



Social Value Toolkit

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1. Introduction

Through the Social Value Policy, the Council intends to increase social, economic and environmental benefits through its procurement process, by working collaboratively with suppliers and anchor institutions to drive positive outcomes for the local area and for society.

This toolkit aims to support businesses understand how they can develop effective proposals to deliver wider community benefits as part of their activities in the borough.

2. South Ribble Borough Council's Commitment to Social Value

South Ribble Borough Council is committed to making our borough a vibrant place to work and live. We want to engage with local businesses, communities and stakeholders to ensure Social Value is beneficial at every level. South Ribble Borough Council's Corporate Strategy is at the heart of everything we do and sets out the council's vision for:

“A healthy and happy community, flourishing together in a safer and fairer borough that is led by a council recognised for being innovative, financially sustainable and accountable.”

Implementation of the Social Value Policy and the delivery of Social Value through procurement will help to deliver the Council's refreshed corporate priorities.

The Council has already delivered a number of projects and initiatives to support its Community Wealth Building vision, such as delivering a youth hub, an Apprentice Factory and an over 50's digital training. We are developing a community hub approach which will engage communities in decision making linked to the priorities of their local areas.

South Ribble Borough Council has also become a real Living Wage employer and moving forward we will encourage payment of the real Living Wage for employees of contractors where it is relevant and proportionate to do so. We are also promoting this approach to all businesses within the borough.

South Ribble Borough Council takes great pride in being recognised as armed forces friendly council's and have signed the Armed Forces Covenant. They have also achieved both bronze and silver accreditation in the Ministry of Defence's ERS (Employer Recognition Scheme) and will be submitting applications for the ERS Gold Award accreditation in the near future [Defence Employer Recognition Scheme - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/defence-employer-recognition-scheme)

The graphic below illustrates the Community Wealth Building approach to economic development.





Community Wealth Building



South Ribble has a vision of a more resilient local economy that involves and benefits the local people and area.

Traditionally local economies rely on large external businesses to provide jobs, goods and services for local residents. This results in decisions and profits flowing out to wherever the company is based or the goods are produced.

Community wealth building takes the opposite approach, looking inwards to the borough, working to develop, retain and protect local wealth including money, assets (such as land or buildings) and the environment. As a well-established and permanent provider of local services, the Council is well positioned to lead the way and encourage our partners, known as anchor institutions, to follow suit.

	Traditional Approach	Community Wealth Building
 Place Based	Land is used to attract outside investment, focusing on monetary rather than social value. Public assets subsidise profits for external investors in the hope of bringing jobs.	Protects local land and buildings by using or developing them for the benefit of the local community, creating social value (i.e. something that is valuable for local people).
 Shared Ownership	Seeks investment from external big business. Smaller firms struggle to compete and are absorbed. Salaries are minimised to maximise profits which leave the area.	Supports local businesses, independent traders and groups of residents working together (known as co-operatives) decisions about local livelihoods are made in South Ribble not by remote shareholders or national companies.
 Local Economic Cycle	Contracts are awarded on price, big national players win tendering processes and public spend immediately leaves the area without a local benefit.	Local suppliers are used to create local jobs, increasing resident's wealth and their local spend. Benefits ripple as money re-circulates locally.
 Local Financial Power	Banking is left to the big cities, local money is stored and invested elsewhere. Private banks focus on profiting from their customers and those in poor financial circumstances are excluded.	Rather than big national banks, local member owned non-profit credit unions retain money locally and are more accessible, allowing for investment based on community priorities.

South Ribble Borough Council is changing its approach to delivering economic development. We want to make our approach more focused upon cooperation between partners and citizens with a greater emphasis upon delivering maximum benefit for the South Ribble economy and our residents in economic, social and environmental terms.

Through the 5 pillars below we hope to achieve a more resilient economy that involves and benefits the local people and businesses of the area.

Pillar 1: Progressive Procurement – This is about ensuring that the approach of local authorities and other anchor institutions to buying goods and services is done in a way which enables local organisations the opportunity to compete and bid, and in a way which brings wider social and environmental benefits.

Pillar 2: Advancing fairer employment and just labour markets – This is about ensuring that the approach of local authorities, anchor institutions and wider business to employment and recruitment is undertaken in a fair and equitable way. This includes ensuring employees are paid a Living Wage (as accredited by the Living Wage Foundation) and have access to good terms and conditions.

Pillar 3: Plural ownership of the economy – This is about ensuring that more democratic forms of businesses such as Worker Owned Cooperatives, Social Enterprise, and Community Interest Companies are provided with the conditions in which to flourish. It is also about reducing extractive practices such as outsourcing and bringing services back in-house, where appropriate.

Pillar 4: Socially just use of land – This is about utilising the assets of local authorities and other anchor institutions in a more community focused way. This includes ensuring that all planning and development decisions bring community benefits, and utilising existing assets for community energy schemes.

Pillar 5: Making financial power work for local places – this is about utilising existing resources such as pension funds in a more community focused and democratic way. It is also about creating new ways of resourcing SMEs and communities, including community banks and credit unions.

The table below sets out the key actions for each pillar.

Key Actions to Deliver Community Wealth Building

Action	Description
Pillar 1 - Progressive Procurement	
Develop social value procurement framework	This will outline the additional social outcomes we to achieve through progressive procurement, the relevant tendering questions, how the answers will be evaluated and indicators for mo
Implementation of framework	To ensure all commissioners at the council are trained in how to apply the above framework to ensure that social value is considered in all relevant purchasing
Intergrate SR into Preston anchor institution group	Review the membership and potential of the existing Preston network identifying key contacts from each institution
Implement SV framework across local anchor network	Encourage other SR anchor institutions to adopt a social value framework following our example
Develop suppliers social value toolkit	Toolkit explaining what SV we are seeking to achieve through procurement, signposting to organisations which may help support suppliers to deliver on their social value commitments
Undertake market engagement/communications	Raising awareness about our approach to procurement with buisnesses in SR and proviuding support to enable them to bid for oportunites both with us and other anchor instituions
Pillar 2 - Advancing Fairer Employment	
Develop workforce strategy	To review existing workforce practices that offer social value to employees and draw these together into a single coherent workforce strategy
Embed employment basics into existing business support	Identify and transfer best practices from SR council to local buisnesses through buisness support (HR policies, fair pay, health and wellbeing)
Social Responsibility Charter/SR Deal	A charter which outlines expected behaviours of SR organisations (both their employment practices and social/enviromental responsibilities) This will provide a guide to SR organisations c
Develop a Living Wage action plan	Using the Charter/deal, influence other anchor instituions and buisnesses to pay the real living wage/seek accreditation themselves
Enhance existing employment/skills programmes	Enhance existiting employment support schemes and widen reach. Link to Town Deal using Leyland as central hub for employment/skills support. (inc Community Involvement Hubs)
Pillar 3 - Plural Ownership of the Economy	
Further promote a 'spirit of cooperation'	Build on progress made by the SR partnership working towards realisation of its Community Strategy and continuing to evolve Community Involvement Hubs
Develop the conditions for plural economic ownership	As part of the Town Deal develop and repurpose space in Leyland TC for the purpose of co-working and Worker Owned Co-ops/ Social Enterprise
Research scope for cooperative formation/conversion	Further research into which sectors have gaps locally and potential for co-op formation and conversion - i.e. Hairdressing/Salons
Develop capacity to support cooperative setup or conversion	Build co-op setup support capacity in existing buisness/employment support channels i.e. Boost Programme, Community Involvement Hubs, Town Deal skills hub (Runshaw?)
Pillar 4 - Socially Just Use of Land	
Develop a community benefit framework for the local plan	Building on the existing SPD on employment and skills, the community benefit framework will seek focus on setting social and environmental expectations for the occupiers of new develop
Setup LA owned company for affordable housing development	A council owned development company will enable direct labour to deliver development projects allowing control over associated social benefits (local employment, apprenticeships etc)
Support the development of a community land trust	Widening and democratising the ownership and decision making process over the use of public land
Undertake a review of land and assets	Understand who owns land in SR and how it is used, influencing asset transfer and behaviour as to how and when assets are used by the community
Pillar 5 - Making Financial Power Work for Local Places	
Enhance the scope and membership of SR credit unions	Broaden access to a local and member owned (not for profit) financial service, this will include work to create a financial inclusion pathway for those who do not qualify for an account with
Further the process of bringing certain services back in-house	Focus on bringing leisure services back under local control with associated social benefits i.e. fairer direct employment

Social value is measured through an agreed national set of social value themes, outcomes and measures (TOMs). The table below provides a summary of the TOMs.

Theme	Outcome
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Jobs: Promote Local Skills and Employment	More local people in employment
	More opportunities for disadvantaged people
	Improved skills
	Improved skills for disadvantaged people
	Improved skills for a low carbon transition
	Improved employability of young people
Growth: Supporting Growth of Responsible Regional Business	More opportunities for local MSMEs and VCSEs
	Improving staff wellbeing and mental health
	Reducing inequalities
	Ethical Procurement is promoted
	Cyber security risks are reduced
	Social Value embedded in the supply chain
Social: Healthier, Safer and more Resilient Communities	Crime is reduced
	Creating a healthier community
	Vulnerable people are helped to live independently
	More working with the Community
	Our Occupiers are more satisfied
Environment: Decarbonising and safeguarding our world	Carbon emissions are reduced
	Air pollution is reduced
	Safeguarding the natural environment
	Resource efficiency and circular economy solutions are promoted
	Sustainable Procurement is promoted
	More buildings are certified

Innovation: Promoting Social Innovation	Social innovation to create local skills and employment
	Social innovation to support responsible business
	Social innovation to enable healthier safer and more resilient communities
	Social innovation to safeguard the environment and respond to the climate emergency

4. Sources of support

Below is a list of organisations who can support your businesses to achieve the social value themes, outcomes and measures (TOMs). Each entry shows the area of social value the organisation can support. To access support, please contact the Investment & Skills Team on: info@businessinsouthribble.com

Name of Organisation	Areas of Social Value that can be supported (TOMs)	Brief Summary of the organisation
South Ribble Borough Council Investment & Skills Team (including the Apprentice Factory)	<ul style="list-style-type: none"> More local people in employment More opportunities for disadvantaged people Improved skills Improved skills for disadvantaged people 	The Apprentice Factory is a South Ribble Borough Council skills support programme for residents and businesses.
Department for Work and Pensions	Help with employing local people who are unemployed or disadvantaged	Located within the Jobcentre, work coaches support job seekers who are seeking work trials, voluntary work experience and employment opportunities. They provide a point of contact and support for the individual and employer during placements.
Runshaw College	<ul style="list-style-type: none"> Improved employability with young people Help with your business delivering careers talks to students. 	Adult Education

Lancashire LEAP	Apprenticeships	Apprentice Levy transfer support
Police	Creating a healthier, safer and more resilient community Reducing Crime	Lancashire Constabulary
Boost Lancashire	Procurement and commissioning of local SMEs, social enterprises & third sector organisations investment in training of employees Investment in leadership skills	Boost is Lancashire's Business Growth Hub. They offer support to help Lancashire's businesses grow. The support is offered to start-ups and to large companies. The funded programmes include: - launching a new enterprise, mentoring, product development, leadership, growth strategy development, and accessing finance.
Calico Group	Apprenticeships	Calico run a Shared Apprenticeship Scheme (Constructing the Future) across the North West. They recruit, employ and support local young people to complete apprenticeships within the construction sector. They provide work placements for the apprentices. They can help contractors achieve local labour obligations by ensuring apprentices are recruited locally and rotated from one contractor to another until their apprenticeship is complete.
The Central Lancashire Construction Skills Hub	Number of work placements or trials offered to unemployed Lancashire residents Number of apprenticeships (16-18-year-old and Adults) Number of employment opportunities offered to Lancashire residents that are unemployed or at a disadvantage e.g. exoffender	The Central Lancashire Construction Skills Hub represents a multi-agency approach to increasing training and employment opportunities in the Construction Sector. Partners include Preston's College, UCLan, The Eric Wright Learning Foundation, Lancashire County Council, Preston City Council, South Ribble Borough Council and a number of specialist training providers who have a collective ambition to ensure that Lancashire businesses and residents benefit significantly from City Deal investment in Preston and South Ribble.

CITB (Apprenticeships)	Number of apprenticeships (16-18-year-old and Adults)	CITB are the largest provider of apprenticeships for the construction industry which combine learning at a college/training provider with onsite experience to give apprentices the right mix of technical and practical skills. CITB Apprenticeship Officers can assist employers to arrange training for apprentices at a local college/training provider, the paying of college fees, completion of paperwork to access grant support and giving employers and individuals information, advice and guidance. Construction employers can also access grants of up to £10250 if registered with CITB for supporting an individual through a construction apprenticeship framework
CITB (grants)	Commitment to workforce planning and investment in training of employees	CITB grant scheme provides funding for CITB registered employers to train, upskill and qualify their staff (PAYE and NET CIS). This ensures the right skills are available to help the construction industry grow and that standards are maintained on site. All CITB registered employers can claim a grant including those that don't need to pay a levy. In addition to the grant scheme, CITB registered employers can also apply for flexible and structured funding which is focused on the most needed construction training areas. This fund is for training not supported through the grant scheme. For more information please visit www.citb.co.uk/funding/flexible-and-structured . There is also a North West Contractors Training Group that employers can join to access information about local opportunities.
Eric Wright Learning Foundation	Number of vocational training courses offered to 14-16-year olds in full time employment, 16-18-year olds and adults	Eric Wright Learning Foundation was founded in 2004 to develop a vocational centre in construction courses, Level 1 to Level 3. In 2015 the Eric Wright Learning Foundation partnered with Prestons' College

<p>Lancashire Employment and Skills Executive Partnership</p>	<p>Number of apprenticeships (16-18-year-old and Adults)</p> <p>Number of work experience placements for 15-18-year olds per year (based on a placement being one week) at Lancashire schools and colleges</p> <p>Working days committed from business volunteers to mentor NEET ('not in education, employment or training') young people (16-18-year olds)</p>	<p>The 'Moving On' project supports young people who are Not in Education Employment or Training (NEET) to successfully progress into apprenticeships and employment. Supporting young people into the construction sector is a priority. Through the project construction businesses can engage with 14-18-year olds and for example offer work placements, traineeships and apprenticeships.</p>
<p>National Careers Service</p>	<p>Working days committed from business volunteers to support careers education and information and/or curriculum development in schools and colleges in Lancashire per year.</p>	<p>Can help schools and colleges throughout Lancashire by brokering links with different sized employers across a wide range of sectors. This will include securing a commitment to carry out inspirational and enriching careers activities within Lancashire schools and colleges.</p>
<p>STEM First</p>	<p>Working days committed from business volunteers to support careers education and information and/or curriculum development in schools and colleges in Lancashire per year.</p>	<p>Education partners around employability, school engagement and the STEM agenda.</p>

<p>Lancashire Colleges</p>	<p>Working days committed from business volunteers to support careers education and information and/or curriculum development in schools and colleges in Lancashire per year</p> <p>Number of work experience placements for 15-18-year olds per year (based on a placement being one week) at Lancashire schools and colleges</p> <p>Number of undergraduate project placements per year offered to Lancashire's Universities & Colleges</p> <p>Number of apprenticeships (16-18-year-old and Adults)</p> <p>Commitment to workforce planning and investment in training of employees</p>	<p>The Lancashire Colleges (TLC) comprises 12 general further education and sixth form colleges in Lancashire. Collectively they are committed to delivering high-quality education and skills provision to promote economic growth and social cohesion within our local communities. Through TLC employers can access information about the apprenticeship, pre-employment and work-based learning provision which is available through the Colleges and receive support to develop bespoke programmes to meet workforce development needs. Further information is provided on their website: http://www.tlc.ac.uk</p>
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<p>The Lancashire Work Based Learning Executive Forum (LWBLEF)</p>	<p>Number of apprenticeships (16-18-year-old and Adults)</p> <p>Working days committed from business volunteers to support careers education and information and/or curriculum development in schools and colleges in Lancashire per year</p>	<p>The LWBLEF represents the main apprenticeship providers based in Lancashire. Through the LWBLEF, employers can access information about the apprenticeship provision on offer across the County by subject area. Contact details for the providers are also provided on the website, along with links to websites: http://www.lancsforum.co.uk/sorted/</p> <p>The LWBLEF, in collaboration with the Lancashire Skills & Employment Hub, also looks after the network of Lancashire Young Apprentice Ambassadors (LYAAN) – the ambassadors promote apprenticeships to young people and employers through events and activities. Employers can nominate their apprentices to volunteer time to promote apprenticeships via the link to the website below: http://www.lancsforum.co.uk/apprenticeships/lancashireapprentice-ambassadors/</p>
<p>Unlocking Potential</p>	<p>Number of employment opportunities offered to Lancashire residents that are unemployed or at a disadvantage e.g. exoffenders</p>	<p>Unlocking Potential is a consortium of organisations (the Prison Service, National Careers Service, and Novus), which aims to reduce re-offending by helping offenders to find employment on release. Through this programme they can provide well qualified and motivated candidates for job vacancies, particularly in construction, catering, warehousing and distribution and facilities management.</p>

<p>Universities Edge Hill University Lancaster University University of Central Lancashire (UCLAN), University of Cumbria (Lancaster Campus),</p>	<p>Number of undergraduate project placements per year offered to Lancashire's Universities</p> <p>Number of graduate internships per year for graduates living in Lancashire</p>	<p>Each of the universities based in Lancashire are keen to work with employers to offer project placements and internships to both students and graduates across a vast range of disciplines. Businesses can contact each of the universities to discuss requirements for project placements and internship opportunities. Support will be provided to scope the opportunity and to find a suitable student or graduate to match the needs of the business. Areas of specialism and programmes of study can be searched on each the university websites: https://www.edgehill.ac.uk/ www.lancaster.ac.uk/business http://www.uclan.ac.uk/ http://www.cumbria.ac.uk/business/</p>
<p>The Career Transition Partnership (CTP)</p>	<p>Number of armed forces veterans as employees</p>	<p>The Career Transition Partnership (CTP) is the Ministry of Defence working with Right Management. We are proud to be the official provider of resettlement and have supported leavers of the Armed Forces for over 20 years, as they transition from the military into civilian life. There are huge benefits from registering and accessing the wealth of support we offer, from career transition guidance, skills workshops, vocational training and routes to employment. https://www.ctp.org.uk/contact-us</p> <p>For Employers Looking to Advertise Job Opportunities:</p> <p>Central Support Team (CST) Tel: 0121 236 0058 Email: EmployerSupport@ctp.org.uk</p>
<p>RFEA The Forces Employment Charity</p>	<p>Number of armed forces veterans as employees</p>	<p>RFEA provide life-long, life-changing support, jobs and training opportunities to Service leavers, reservists, veterans and their families. https://www.rfea.org.uk/rfea-contact/</p>

5. Bidding for Council Contracts

This section is for suppliers or service providers who are considering bidding for large or small public contracts in the South Ribble borough. This currently applies to council contracts above £100,000 but that we would encourage all suppliers and service providers to adopt this approach.

As a Local Authority, we want to see a greater variety of companies, regardless of size, deliver on local government contracts. We recognise the important role we can play in enabling social value through procurement activity and have embedded this into our procurement processes. Bidders are actively encouraged to ask if they have any questions about this process, as we would not want any bidders to commit to promises they cannot keep or miss out on opportunities through lack of engagement and understanding.

When tendering to supply goods, services or works, potential suppliers may be asked to provide details and evidence of how they will deliver social value measures through delivery of the contract.

For example, if you're bidding on a contract with the council to create a new park in the borough you may need to hire new staff. If you employ local people and apprentices to deliver the contract, that would meet some of the social value objectives set by the council. Similarly, if you need to buy materials to deliver the contract and can commit to source these from a local business in central Lancashire, this will also contribute to delivery of Social Value and improve your tender evaluation score and chance of winning the contract.

We are using the National Social Value Measurement Framework (the 'National TOMs') to embed Social Value into our procurement processes, and have partnered with the Social Value Portal to help support and facilitate this.

The TOM's framework contains 5 principal areas or 'Themes', 20 core 'Outcomes' and 48 core 'Measures' ('TOMs').

Working with the Social Value Portal, the council has developed a customised lite version of the National TOMs (included at Appendix 1) that will be used to measure the additional Social Value generated through the council's contracts. For larger, strategic procurements we may use a larger core set of TOMs.

For relevant contracts the council will require potential suppliers to submit details on how they will deliver social value through delivery of the contract across the five following areas:

We have included an example (Measure) below under each area (Theme) of how you can deliver Social Value

- ***Promoting local skills and employment (Jobs)***
 - Employing a number of local people as a result of the tendering contract for one year or the duration of the contract (whichever is shorter).
- ***Supporting growth of responsible regional business (Business)***
 - The total amount you will spend with local micro, small or medium sized businesses due to this contract.
- ***Creating healthier, safer and more resilient communities (Social)*** - The amount of time spent volunteering to support to the local community.
- ***Decarbonising and Safeguarding our World (Environment)***
 - Reduction in car miles as a result of a green transport programme or equivalent (e.g. cycle to work programmes, public transport or car-pooling programmes, etc).
- ***Promoting social innovation (Innovation)***
 - Innovative measures to promote local skills and employment which may be co-designed with local stakeholders.

The measures have a proxy £ value, and the Social Value offer made by bidders through our customised TOM's framework is therefore quantifiable and measurable. There are also a small number of measures with zero proxy value which are included for recording purposes only and will not form part of the tender evaluation process.

Bidders will be asked during the procurement process to access the specific project through the Social Value Portal and input a quantity against each measure on the project Social Value Calculator, that they are able and can commit to deliver, if awarded the contract. Bidders are not required to submit a quantity against every measure, only those that they consider that their organisation is best placed to offer, and which are relevant and proportionate to the specific contract. This will generate a total proxy social value figure in £ which forms the "Quantitative" element of their Social Value bid. Bidders will also be required to provide descriptive evidence, and in some cases a Delivery Plan, of how they will deliver each of those measures and this descriptive evidence forms the "Qualitative" element of their Social Value bid.

The standard weighting for Social Value will be a minimum of 15% of the overall evaluation score for all contracts above £100,000, However, each procurement is considered on a case by case basis and this could be higher or lower according to what is being procured and delivered.

Both the Social Value £ (quantitative) element, and the descriptive evidence (qualitative) element provided by bidders in their bid are evaluated once bids are back, with half of the Social Value weighting going towards each element. This part of the tender evaluation is carried out by the Social Value Portal, and the scores obtained will contribute to the overall tender evaluation score and the council's award decision.

Detailed instructions, guidance and information are included in our invitation to tender documentation to support bidders, and we have also developed some bespoke training with the Social Value Portal which can be accessed here [Delivery of Social Value through procurement - training video](#) More information is also available on our website: [Delivery of Social Value through Procurement - South Ribble Borough Council](#)

Our [Social Value Policy](#) contains more detail on our approach .

Monitoring Social Value

The council will require the winning bidder to deliver all of the social value commitments made and their social value offer will be incorporated into the contract as a contractual commitment. The winning bidder will be required to upload evidence of delivery of the commitments to the Social Value Portal throughout the contract period and this will be closely monitored and managed. However, we recognise that measuring and delivering social value requires flexibility and a collaborative approach and there may be genuine, justifiable reasons for the non-delivery of a particular social value commitment from the winning contractor during the contract period. In these circumstances the Council will work with the winning contractor to determine what social value, to an equivalent Social Value proxy value, the contractor will deliver instead.

A key requirement is the willingness of the contractor to work openly and transparently with the Council whilst bearing in mind that the overall value of social value commitments made must be delivered.

There is a fee to the winning bidder only to use the Social Value Portal once the contract has been awarded, and this will be clearly stated in the tender documentation so that bidders are fully informed and can take account of this when preparing their bid.

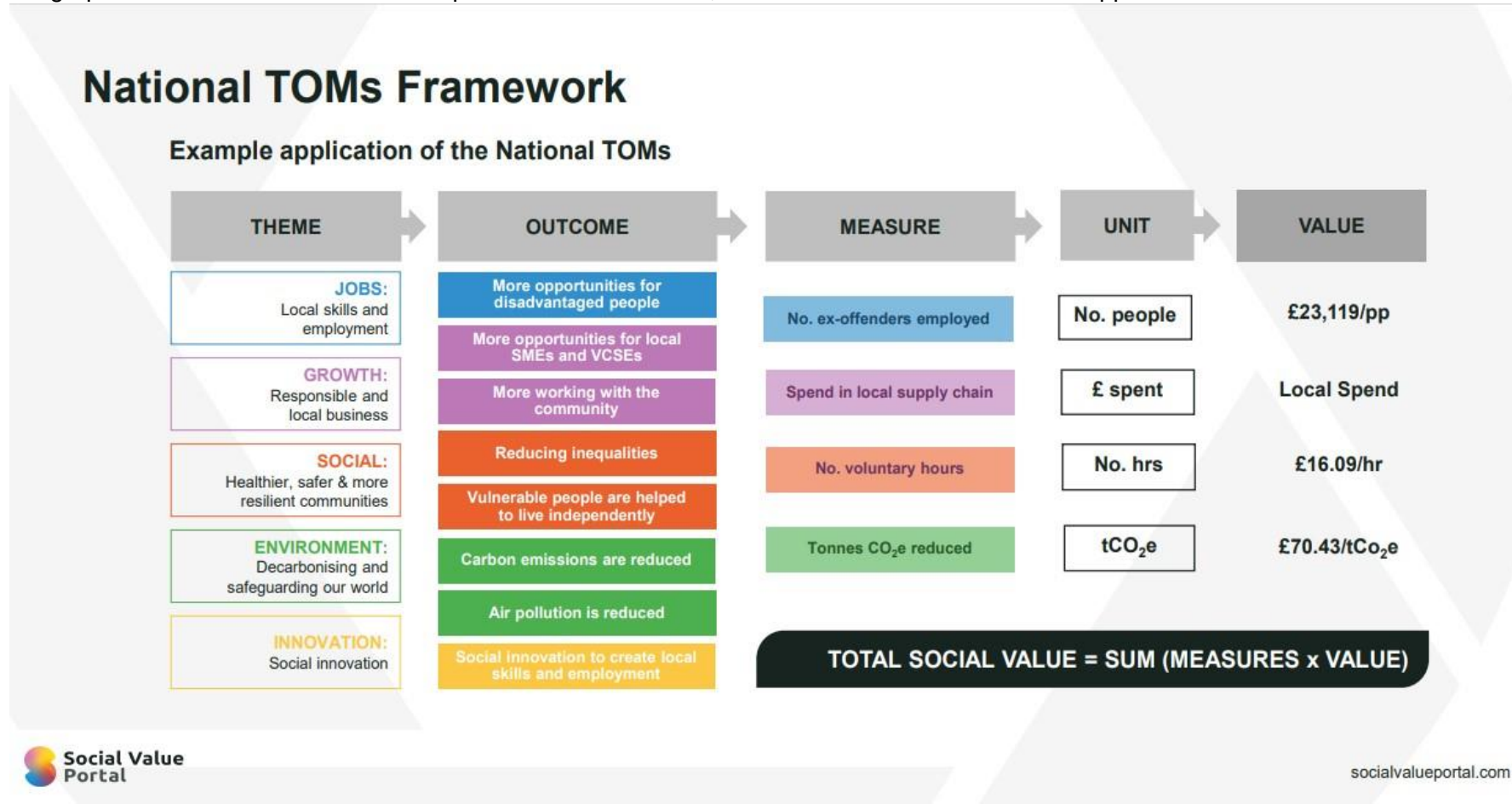
How to avoid common mistakes – Do's and Don't's

- Do Read and follow the guidance and instructions contained within the invitation to tender documentation.
- Do register on the Social Value Portal and raise any questions **early** in the procurement process, well in advance of the tender deadline.
We want you to succeed and are here to help guide you through the process.
- Do make sure you access the specific procurement opportunity by following the instructions in the tender documentation, either through the Chest or the link in the invitation to Tender documentation - Don't use a general free portal license as this will not be project specific.
- Do keep your commitments realistic and deliverable. Bidders are not required to submit a Social Value offer against every measure, only those that Bidders consider their organisation is best placed to offer and which are proportionate and relevant to the contract, given the nature and value of the contract. Remember commitments will be contractualised, you will have to deliver them if awarded a contract.
- Do Make sure you read and understand the units of Measure
- Don't double count - Double counting is when you count the target / deliverable under two or more measures
- Do account for employment correctly – FTE stands for full-time employment on the contract, for example, If you hire 1 local person on a 12-month contract, but they will dedicate only half of their time to this contract, this equals 0.5 FTE
- Do Only report activities/offer social value that will be delivered as a result of this particular contract – you cannot claim social value delivered from other projects, initiatives or wider corporate social responsibility
- Don't Offer anything that is already required as part of the core contract - Services or works that the bidder is required to provide as part of the core contract requirements cannot also be counted as additional social value.
- Do Make sure that you deliver locally – South Ribble Borough Council defines local for social value commitments as within Central Lancashire
- Do Make sure that you only include committed local spend in your supply chain
- Do Provide good descriptions and any relevant evidence of how you will deliver your social value offers - Explain in detail how the measures will be delivered, for example show how you intend to promote local employment by taking on an employee who is local to the

area. For example, will you work with a stakeholder such as a local college? The organisations listed in Section 4 of this toolkit are useful sources of support to help you consider and evidence how you will deliver social value measures.

- **Do** Check the information and training video on the Social Value Portal available through the links below – [Delivery of Social Value through procurement - training video](https://socialvalueportal.com/) <https://socialvalueportal.com/>

The graphic below illustrates some examples of how the themes, outcomes and measures can be applied to calculate the social value.



Appendix 1 – South Ribble and Chorley TOMS Lite List 2022

This document outlines the Themes, Outcomes and Measures being used in tenders/contracts. For more information, please refer to the [Definitions, Guidance, and Key Evidence Requirements](#) document.

South Ribble Borough Council - Light TOMs - 2022

Themes, Outcomes and Measures

This document outlines the Themes, Outcomes and Measures being used in this tender/contract. For more information, please refer to the [Definitions, Guidance, and Key Evidence Requirements](#) document.

REF	QUESTION	UNITS	VALUE/MULTIPLIER
Jobs: Promote Local Skills and Employment: More local people in employment			
NT1	No. of full time equivalent direct local employees (FTE) hired or retained for the duration of the contract	no. people FTE	£28,260.00*
NT1c	No. of full time equivalent local employees (FTE) hired or retained for the duration of the contract who are employed in your supply chain	no. people FTE	£28,260.00*
Jobs: Promote Local Skills and Employment: More opportunities for disadvantaged people			
NT3	No. of full time equivalent employees (FTE) hired on the contract who are long term unemployed (unemployed for a year or longer)	no. people FTE	£20,429.000
NT3a	No. of full time equivalent armed forces veterans employees (FTE) hired on the contract who are long term unemployed (unemployed for a year or longer) and facing specific barriers to transitioning to civilian employment that do not qualify them as disabled (e.g. long term service)	no. people FTE	£20,429.000
NT5	No. of full time equivalent employees (FTE) aged 18+ years hired on the contract who are rehabilitating or ex-offenders.	no. people FTE	£24,269.000
NT6	No. of full time equivalent disabled employees (FTE) hired on the contract	no. people FTE	£16,605.000

Jobs: Promote Local Skills and Employment: Improved skills			
NT8	No. of staff hours spent on local school and college visits supporting pupils e.g. delivering career talks, curriculum support, literacy support, safety talks (including preparation time)	no. staff hours	£16.930
NT9	No. of weeks of training opportunities (BTEC, City & Guilds, NVQ, HNC - Level 2,3, or 4+) on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years	no. weeks	£317.822
NT10	No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation)	no. weeks	£251.791
Jobs: Promote Local Skills and Employment: Improved skills for disadvantaged people			
NT11	No. of hours of 'support into work' assistance provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance	no. hrs (total session duration)*no. attendees	£105.580
Jobs: Promote Local Skills and Employment: Improved employability of young people			
NT12	No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)	no. weeks	£194.498
NT13	Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)	no. weeks	£194.498
Growth: Supporting Growth of Responsible Regional Business: More opportunities for local MSMEs and VCSEs			
NT15	Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE)	no. staff expert hours	£101.000
NT18	Total amount (£) spent in local supply chain through the contract	£	£1.05*
Growth: Supporting Growth of Responsible Regional Business: Improving staff wellbeing and mental health			

NT20	No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes	no. employees provided access	£130.290
Growth: Supporting Growth of Responsible Regional Business: Reducing inequalities			
NT41	Percentage of staff on contract that is paid at least the relevant Real Living wage as specified by Living Wage foundation	%	£0.000
Social: Healthier, Safer and more Resilient Communities: More working with the community			
NT28	Donations and/or in-kind contributions to specific local community projects (£ & materials)	£ value	£1.000
NT29	No. of hours volunteering time provided to support local community projects	no. staff volunteering hours	£16.930
Environment: Decarbonising and Safeguarding our World: Carbon emissions are reduced			
NT31	Savings in CO2e emissions on contract achieved through de-carbonisation (i.e. a reduction of the carbon intensity of processes and operations, specify how these are to be achieved) against a specific benchmark.	tCO2e	£244.630
Environment: Decarbonising and Safeguarding our World: Air pollution is reduced			
NT32	Car miles saved on the project as a result of a green transport programme or equivalent (e.g. cycle to work programmes, public transport or car pooling programmes, etc.)	miles saved	£0.056

*These proxy values are localised per project and therefore may vary based on the type of project and location. For the purpose of this document, the assumption is that this is a construction project taking place in the PR25 area.