging and waste wherever possible
* how the Supplier will feedback on progress and results to the Contracting Authority

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the Packaging and Waste Strategy, including baseline measurements, and setting out the quarterly actions for the year ahead.

The report shall be in writing and shall detail the steps taken by the Supplier and its subcontractors (if any) to implement the Packaging and Waste Strategy on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

# Indicator 3.5 – Assessing and minimising embodied carbon

## **X.0 Embodied Carbon Reduction Strategy**

The Supplier will develop, implement and maintain a strategy to continuously assess and minimise embodied carbon the on this Contract. This should be provided within Click here to enter text. days of award of the Contract and must at least include and address among other things the Supplier’s actions to:

* Incorporate methods to minimise embodied carbon levels within design making decisions including reuse of buildings, choice of materials etc.
* Develop specifications to minimise embodied carbon levels on the contract
* Implement measures to adopt circular economy principles on the contract by keeping resources in use as long as possible, extracting maximum value from them, minimizing waste and promoting resource efficiency
* Promote and support innovation throughout the supply chain to assess and minimise embodied carbon levels on the contract.
* Demonstrate collaboration and knowledge sharing throughout the supply chain to assess and minimise embodied carbon levels on the contract.

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the Embodied Carbon Reduction Strategy and setting out the quarterly actions for the year ahead.

The report shall be in writing and shall detail the steps taken by the Supplier and its subcontractors (if any) to implement the Embodied Carbon Reduction Strategy on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

# THEME 4: PROMOTING WELLBEING

This theme aims to improve the health and wellbeing of the contract workforce, tackle employment inequality, contribute to in-work progression and skills development, and improve community integration.

# Indicator 4.1 – Support the health and wellbeing, including physical and mental health, in the contract workforce

## **X.0 Health and Wellbeing for existing employees**

The Public Health Agency (PHA) recognises that using the workplace as a setting to promote and support health and wellbeing makes good business sense and has many benefits for both employers and employees which is especially important as workplaces emerge from the COVID-19 pandemic. According to the World Health Organisation, the definition of a healthy workforce is: ‘... one in which workers and managers collaborate to use a continual improvement process to protect and promote the health, safety and wellbeing of all workers and the sustainability of the workplace’.[[6]](#footnote-6)

The Supplier will develop, implement and maintain a Health and Wellbeing strategy to continuously support and improve the health and wellbeing of employees engaged on this Contract.[[7]](#footnote-7)

The strategy should be provided within Click here to enter text. days of award of the Contract and must at least include and address among other things the Supplier’s actions to:

* engage with employees working on the Contract to determine the most important health and wellbeing issues to address;
* implement measures to improve employee retention levels;
* reduce stigma, increase awareness of health and well-being issues and provide adequate training for employees and managers engaged on the Contract;
* ensure a safe and healthy physical work environment on the Contract;
* promote a positive psychosocial work environment and prevent stress at work;
* support employees to use personal health resources in the workplace and adopt a healthier lifestyle;
* support the health and wellbeing of employees working remotely on the Contract; and,
* support all employees working on the Contract, including those with mental health problems, to remain in and thrive through work.

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the Health and Wellbeing Strategy and setting out the quarterly actions for the year ahead. The report shall be in writing and shall detail the steps taken by the Supplier and its sub-Suppliers (if any) to implement the Health and Wellbeing Strategy on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

# Indicator 4.2 – Influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health

## **X.0 Health and Wellbeing Initiatives**

The Supplier will deliver initiatives that are designed to influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health.

This may include: coaching, training, advice or other equivalent initiatives as agreed with the Authority, at the Authority’s discretion.

The Supplier shall agree the scope of activities with the Authority prior to delivery.

# Indicator 4.3 Promote equality, diversity and inclusion in the contract’s workforce

## **X.0 Equality, Diversity and Inclusion Strategy**

The New Decade, New Approach Deal emphasised the importance of access to good jobs, where workers have a voice that provides a level of autonomy, a decent income, security of tenure, satisfying work in the right quantities and decent working conditions. Creating good jobs and protecting workers’ rights impacts upon better health and wellbeing by tackling inequalities, building self-efficacy and combating poverty and also helps employers to attract and retain the talent they need to grow and thrive.

The Supplier will develop, implement and maintain a strategy to continuously monitor and improve equality, diversity and inclusion on this Contract. This should be provided within 60 days of award of the Contract and must at least include and address among other things the Supplier’s actions to:

* continuously develop an understanding of the issues affecting inequality in employment, skills and pay in the market, industry or sector relevant to the Contract including within the Supplier’s supply chain;
* increase awareness of equality, diversity and inclusion issues within the contract workforce and provide adequate training for employees and managers engaged on the Contract;
* adopt inclusive and accessible recruitment practices to increase equality, diversity and inclusion of the contract workforce;
* identify and address inequality in employment, skills and pay in the contract workforce;
* provide working conditions which promote an inclusive working environment and promote retention and progression;
* support in-work progression to help people, including those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the Contract.
* engage with employees working on the Contract to determine the most important equality, diversity and inclusion issues to address; and
* measure and evaluate initiatives to continuously improve equality, diversity and inclusion on the Contract.

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the Equality, Diversity and Inclusion Strategy and setting out the quarterly actions for the year ahead. The report shall be in writing and shall detail the steps taken by the Supplier and its sub-Suppliers (if any) to implement the Equality, Diversity and Inclusion Strategy on the Contract. The Authority reserves the right to request an updated progress report at interims throughout the Contract.

## **X.0 In-work progression and skills development**

The New Decade, New Approach Deal emphasised the importance of access to good jobs, where workers have a voice that provides a level of autonomy, a decent income, security of tenure, satisfying work in the right quantities and decent working conditions. Creating good jobs and protecting workers’ rights impacts upon better health and wellbeing by tackling inequalities, building self-efficacy and combating poverty and also helps employers to attract and retain the talent they need to grow and thrive.

The Supplier will develop, implement and maintain a strategy to promote and support educational attainment in the contract’s workforce. This should be provided within Click here to enter text. days of contract award and must at least include and address among other things the Supplier’s actions to:

* Promote and encourage employees to access training schemes that address skills gaps and result in recognised qualifications;
* Provide opportunities for progression and support employees who are undertaking skills development or management courses;
* Stimulate career development, particularly for those who are considered to be disadvantaged.

At end of year review meetings, the Supplier will submit an annual progress report to the Authority, detailing the progress made in relation to the In-work Progression and Skills Development Strategy and setting out the quarterly actions for the year ahead.

The report shall be in writing and shall detail:

* The steps taken by the Supplier and its sub-suppliers (if any) to implement the In-work Progression and Skills Development Strategy on the Contract.
* The number of weeks of training opportunities on the contract (BTEC, City & Guilds, NVQ, HNC or equivalent) that have been completed during the year
* The number of hours spent to support educational attainment relevant to the contract, including training schemes that address skill gaps and result in recognised qualifications

 The Authority reserves the right to request an updated progress report at interims throughout the Contract.

# General requirements

## **X.0 Positive Action to maximise employment opportunities**

All employment vacancies on the contract are to be notified by the Supplier to [www.jobapplyni.com](http://www.jobcentreonline.com) and one or more organisations registered on the Buy Social website ([www.socialvalueni.org/contractors/find-a-broker/](https://www.socialvalueni.org/contractors/find-a-broker/)) and other agencies named by or agreed with the Authority for this purpose. Sufficient time must be allowed for information on vacancies to be made available and applications submitted.

## **X.0 Security clearance**

The Supplier shall obtain security clearance for all persons visiting the workplace in relation to employment, work experience or site visits to the same standard as all other personnel involved in the contract in accordance with the Contract Information.

## **X.0 Data Protection *(include when Paid Employment Opportunities included only)***

Where the Supplier has selected to provide paid employment opportunities for people who face barriers to employment the following Data Protection arrangements will apply.

A Data Protection Consent Form (as provided) must be completed by each person in the Supplier’s Social Value Monitoring Report and therefore counted towards the Social Value target for the contract. Consent shall be provided on a voluntary basis and can be withdrawn at any time (as noted within the Data Protection Consent Form). Completed Consent Forms must be sent to the Strategic Investment Board.  Notwithstanding the above, the Supplier shall ensure it satisfies itself in respect of its obligations under the Data Protection Act 2018 (as may be amended from time to time) and the UK General Data Protection Regulation (GDPR).

The Supplier, at contract award, shall enter into a Data Processing Agreement with the Strategic Investment Board. This is to enable the sharing of personal information (provided in the Social Value Monitoring Report) for the purposes of checking and verification.

The Supplier must only engage a Sub-processor, in relation to the Social Value requirements, with the prior consent of the Strategic Investment Board and must enter into a Data Processing Agreement with any Sub-processor with whom the information in the Supplier’s Social Value Monitoring Report is shared.

## **X.0 Health and Safety**

It is the responsibility of the Supplier to ensure that persons recruited or otherwise visiting the worksite in relation to the social consideration requirements has or is supported to obtain the necessary health and safety accreditation or other appropriate measures and appropriate personal protective equipment if necessary.

## **X.0 Costs**

The Supplier shall deliver the social value requirements within their tender sum (omitting any grants or other public funding that will be obtained to offset the costs of delivering the social value requirements).

## **X.0 The Authority’s Support Activities**

Organisations delivering employability, education and skills training are listed on the Social Value Unit website ([www.socialvalueni.org/contractors/find-a-broker/](https://www.socialvalueni.org/contractors/find-a-broker/)) established for the purpose of helping Suppliers identify social value beneficiaries.However, this action does not comprise or imply any promise on the part of the Authority or their agents to provide suitable services. Responsibility for sourcing social value beneficiaries remains with the Supplier.

Any action taken by the Authority or their agents to broker relationships between the Supplier and local individuals/firms/agencies does not imply and should not be deemed to imply that they or their agents consider the individual/firm/agency as suitable for engagement by the Supplier.

## **X.0 Sub-contractors**

It is the Supplier’s responsibility to develop a working method and where necessary secure sub-contractor co-operation in order to achieve the Authority’s social consideration requirements.

## **X.0 Monitoring Information**

The Supplier shall provide a completed Social Value Monitoring Report every month using the Social Value online monitoring system. The Authority retains the right to request interim reports.

This Report will include, subject to the initiatives selected for delivery by the Supplier and Data Protection [*Delete bullet points as appropriate, based on which social value initiatives have been included in the contract or include additional measures you wish to have reported.*]:

* the value of services invoiced to date;
* a listing of all of the people who face barriers to employment who have been employed on the contract, which barrier to employment category they meet and the number of FTE weeks they have delivered since their employment;
* the number of weeks of unwaged work experience delivered and details of which barrier to employment category each beneficiary meets;
* details of skills development and educational attainment activities delivered, including brief description of activity and hours of support provided;
* details of business development and knowledge sharing initiatives delivered, including details of the organisation(s), brief description of activity and hours of support provided;
* confirmation that an In-Work Progression and Skills Development Strategy has been developed and submitted and an annual progress report provided to the Authority;
* details of any Social Enterprises or Micro Enterprises that have been included in the supply chain;
* confirmation that a Fair Work strategy has been developed and submitted and an annual progress report provided to the Authority;
* confirmation that an Equality, Diversity and Inclusion strategy has been developed and submitted and an annual progress report provided to the Authority;
* confirmation that a Supply Chain Resilience and Capacity strategy has been developed and submitted and an annual progress report provided to the Authority;
* confirmation that a Human Rights Strategy has been developed and submitted and an annual progress report provided to the Authority;
* confirmation that a Health & Wellbeing Strategy has been developed and submitted and an annual progress report provided to the Authority;
* details of initiatives designed to support the Health and Wellbeing of staff, suppliers, customers and communities, including brief description of activity and hours of support provided;
* confirmation that an Environmental Strategy has been developed and submitted and an annual progress report provided to the Authority;
* details of resource sharing measures the Supplier has taken to actively reduce waste and transfer business waste, unwanted materials and by-products (both bio-based and technical materials) from the contract’s supply chain to be reused, repaired, recycled, reprocessed and repackaged by another organisation, including brief description of the resource shared and the organisation it has been shared with;
* details of environmental awareness initiatives designed for and delivered to the staff, suppliers, customers and communities impacted by the contract, including brief description of activity and hours of support provided;
* confirmation that a Supply chain strategy addressing how contract specifications will support environmental protection and improvement has been submitted and an annual progress report provided to the Authority;
* confirmation that a Carbon Reduction Strategy has been developed and submitted and an annual progress report provided to the Authority;
* confirmation that an Embodied Carbon Reduction Strategy has been developed and submitted and an annual progress report provided to the Authority;
* confirmation that an Ethical Supply Chain Strategy has been developed and submitted and an annual progress report provided to the Authority;
* confirmation that the MSAT is being used and regular updates provided to the Authority; and,
* the actions being undertaken to address any problems identified.

The Supplier shall provide all information necessary, including obtaining it from subcontractors and agencies, and cooperate with the Authority's Project Manager to review progress on delivering the overall Social Value requirement as set out at Click here to enter text..

The Supplier should not record any activities on the Social Value Monitoring Reports to the extent that they are delivered [wholly or in part] for a purpose other than satisfying the requirements specified in this Schedule.

1. a person aged under 25 that has been unemployed for more than 26 weeks and is seeking employment; or

a person aged 25 or over that has been unemployed for more than 52 weeks and is seeking employment. [↑](#footnote-ref-1)
2. a person aged under 25 that has been unemployed for more than 26 weeks and is seeking employment; or

a person aged 25 or over that has been unemployed for more than 52 weeks and is seeking employment. [↑](#footnote-ref-2)
3. a person aged under 25 that has been unemployed for more than 26 weeks and is seeking employment; or

a person aged 25 or over that has been unemployed for more than 52 weeks and is seeking employment. [↑](#footnote-ref-3)
4. A practical guide for businesses to supply chain sustainability can be found at: <http://www.unglobalcompact.org/docs/issues_doc/supply_chain/SupplyChainRep_spread.pdf> [↑](#footnote-ref-4)
5. Keep Northern Ireland Beautiful; [Litter Composition Report 2019/20](https://www.keepnorthernirelandbeautiful.org/keepnorthernirelandbeautiful/documents/blog-000968-20200228111517.pdf). [↑](#footnote-ref-5)
6. [healthy\_workplaces\_model\_action.pdf (who.int)](https://www.who.int/publications/i/item/healthy-workplaces-a-model-for-action) [↑](#footnote-ref-6)
7. The Public Health Agency has developed a resource guide to support employers and employees to access information on improving health and wellbeing at work which can be accessed here - [WorkWell\_LiveWell\_Resource\_Guide\_09\_20 no appendix.pdf (hscni.net)](https://www.publichealth.hscni.net/sites/default/files/2020-09/WorkWell_LiveWell_Resource_Guide_09_20%20no%20appendix.pdf) [↑](#footnote-ref-7)