

Meeting of:	Cabinet
Date of Meeting:	Monday, 27 February 2023
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	Procurement Policy & Strategy
Purpose of Report:	To approve the 2022 Policy and Strategy
Report Owner:	Executive Leader and Cabinet Members for Performance and Resources
Responsible Officer:	Director of Corporate Resources
Elected Member and Officer Consultation:	The Policy & Strategy have been reviewed by the Council's Strategic Leadership Team and Strategic Insight Board. The documents have been informed by discussions at the Project Zero Board. As this is a corporate report, no individual ward Member consultation has been undertaken.
Policy Framework:	This is a matter for Executive decision by the Cabinet and approval of Full Council.
<p>Executive Summary:</p> <ul style="list-style-type: none"> • The existing Policy & Strategy was approved in 2018 and has required updating to reflect change in Welsh Government Policy, revision of the Council's Corporate Plan and increased aspirations in respect of social value, ethical supply, employment and climate change. • The Strategy adopts a new approach setting out minimum, expected and preferred standards recognising suppliers may need to adapt to meet the higher standards and not all have the same capacity to progress. • The Council has a duty to publish a Modern Slavery Statement on an annual basis. This Statement is appended to the report for approval. • A key element of the Policy & Strategy is Social Value with the adoption initially of the Welsh Government's evaluation/monitoring framework. There will be some tailoring of this framework to make it more accessible and tailored to the Vale of Glamorgan's needs. Alongside this is the recommendation for the Contract Procedure Rules to require Social Value to be no less than 10% of the tender evaluation criteria. • There has been consultation with a small cross section of the Council's existing suppliers and their comments have been positive and supportive. 	

- The Policy & Strategy will be kept up to date in a fairly fluid environment with annual reviews and will be subject to an imminent update when the Welsh Government's Carbon Toolkit is published.

Recommendations

1. Cabinet is recommended to note the contents of this report.
2. Cabinet is recommended to refer this report and appendices to Corporate Performance & Resources Scrutiny Committee for the Committee's consideration, and to approve the Policy & Strategy should no material amendments be required to the same following consideration by the Committee.
3. That Cabinet recommends a further report to Full Council to amend the Council's Contract Procedure Rules, as set out in the Constitution, to reflect Social Value considerations, as referenced in paragraph 2.8 below.
4. Cabinet is recommended to approve the annual Modern Slavery Statement to be published on the Council's website and to delegate authority for the Director of Corporate Resource in consultation with the Leader of the Council to review and republish annually.
5. Cabinet is recommended to approve delegated authority for the Director of Corporate Resource in consultation with the Leader of the Council to update the Climate Action section of the Policy & Strategy when Welsh Government introduces its toolkit.
6. Cabinet is recommended to approve the Policy & Strategy to a major review every five years and to delegate authority to the Director of Resources in consultation with the Leader to review the document annually and update for changes in Welsh and Council policy.

Reasons for Recommendations

1. The existing Policy & Strategy is out of date and in need of revision.
2. To enable the Scrutiny Committee to consider the contents of this report, and should there be no material changes required, to approve the Policy & Strategy.
3. Contract Procedures Rules need to align with the aspirations of the Policy & Strategy.
4. It is a statutory responsibility to publish an annual Modern Slavery Statement.
5. The Welsh Government toolkit has been delayed but should be incorporated in the Policy & Strategy.
6. It is important that the Policy & Strategy is updated regularly and remains current.

1. Background

- 1.1 The existing Policy and Strategy date back to 2018. On the face of it that does not seem that long ago but there have been a number of developments which means it is need of something of an overhaul.
- 1.2 The document references the Council's 2016-2020 Corporate Plan and the Welsh Government Procurement Policy Notice from 2015 which was significantly updated in 2021. Running alongside this there has been significant change in a number of the key policy areas covered by the Policy – ethical supply, local economy and employment, social value (also referred to as community benefit) and climate change.

2. Key Issues for Consideration

- 2.1 The current drafting of the revised Policy and Strategy is attached at Appendix 1 and a shorter Executive Summary document Appendix 2.

- 2.2 The key changes in content and approach are set out below.

Procurement Policy

- 2.3 There are minimal changes to this section with the overall drive for effective and sustainable procurement through the Council unchanged. There is, however, a specific reference to climate action and employment, not previously having sufficient prominence.

- 2.4 There has been some streamlining and alignment with the policies of near neighbours.

Procurement Strategy

- 2.5 This section has had a significant overhaul. It has been updated to take in account the Welsh Government's policy statement on procurement in 2021 and this is supported by coverage of the numerous Welsh Procurement Policy Notices issued over the past three years emphasising the importance attached to climate action, and local employment and supply. It has also been updated for the Council's Corporate Plan 2020-25 – Working Together for a Brighter Future.

Delivery & Governance

- 2.6 This section is largely unchanged in emphasis but has some review and updating. The final paragraph – 'Using the Policy' is new though and is a key section in articulating the new approach. The ambitions of the 2022 Policy & Strategy are much greater than those of the previous documents and the Council will need to work with existing and prospective suppliers to meet these ambitions. Not all suppliers will be at the same point in the journey or indeed have the same capacity to move at the same pace. Therefore, the policy sets out minimum,

expected and preferred standards and also differentiates between small and medium/large sized suppliers.

Social Value

- 2.7** This is a largely new section. Social Value is not necessarily a new concept but one which has attracted an increased level of attention in recent years. Welsh Government has established a framework for delivering and monitoring social value in procurement and contracting – Themes, Output and Measures (TOMs) and the Policy & Strategy proposes its adoption. This framework has been successfully used in the Sustainable Communities for Learning Schools Programme. Ideally it would have been useful to tailor it to the Vale’s specific corporate objectives but in part for expediency it makes sense to adopt it in full initially. Also for consideration is the question as to whether social value should form a mandatory proportion of the quality score in tender evaluation.
- 2.8** There is work being undertaken to practically enable a greater focus on social value. Further analysis will be commissioned to tailor the Welsh TOMs to the Council’s Corporate Plan and specific needs/areas of focus. Additionally, tools will need to be in place to set out requirements when going out to tender and to monitor whether all benefits have ultimately been delivered. It is likely that whilst the Contract Procedure Rules will require a set percentage for inclusion when tendering for above threshold procurements, 10% is proposed, there will be an initial period where this undertaken on higher value procurement on a pilot basis. This will require a change by Council to the Contract Procedure Rules.
- 2.9** The Procurement Team have been engaging with WLGA and neighbours on these matters.

Ethical Practice, Supporting the Local Economy & Employment and Climate Action

- 2.10** These three sections form the main body of the policy and deliver the new approach of minimum, expected and preferred standards. There has been much input from across the organisation which has been gratefully received.
- 2.11** *Ethical Practices* is an extensive section covering Labour & Employment, Real Living Wage, Equality & Diversity, Modern Slavery, Prevention of Corruption and Sustainable Food.
- 2.12** The Council is required to publish an annual statement setting out the steps it is taking to prevent modern slavery in its operations and supply chains. This is a requirement under section 54 (Transparency in Supply Chains) of the Modern Slavery Act 2015. The Council’s Statement for the financial year 2023/24 is attached at Appendix 3. Cabinet is asked to approve this Statement and delegate authority to officers to review and republish on an annual basis.
- 2.13** The Sustainable Food requirements were considered by the Council’s Trading Company Big Fresh.
- 2.14** *Supporting the Local Economy and Employment* is in two parts – firstly setting the commitment the Council makes to support local suppliers access the Council’s

contracts and secondly, how the Council can enhance skills and link local people to employment opportunities.

- 2.15** Finally, *Climate Action* seeks to cover all of the wide range of elements of this broad agenda – carbon emissions, energy, circular economy and purchased goods and which makes the connection with the Council’s Project Zero ambitions. Cabinet will note that decarbonising the supply chain (‘scope three’ emissions) is a significant area of focus for the Council. There is a much awaited Welsh Government Toolkit in place and an early revision of the Policy & Strategy may be necessary to accommodate the toolkit when it is released.

Monitoring and Governance & Review

- 2.16** The Procurement Code of Practice is also subject to review at this time but nevertheless sets out requirements for the management of contracts to ensure that performance is robustly managed. It is held on StaffNet and supported by training programmes.
- 2.17** The Policy & Strategy will be given an annual review to ensure it remains current over its planned five year life. There will be an imminent update when Welsh Government releases its Carbon Procurement Toolkit.

Capacity

- 2.18** The Council has limited capacity with only two Grade 9 Officers in post and a vacancy at the Grade 10 level. The Team effectively is able to do little more than work alongside the organisation to ensure procurement is compliant with regulation. There is a limited contract register and no forward plan which means there is little opportunity ability to challenge on exploring alternative service delivery options when contracts expire and a regular stream of contract waivers being submitted. The knock on from this is the lack of challenge on the annual third party spend of £178M. And finally, with an officer only level service, Strategy and Policy is having to be led by the Head of Service.
- 2.19** Options are being explored to strengthen capacity and a separate report is coming forward to Cabinet for a shared operation with a neighbouring Council.

Consultation with suppliers

- 2.20** A consultation has been undertaken with a small cross section of the Council’s suppliers with the draft documents being shared on a confidential basis. The Questionnaire is attached at Appendix 4. The companies responding are all supportive of the Council’s approach, the key issues have been:
- A need for the Policy and Strategy to have great visibility which can be achieved through its availability on the Council’s website, being held in the Vale of Glamorgan’s document depository on Sell2Wales and sending out with Invitations to Tender. Also, promotion through face to face forums such as ‘meet the supplier’ events.
 - General understanding of the concept of Social Value and willingness to support.
 - General support for ethical procurement, a number of suppliers shared their policies in this area.

- The majority of the responses were from larger suppliers but there was recognition of the needs of MSME (Micro, Small, Medium Sized Enterprises) and suggestions for earlier/advance publication of contract notices.
- Finally, there was support for the Climate Actions objectives of the Policy & Strategy with some noting the magnitude of the challenge.

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

- 3.1** The Procurement Strategy and Policy will contribute to the achievement of the Council’s wellbeing objectives and is an integral part of the integrated planning framework which is set out in the Future Generations Act. Procurement is a theme of the Strategic Insight Board’s work programme, ensuring procurement is considered alongside other integrated planning activity to support the delivery of the well-being objectives.
- 3.2** The Strategy and Policy have been informed by engagement across the Council and in consultation with suppliers as described in this report. In adopting a tiered approach to both expectations and scale of the suppliers the Council wants to engage with, the approach demonstrates an understanding of the organisations we are working with. The Policy and Strategy seek to deliver procurement exercised which have a long-term focus, notably in social value, alongside immediate financial considerations. This also demonstrates how the Policy will contribute to preventative action being taken (for example, in procuring goods and services from sustainable local suppliers committed to delivering long-term benefit in the area).
- 3.3** The Policy and Strategy have also been informed by considering the guidance on procurement issued by the Future Generations Commissioner’s Office.

4. Climate Change and Nature Implications

- 4.1** The Policy and Strategy sets out the Council’s expectations of suppliers’ action to reduce carbon which support the Council’s Project Zero objectives. The Policy and Strategy will be an integral part of the Council’s pursuit of decarbonisation in recognition of the high proportion of carbon emissions being within the supply chain.

5. Resources and Legal Considerations

Financial

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

Employment

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

Legal (Including Equalities)

- 5.3** The Social Partnership and Public Procurement (Wales) Bill (the Bill) was introduced by Welsh Government on the 7th June 2022 and is currently at Stage 2 commencing 30 November 2022 and Stage 2 consideration took place in Committee on 23 January 2023.
- 5.4** The Bill is intended to complement other legislation, specifically the Well-being of Future Generations (Wales) Act 2015 (WGFA 2015) and provides a framework for enhancing the well-being of the Welsh people by improving public services through public partnership, promoting fair work and socially responsible public
- 5.5** The Bill establishes a statutory Social Partnership Duty that will apply to specific public bodies to improve the economic, environmental, social and cultural well-being when carrying out procurement, with both workers and employers involved. It will require public bodies to seek consensus or compromise with their recognised trade unions or other representatives of its staff (where there is no recognised trade union) when setting well-being objectives and making decisions of a strategic nature under the WGFA 2015. The intention is to promote cooperation, strengthen policy and improve outcomes, through dialogue between social partners.
- 5.6** Two specific contract management duties are set out in the Bill, to strengthen the link between procurement exercises requirements and due diligence in major construction supply chains and outsourcing contracts. This is in consideration of including social public works clauses and social public workforce clauses, within those specified contracts. The first duty is to strengthen the Workforce (two-tier) Code of Practice. It provides that contracting and retendering processes involving staff transferring from public bodies should be carried out to ensure terms and conditions of staff are protected and pensions remain generally similar. It also states new joiners to a transferred-out workforce are employed on terms that are no less favourable.
- 5.7** The Welsh Ministers are under a duty to publish model clauses. If any relevant bodies decide they do not want to include the socially responsible clauses in outsourcing contracts, the Bill places a duty on those relevant bodies to notify the Welsh Ministers of that decision well in advance of when the contract is advertised. The exception notices will be reviewed by the Welsh Ministers to

assess whether it is reasonable to not include the clauses and SPC may also be sought to provide external expertise.

- 5.8** The other contract management duty addresses the need for greater due diligence in applying socially responsible contract terms throughout supply chains specifically in the construction sector where there is a risk of poor compliance with social obligations. These include unfair and unlawful employment practices that can be hard to address when dealing with long and complex supply chains. The duty is similar to that referred to in the paragraph above, in that a relevant body must notify the Welsh Ministers, in advance, if they do not intend to include socially responsible clauses in major contracts. Major contracts are defined as construction contracts or call-offs from frameworks with an estimated value of £2m or more (including VAT). Where a relevant body does include the socially responsible procurement clauses in major contracts, it must also ensure these contract clauses are extended through the supply chain and a process put in place to ensure it happens. This will give greater assurance to agreed standards, including for workers and the environment. It also gives bidders more confidence that they and their competitors will be held to contractual.
- 5.9** Section 54 of the Modern Slavery Act 2015, Transparency in supply chains, and associated Regulations, including the Modern Slavery act 2015 (Transparency in Supply Chains) Regulations 2015, requires commercial organisations over a certain size to publish a slavery and human trafficking statement each year which sets out the steps it has taken to ensure there is no slavery or trafficking in its supply chains or its own business, or states that it has taken no such steps. The provision does not mandate what a slavery and human trafficking statement must contain nor require commercial organisations to take any particular action beyond preparation of the annual statement.

5.10

6. Background Papers

None.

Vale of Glamorgan



Procurement Policy and Strategy 2022/23 to 2026/27

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1. Procurement Policy

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

1.2. It is therefore our policy to:

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

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

2. Procurement Strategy

Definition

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

Welsh Government

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

2.7. The Welsh public sector will follow 10 principles for procuring well-being for Wales based on the Well-being of Future Generations (Wales) Act goals and key Welsh Government policies.

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

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

Procurement – The Future Generations Commissioner for Wales

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

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

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

2020	2021	2022
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<p><u>WPPN 04/20: Procurement reform and common framework for public procurement</u></p> <p><u>WPPN 03/20: Post-EU Transition Public Procurement including Find a Tender Service (FTS)</u></p> <p><u>WPPN 02/20: Partnership working and procurement: a practice note for local housing authorities</u></p> <p><u>WPPN 01/20: Social value clauses/community benefits through public procurement</u></p> <p><u>WPPN: Supplier selection</u></p> <p><u>PPN 04/20: Recovery and Transition from COVID-19</u></p> <p><u>PPN 03/20: Use of procurement cards - Covid-19</u></p> <p><u>PPN 02/20: supplier relief due to coronavirus (Covid-19)</u></p> <p><u>PPN 01/20: Responding to Covid-19</u></p>	<p><u>WPPN 12/21: Decarbonisation through procurement - Addressing CO2e in supply chains</u></p> <p><u>WPPN 11/21: Ethical employment in supply chains for the Welsh public sector</u></p> <p><u>WPPN 10/21: Blacklisting in the construction industry for the Welsh public sector</u></p> <p><u>WPPN 09/21: Sourcing building materials for construction projects in Wales</u></p> <p><u>WPPN 08/21: Cyber Essentials</u></p> <p><u>WPPN 07/21: Small and Medium sized Enterprises (SMEs)-friendly procurement</u></p> <p><u>WPPN 06/21: Decarbonisation through procurement - Taking account of Carbon Reduction Plans</u></p> <p><u>WPPN 05/21: Guidance on reserving below threshold procurements for Welsh public sector contracting authorities</u></p> <p><u>WPPN 04/21: Guidelines for deploying Welsh Government project bank account policy</u></p> <p><u>WPPN 03/21: Project bank accounts policy</u></p> <p><u>WPPN 02/21: Reserving contracts with businesses with a public service mission</u></p> <p><u>WPPN 01/21: Sourcing</u></p>	<p><u>WPPN 02/22: Transparency – publication of contract award notices</u></p> <p><u>WPPN 01/22: Contracts with suppliers and Belarus</u></p>
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	steel in major construction and infrastructure projects in Wales PPN 10/21: Thresholds and Inclusion of VAT PPN 04/21: Applying Exclusions in Public Procurement, Managing Conflicts of Interest and Whistleblowing PPN 02/21: The WTO GPA and the UK-EU TCA PPN 01/21: Procurement in an Emergency	
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2.10. There has been an increasing focus on ethical employment in public sector supply chains, decarbonisation, the foundational economy to help build sustainability into local supply chains and the need for more transparency on public procurement expenditure.

2.11. The Council acknowledges and supports all ten principles

[Vale of Glamorgan Council](#)

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

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

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

2.15. In line with our duties under the Well-being of Future Generations Act we are committed to looking much more to the long term and will work hard to leave a sustainable legacy for our future generations. We will focus on taking

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

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

2.17. Our four well-being objectives are:

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

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

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

3. Delivery and Governance

Procurement Function

- 3.1. The Council has a corporate Procurement Unit located within Financial Services (Corporate Resources Directorate). The primary procurement function is devolved to directorates who are responsible for their budget spend. The Procurement Unit gives professional and technical advice to directorates.
- 3.2. The Council recognises the strategic importance of procurement. It is a core competency that affects all aspects of the Council. In recognition of this, the Procurement Strategy promotes application of the logic and principles advocated by Welsh Government's stated Principles of Welsh Public Procurement Policy and aims to establish a mechanism and culture within which innovative and value added procurement takes place.

Governance

- 3.3. This Strategy is owned by members and senior management. They provide leadership, commitment to the setting of rigorous quality standards and the establishment of a robust and effective procurement environment. They play a

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

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

Corporate Procurement

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

Training

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

Collaboration

- 3.11. There is no universal procurement method that covers all service requirements. Procurement takes place in a dynamic environment and the Council aims to keep up to date with latest developments and techniques. We are committed to

exploring new and innovative ways of providing Council services and will appraise options that could be more effective than traditional procurement methods.

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

Electronic Business

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

Welsh Government. It also allows for analysis of spend by identifying how much is spent on goods, services and works, with whom money is spent, who in the Council spends money and contractual arrangements.

- 3.18. The Council will continue to develop e-procurement processes and where appropriate, use e-catalogues, purchasing cards and electronic notices to gain maximum commercial benefit.

Markets

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

Using the Policy

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

4. Social Value

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

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

Contracts over the Public Contract Regulations threshold

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

Contracts below the Public Contract Regulations threshold

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

5. Ethical Practices

- 5.1. Ethical procurement means upholding international labour standards, workers' and human rights and the rule of law.

- 5.2. The Vale of Glamorgan Council seeks to work with organisations who maintain high standards of ethical conduct, treat their employees fairly and promote equality and diversity in employment and service provision.

Labour and Employment

Minimum	Expected	Preferred
<p>Supplier adheres to the WPPN 11/21: Ethical employment in supply chains for the Welsh public sector.</p> <p>The unethical employment practices which are the focus of the WPPN are: modern slavery, false self-employment, unfair umbrella payment schemes, or obliging workers to set up private limited companies, and unfair zero hours contracts.</p> <p>In addition the requirements below are mandatory:</p> <ul style="list-style-type: none"> i. Employment is freely chosen. ii. Freedom of association and right to collective bargaining are respected. iii. Working conditions are safe and hygienic. iv. Child labour shall not be used. v. Living wages are paid. vi. Working hours are not excessive. vii. No discrimination is practised. viii. Regular employment is 	<p>Supplier avoids the excessive use of unfair and zero-hour contracts. Supplier only uses zero-hour contracts when clearly beneficial to both employer and employee.</p> <p>Supplier provides access to training and professional development opportunities for employees.</p>	<p>Supplier demonstrates commitment to working practices which promote staff wellbeing. Examples include providing mental health and wellbeing training to staff, having a flexible working policy, providing opportunities for physical activity at work, providing access to comprehensive and multidimensional wellbeing programmes etc.</p> <p>Supplier holds employer accreditations, such as Disability Friendly, Stonewall, Investors in People, Gold Standard accreditation for ex armed forces personnel etc.</p>

provided. ix. No harsh or inhumane treatment is allowed.		
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Real Living Wage

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

Equality & Diversity

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

- 5.5. Expectations of Suppliers

Minimum	Expected	Preferred
<p>Supplier complies with any applicable obligations under the Equality Act 2010, including the Socio-economic Duty and the specific Public Sector Equality Duty obligations in Wales.</p> <p>Supplier has an Equality and Diversity policy. Policies should be clear, up to date and cover all aspects of operations, including implementation and monitoring of the policy.</p>	<p>Supplier provides equality and diversity training to all employees.</p> <p>Supplier examines existing policies and practices to identify barriers to equal opportunities and creates an action plan which clearly states how progress will be monitored.</p> <p>Supplier collects and monitors equalities</p>	<p>Supplier provides equality and diversity training to all employees and supply chain staff.</p> <p>Supplier provides employment and training opportunities for priority target groups, i.e. people affected by disability, Ex Service Personnel, care leavers, long term</p>

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

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

Modern Slavery

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

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

Prevention of corruption

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

Sustainable Food

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

Expectations of Suppliers

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

<p>come from sustainable sources and have Marine Stewardship Council (MSC) (or equivalent) certification.</p> <p>- Meat and dairy products are from farms which satisfy UK welfare (ideally Red Tractor assured).</p> <p>Food miles may also be considered as part of the evaluation process to look at the carbon footprint for delivery of food products, where relevant.</p>	<ul style="list-style-type: none"> • Rainforest Alliance • Fair for Life • Ethical Tea Partnership • Organic • UTZ (sustainable farming) 	
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6. Supporting the Local Economy and Employment

- 6.1. Procurement has an important role to play in strengthening and growing the local economy and supporting local employment. As a major procurer in the county, the Vale of Glamorgan Council recognises the need to leverage its purchasing power to support residents to secure good employment and to help local businesses and voluntary and community organisations to thrive.
- 6.2. Contractors, suppliers and service providers engaged to work for the Council must show a commitment to the county, its residents and businesses. Suppliers are encouraged to support the local economy through the use of local businesses in their supply chains and by building social value into their contracts, including using local labour wherever possible to fulfil contract obligations.
- 6.3. The Vale of Glamorgan Council will prioritise and give greater weighting within its Social Value evaluation criteria to proposals that promote local skills and employment and contribute to the local economy, where appropriate and proportional. This is in line with Welsh Government objectives and responds to the following Welsh Public Procurement Notices 02/21, 05/21 and 07/21 which focus on friendly procurement for Micro, Small & Medium sized Enterprises (MSMEs) and Voluntary, Community & Social Enterprises (VCSEs) including the potential to reserve contracts.

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

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

- 6.7. The Vale of Glamorgan Council is working closely with Welsh Government, the Cardiff Capital Region (CCR) (<https://www.cardiffcapitalregion.wales/about-ccr/>), and the training and skills sector providers at both local and regional levels to build a strong economy where our business and people are equipped to embrace the future.
- 6.8. There are five further education (FE) colleges across the region comprising of Bridgend College, Cardiff and Vale College, Coleg Y Cymoedd, Coleg Gwent and The College Merthyr Tydfil. The group have adopted a regional collaboration to service the needs of the Cardiff Capital Region.
- 6.9. The colleges are seeking to establish Skills Academies that are aligned to the priority sectors of the Cardiff Capital Region, and those identified by the Regional Skills Partnership and City Deal. The concept also fulfils the Learning Pathways pillar of the Future Ready Skills Framework, which focuses on connecting learners to employers. The Skills Academies will help to develop and retain talent in the region.
- 6.10. Skills Academies will equip recent graduates and adults (primarily local residents, focussing on areas of deprivation to support diversity and inclusivity) with high level skills required for hard-to-fill job vacancies in sectors

experiencing skills shortages. This will be made possible by working closely with employers to collaboratively design, develop and deliver relevant provision. Underpinning engagement with the Skills Academies is access to a weekly training allowance and access to a barriers fund. On completion graduates are guaranteed an interview with employers who have endorsed and co-designed the programme.

Expectations of suppliers

Minimum	Expected	Preferred
<p>Works contracts over threshold:</p> <p>Work with local employability and skills providers – to make local services aware of developments at the earliest possible opportunity.</p> <p>Advertise all vacancies and recruitment opportunities via local employability through Communities for Work, Careers Wales and Job Centre Plus (JCP).</p> <p>Suppliers must engage with the CAVC (Cardiff and Vale College) /Council/CCR and other local Skills Academy providers.</p> <p>Make full use of the National Apprenticeship and skills providers to increase apprentice opportunities.</p> <p>Make endeavours to assist employees to:</p> <ul style="list-style-type: none"> • make improvements in their basic skills, numerical skills, 	<p>Supplier commits to a number of their workforce coming from the Vale of Glamorgan or a particular locality, including those employed through the supply chain, as set out in the tender.</p> <p>Supplier uses workforce from local market for higher skilled roles.</p> <p>Works contracts over threshold:</p> <p>-Supplier has commitment to 25% of workforce coming from the Vale of Glamorgan, of which 5% will be skilled apprenticeships.</p> <p>Work with the local employability providers (CfW & JCP) to jointly provide and market the development/services to local people through jobs fayres/ employment promotion events.</p>	<p>Supplier creates high-quality, well-paid jobs for residents paying at least the Real Living Wage rate.</p> <p>Supplier provides apprenticeships and training opportunities for residents.</p> <p>Supplier provides work experience placements and careers support for residents, including pupils and students, and, where appropriate, paid work experience.</p> <p>Implement an Equal opportunities policy in recruitment, employment and service delivery targeting underrepresented and targeted groups or people within the area of development.</p> <p>Supplier provides employment and training opportunities for priority target groups, i.e. people affected by disability, Ex Service</p>

<p>literacy skills, English as a second language (ESOL), digital and communication skills.</p> <ul style="list-style-type: none"> • achieve Construction Skills Certification Scheme (CSCS) registration and NVQ level 2) or equivalent and higher levels of qualifications. <p>Supplier meets S106 requirements with regards to work force ratios, training opportunities and apprentice opportunities, in consultation with the CAVC Skills Academy at Meridian Water.</p> <p>Trainees/apprentices and recruits must be paid in accordance with industry norms, taking into account national living wage.</p> <p>Works contracts under threshold:</p> <p>Suppliers are encouraged to engage with the skills academies in developing their tender responses.</p>		<p>Personnel, care leavers, long term unemployed, young offenders, ex-offenders, NEETS (aged 18 to 24).</p> <p>Supplier provides supply chain opportunities for Vale of Glamorgan businesses.</p> <p>Supplier maximises opportunities for VCSEs to participate in supply chains.</p> <p>Supplier provides relevant and practical business advice and guidance to local organisations.</p>
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For further examples of how to support the Vale of Glamorgan's local economy, please refer to the Social Value Framework (Appendix A).

7. Climate Action

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

Carbon Emissions

Minimum	Expected	Preferred
<p>Large (SECR): Suppliers that exceed the threshold are expected to comply with Streamlined Energy and Carbon Reporting (SECR) standards and</p>	<p>Large (SECR): Supplier publicly reports Scope 1, 2 & 3 in line through SECR and has a net zero commitment. MSME: Supplier annually</p>	<p>Supplier is carbon neutral certified.</p> <p>Supplier has commitment to continued emissions reduction and offsetting Scope 1 & 2 emissions to zero through certified or</p>

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

<i>specified)</i>		
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Energy

Minimum	Expected	Preferred
Supplier has a commitment to reduce their energy consumption and is committed to switching to low-carbon energy in the future. Where the supplier rents their premise, this may include discussions with their landlord about how they can make premises more energy efficient or switching to low-carbon energy.	Supplier has a commitment to using 100% renewable or low-carbon energy with a target date of 2025 or sooner.	Supplier is supplied by 100% low-carbon or renewable energy. Supplier uses or procures renewable electricity either on-site or through Renewable Energy Guarantees of Origin (REGOs), Green Tariffs or Purchase Power Agreements (PPAs).
Assessment approach		
Written confirmation from supplier of: 1. Commitment to using low carbon energy 2. Commitment to reducing energy consumption	1. Copy of most recent (must be within last 18 months) energy monitoring data or report, which includes the mix of fuel types (electric, gas, etc.) and sources (renewable, low carbon, fossil fuel, etc.)	As for 'Expected assessment plus: 1. Evidence that the sources are low-carbon or renewable energy

Travel

Minimum	Expected	Preferred
Supplier has a commitment to switch to low or zero emission modes of transport in the future.	Supplier sometimes uses low or zero emission modes of transport to deliver goods and services. Supplier has passive transport programmes to reduce staff travel emissions e.g. car sharing schemes, cycle to work programmes,	Supplier prioritises the use of low or zero emission modes of transport and optimises transport efficiency by minimising the number of trips wherever possible. Supplier has an active approach to reducing staff travel emissions e.g. plan to progressively reduce

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

Circular economy

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

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

Purchased goods

Minimum	Expected	Preferred
<p>Product meets the minimum Government Buying Standards (GBS) and is in line with Council Policy.</p> <p>Product specific:</p> <ul style="list-style-type: none"> - Cleaning products are cruelty free and not tested on animals, in line with our cruelty free policy. - Timber and paper products carry Forest Stewardship Council (FSC) or Programme for 	<p>Product meets the best practice Government Buying Standards (GBS).</p> <p>Product specific:</p> <ul style="list-style-type: none"> - Waste electrical and electronic equipment. Utilises circular economy principles such as take-back schemes. - Single-use plastic packaging is eliminated through 	<p>Product meets Vale of Glamorgan Council standards for buying. These will be stated in the specification.</p> <p>This may include, where relevant, products that:</p> <ul style="list-style-type: none"> - have ISO 14024 (type I) compliant ecolabel certification - have ISO 14025 (type III) compliant ecolabel certification (Environmental Product Declaration)

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

Water

Minimum	Expected	Preferred
<p>Suppliers seek to minimise the use of water wherever possible and</p>	<p>Suppliers seek to minimise the use of water wherever</p>	<p>Suppliers have an active approach to water management with clearly</p>

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

8. Monitoring Performance

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

9. Governance and Review

- 9.1. The Procurement Policy and Strategy supports delivery of the Council's Corporate Plan which is reviewed on a five year cycle and approved by Council. This Plan is approved by Cabinet within the Policy framework and will be reviewed on a regular basis and will continue to align with the Council's overall corporate ambitions.

9.2. The other driver for policy is strategy is Welsh Government and should there be any significant policy shifts then it would be appropriate to review our Policy and Strategy in response.



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

Version 1.0 - 10th November 2020

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

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

		<ul style="list-style-type: none"> • Hard to recycle waste diverted from landfill or incineration through specific recycling partnerships (e.g.Terracycle or equivalent)
	Innovation to support a more prosperous Wales	<ul style="list-style-type: none"> • Innovative measures relating to "A Prosperous Wales" to be delivered on the contract - these could be e.g., co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.
	Retaining jobs and skills during the COVID-19 crisis	<ul style="list-style-type: none"> • Safeguarding jobs on contract - Percentage of own staff on contract retained with pre-crisis level pay and hours (to be used at Management/Measurement only - not Procurement) • Percentage of staff on contract retained with agreed temporarily reduced hours (to be used at Management/Measurement only - not Procurement) - This is to reduce layoffs for own staff on contract that can only partially deliver against their responsibilities as a result of the COVID-19 crisis • Safeguarding supply chain jobs on contract - Percentage of supply chain staff on contract retained either at pre-crisis level pay and hours or with temporarily altered conditions (e.g.reduced time and pay, to be specified)- (to be used at Management/Measurement only - not Procurement)
A Globally Responsible Wales A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being	Carbon Emissions are reduced	<ul style="list-style-type: none"> • Savings in CO2 emissions on contract achieved through de-carbonisation (specify how these are to be achieved) • Policy and programme to achieve net zero carbon by 2030 including monitoring plan with specific milestones • Contribution made on the contract to own carbon offset fund (when it has been demonstrated said carbon emissions cannot be reduced within the contract's timeframe) • Carbon Certification (Carbon Trust Standard, Planet Mark or equivalent independently verified) - achieved or to achieve for current year
	Ethical procurement is promoted globally	<ul style="list-style-type: none"> • Percentage of your contracts that include commitments to ethical employment practices in the global supply chain, including verification that there is zero tolerance of modern slavery, child labour and other relevant requirements such as elimination of false self-employment, unfair zero hours contracts and blacklists • Initiatives taken throughout the global supply chain to identify, monitor and manage the risks of modern slavery occurring in relation to the contract (i.e.,

		Supply chain mapping, staff training, contract management)
	Innovation to support a globally responsible Wales	<ul style="list-style-type: none"> • Innovative measures relating to "A Globally Responsible Wales" to be delivered on the contract - these could be e.g., co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.
A Resilient Wales A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change	Green spaces and biodiversity are protected and enhanced	<ul style="list-style-type: none"> • Volunteering with initiatives working on environmental conservation and sustainable ecosystem management - resources invested including time, funds and in-kind contributions
	Safeguarding the environment	<ul style="list-style-type: none"> • Donations or investments towards initiatives aimed at environmental and biodiversity conservations and sustainable management projects for both marine and terrestrial ecosystems • Donations or investments towards expert designed sustainable reforestation or afforestation initiatives • Plastic recycling rate on the contract (to e.g. reduce microplastics) • Rate of Beyond Recycling materials used on contract, such as wood, remanufactured, repaired and recycled content • Investment and support provided to local environmental education initiatives (e.g. Carbon Literacy Wales) • Investment and support provided to waste management training initiatives
	Sustainable procurement is promoted	<ul style="list-style-type: none"> • Percentage of your contracts that include environmental sustainability commitments, including e.g. to reduce the use of environmentally harmful chemical, use local materials or produce, reduce food and general waste, implement circular economy commitments • Percentage of contracts with the supply chain requiring contractors to operate low or zero emission vehicles • Supply Chain Carbon Certification (Carbon Trust Standard for Supply Chain or equivalent independently verified) - achieved or to achieve for current year • Requirements or support (for Micro or Small enterprises) for suppliers to demonstrate

		climate change and carbon reduction training for all staff - e.g. Welsh Future Generations Goals Training
	Innovation to support a more resilient Wales	<ul style="list-style-type: none"> • Innovative measures relating to "A resilient Wales" to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.
A Healthier Wales A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood	Creating a healthier community	<ul style="list-style-type: none"> • Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc.) • Initiatives taken or supported to engage people in health interventions (e.g. stop smoking, obesity, alcoholism, drugs, etc.) or wellbeing initiatives in the community, including physical activities for adults and children
	Air Pollution is reduced	<ul style="list-style-type: none"> • 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.) • Car miles driven using low or no emission staff vehicles included on project as a result of a green transport programme • Corporate travel schemes available to employees on the contract (subsidised public transport, subsidised cycling schemes and storage, sustainable corporate transport such as electric bus from public station to corporate facilities) • Percentage of fleet or construction vehicles on the contract that is at Least Euro 6 or LEV • Fleet emissions monitoring programme on the contract, including data collection (miles, type of vehicle, engine type, emission standard.
	Improving staff wellbeing	<ul style="list-style-type: none"> • No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes • Mental Health campaigns for staff on the contract to create community of acceptance, remove stigma around mental health
	Innovation to support a healthier Wales	<ul style="list-style-type: none"> • Innovative measures relating to "A healthier Wales" to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.
	Supporting workers, SMEs and third sector	<ul style="list-style-type: none"> • Do you have a policy or a strategy to provide support to staff working remotely or on furlough around mental health and wellbeing? • Initiatives to provide support to staff working remotely or on furlough around mental health

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

		<ul style="list-style-type: none"> No. of employees (FTE) from disadvantaged or minority backgrounds hired on the contract as a result of a recruitment programme that have been long term unemployed for 24 months or longer No. of employees (FTE) hired on the contract who are Not in Employment, Education, or Training (NEETs) as a result of a recruitment programme No. of 18-24 y.o. employees (FTE) hired on the contract who are rehabilitating young offenders as a result of a recruitment programme No. of disabled employees (FTE) hired on the contract as a result of a recruitment programme No. of hours of support into work provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance - (over 24 y.o.)
	Improved employability of young people (under 24y.o.)	<ul style="list-style-type: none"> No. of hours dedicated to support young people into work (e.g. CV advice, mock interviews, careers guidance) - (under 24 y.o.) No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid) For people with adverse childhood experiences - No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid) Meaningful work placements that pay Minimum or National Living Wage according to eligibility - 6 weeks or more (internships) For people with adverse childhood experiences - Meaningful work placements that pay Minimum or National Living Wage according to eligibility - 6 weeks or more (internships)
	More support for target curriculum activities	<ul style="list-style-type: none"> Time spent to support STEM curriculum activities in schools and colleges through expert designed and delivered content
	Reducing inequalities	<ul style="list-style-type: none"> Number and type of initiatives to be put in place to reduce the gender pay gap for staff employed in relation to the contract (describe and document initiatives) Percentage of staff on contract that is paid at least the relevant Real Living wage as specified by Living Wage foundation

		<ul style="list-style-type: none"> Percentage of contractors in the supply chain required (or supported if they are micro and small business) to pay at least Real Living wage
	Ethical procurement is promoted in Wales	<ul style="list-style-type: none"> Percentage of your contracts that include commitments to local ethical employment practices, including verification that there is zero tolerance of modern slavery and other relevant requirements such as elimination of false self-employment, unfair zero hours contracts and blacklists. Examples can be drawn from the Welsh Government Code of Practice and managed e.g. through Project Bank Accounts in the supply chain Initiatives taken throughout the local supply chain to identify, monitor and manage the risks of modern slavery occurring (i.e. supply chain mapping, staff training, contract management) in relation to the contract Innovative measures relating to "A more equal Wales" to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.
	Innovation for a more equal Wales	<ul style="list-style-type: none"> Innovative measures relating to "A more equal Wales" to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.
A Wales of Cohesive Communities Attractive, safe, viable and well-connected	More opportunities for the Third Sector and Civil Society Organisations (Voluntary, Community and Social Enterprises)	<ul style="list-style-type: none"> Equipment or resources donated to third sector and civil society organisations (£ equivalent value) Number of voluntary hours donated to support third sector and civil society organisations (excludes expert business advice) Total amount (£) spent with third sector and civil society organisations within your supply chain Provision of expert business advice to third sector and civil society organisations (e.g. financial advice / legal advice / HR advice/HSE)
	A workforce and culture that reflect the diversity of the local community	<ul style="list-style-type: none"> Equality, diversity and inclusion training provided both for staff and supply chain staff Percentage of employees (FTE) BAME hired on the contract
	Social value embedded in the supply chain	<ul style="list-style-type: none"> Percentage of contracts with the supply chain on which Social Value commitments, measurement and monitoring are required
	Crime is reduced	<ul style="list-style-type: none"> Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public

		spaces, etc.)
Vulnerable people helped to live independently		<ul style="list-style-type: none"> • Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)
Support for disadvantaged young people and their families		<ul style="list-style-type: none"> • Initiatives to be taken to support disadvantaged young people and their families
More working with the Community		<ul style="list-style-type: none"> • Donations or in-kind contributions to local community projects (£ & materials) • No. of hours volunteering time provided to support local community projects • Support provided to help local community draw up their own Community Charter or Stakeholder Plan
Innovation to support more cohesive communities in Wales		<ul style="list-style-type: none"> • Innovative measures relating to "A Wales of cohesive communities" to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.
Supporting workers, SMEs and third sector and civil society organisations to face the COVID-19 crisis		<ul style="list-style-type: none"> • Provide support for SMEs, third sector and civil society organisations to respond to the COVID-19 crisis and maintain business operations – hours of expert support provided by staff • Percentage of invoices on the contract paid to SMEs, third sector and civil society organisations within 30 days
Supporting communities to deal with the COVID-19 crisis		<ul style="list-style-type: none"> • Do you have in place a strategy to provide guidance on best practice social interaction in COVID-19 times to own and supply chain staff and where possible the community? • Enable and encourage staff on the contract to safely volunteer within their community or participate in local support networks - particularly to help people in most vulnerable groups (at risk categories), people self-isolating and local essential workers. • Direct support from your organisation to local authorities or third sector and civil society organisations in the local area for the contract to deliver the services to support people in most vulnerable groups (at risk categories), people self-isolating and local essential work force - (food delivery, mental health support, etc.)

		<ul style="list-style-type: none"> • Funding of campaigns to increase the understanding of the importance of following behavioural norms as specified by the government and public health institutions, recognition and appreciation of the social value provided by essential services (NHS, food retail, transportation, etc.) - targeted towards staff and the general public • Safe and sustainable travel and transport options for staff are in place - these should be targeted at minimising risks stemming from COVID-19 • You have conducted a COVID-19 risk assessment, monitoring and reporting measures are in place and publicly available
A Wales of Vibrant Shared Culture and Thriving Welsh Language	The Welsh Culture is promoted	<ul style="list-style-type: none"> • Support and investment provided for people to learn and use Welsh (e.g. interactions and signage) • Support and investment provided for people to get involved in Welsh cultural events, arts, sports and heritage activities
	Native wildlife, nature and heritage sites are protected	<ul style="list-style-type: none"> • Support and investment provided for the protection of native wildlife and biodiversity as well as local heritage sites
	Innovation to support a more vibrant culture	<ul style="list-style-type: none"> • Innovative measures relating to "A Wales of vibrant shared culture and thriving Welsh Language" to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.



Procurement Policy and Strategy

2022/23 to 2026/27

Executive Summary

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

Policy Objectives/Regulation

Welsh Policy Statement

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

The vision is:

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

Vale of Glamorgan Procurement Policy

The overarching aim is that all procurement decisions through the lens of the Well-being of Future Generations Act – by applying the Five Ways of Working, considering our well-being objectives and how we can maximise contribution to the seven well-being goals

[Future Generations \(futuregenerations2020.wales\)](https://futuregenerations2020.wales)

There are then seven key objectives:

1. Ensuring legal compliance and robust and transparent governance
2. Contributing to the Council's aim to be a Carbon-Neutral Council by 2030
3. Improving Fair Work practices adopted by suppliers
4. Making procurement spend more accessible to local small businesses and third sector
5. Increasing community benefits and social value delivered by suppliers
6. Promoting innovative and best practice solutions
7. Securing value for money and managing demand

Strategy

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

Social Value

Social Value means delivering wider economic, social and environmental benefits over and above the provision of core contract requirements. Achieving additional social value through procurement leads to greater value for money, improving outcomes for residents while generating long-term savings

The Council encourages all organisations seeking to work with it to assist in the delivery of the Council Plan priorities, in a way that is proportionate and relevant to the size of the contract and the type of contract being delivered.

The Council has initially adopted the Welsh Government's TOMs (Themes, Outputs, Measures) framework for delivering social value but will tailor these to the more specific needs of the Vale of Glamorgan over time. These are attached at Appendix A.

Ethical Procurement

Ethical procurement is a wide ranging element of the Strategy covering: Labour & Employment, Real Living Wage, Equality & Diversity, Prompt Payments through the Supply Chain, Modern Slavery, Prevention of Corruption and Sustainable Food. They are individually set out to highlight their importance.

- i. Labour & Employment - freedom of employment, safe working conditions and regular employment as a minimum with an expectation that zero hours contracts are avoided.

- ii. Real Living Wage - the Council pays its workforce the Real Living Wage and has committed to pay this through contract in the social care sector. It aims to deliver this as much as its supplier base as possible.
- iii. Equality & Diversity – suppliers comply with Equality Act 2010 obligations and have policies which are monitored and ideally providing training and promote through their own supply chains too.
- iv. Prompt Payments through the Supply Chain – 30 days minimum and preferably within 10 days for SMSEs.
- v. Modern Slavery – commitment to no modern slavery within supply chains.
- vi. Prevention of Corruption – suppliers adhere to the Council’s Whistleblowing, anti Money Laundering, Anti Bribery & Corruption and Tax Evasion policies.
- vii. Sustainable Food – food standards are met and food from outside the UK and EU is sustainably sourced.

Economy & Employment

As a major procurer in the county, the Vale of Glamorgan Council recognises the need to leverage its purchasing power to support residents to secure good employment and to help local businesses and voluntary and community organisations to thrive.

Where legislation and regulation allow, the Vale of Glamorgan Council will maximise all opportunities to prioritise local organisations and MSMEs and VCSEs within procurement activity.

As a commissioner, the Vale of Glamorgan Council will work with MSMEs and VCSEs to:

- Break down larger contracts into ‘lots’, where feasible, promote opportunities for MSMEs and VCSEs to bid for work by.
- Reserve below threshold procurement for MSMEs/VCSEs where possible.
- Carry out pre-market engagement including market warming events.
- Use social value to prioritise local skills and employment and support for the local economy.

As a local authority we will:

- Support local voluntary and community sector organisations to complete applications for grants and funding.
- Keep local voluntary and community sector organisations updated about relevant funding information.

The Vale of Glamorgan Council is working closely with Welsh Government, the Cardiff Capital Region (CCR) (<https://www.cardiffcapitalregion.wales/about-ccr/>), and the training and skills sector providers at both local and regional levels to build a strong economy where our business and people are equipped to embrace the future.

The Council will expect suppliers to be engaging with local skills providers, making use of apprenticeship opportunities and commitment to a proportion of their workforce coming from the Vale of Glamorgan.

Climate Action

In July 2019 the Vale of Glamorgan Council joined with Welsh Government and other councils across the UK in declaring a global 'climate emergency' in response to the findings of the IPCC 'Special Report on Global Warming of 1.5°C' (October 2018). The Council made a commitment to:

Reduce the Council's carbon emissions to net zero before the Welsh Government target of 2030 and support the implementation of the Welsh Government's new Low Carbon Delivery Plan.

Make representations to the Welsh and UK Governments, as appropriate, to provide the necessary powers, resources and technical support to Local Authorities in Wales to help them successfully meet the 2030 target.

Continue to work with partners across the region.

Work with local stakeholders including Councillors, residents, young people, businesses, and other relevant parties to develop a strategy in line with a target of net zero emissions by 2030 and explore ways to maximise local benefits of these actions in other sectors such as employment, health, agriculture, transport and the economy.

The Strategy address six elements of the carbon agenda – Carbon Emissions, Energy, Travel, Circular Economy, Purchased Goods and Water.

- i. Carbon Emission – suppliers should be monitoring and tracking emissions and setting target to reduce emissions.
- ii. Energy – suppliers should have commitments to reduce consumption and be switching to low carbon options as a minimum. The preference is for 100% renewables with an expected target date of 2025.
- iii. Travel – minimum requirement to have a commitment to low or zero emissions in modes in transport and preferences of them already being in use.
- iv. Circular Economy – as a minimum suppliers should already be complying with relevant recycling legislation but it is expected that take back schemes are used and that there is diversion of hard to recycle products from landfill.
- v. Purchased Goods – products meet Government Buying Standards. Cleaning products not tested on animals and suppliers meeting Waste Electrical and Electronic Equipment standards as a minimum requirement.
- vi. Water – use of water is minimised and use of efficient systems is promoted.

Review

The Policy and Strategy will be subject to regular review and update.

Wales TOMs Summary

<p>1. A Prosperous Wales An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p>	<p>a. More people in employment</p> <p>b. Fair Work</p> <p>c. Improved skills for people</p> <p>d. Improved skills for a low carbon transition</p> <p>e. More opportunities for local business and MSMEs (Micro, Small and Medium Enterprises)</p> <p>f. Resource efficiency and the circular economy are promoted</p> <p>g. Innovation to support a more prosperous Wales</p> <p>h. Retaining jobs and skills during the COVID-19 crisis</p>
<p>2. A Globally Responsible Wales A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p>	<p>a. Carbon Emissions are reduced</p> <p>b. Ethical procurement is promoted globally</p> <p>c. Innovation to support a globally responsible Wales</p>
<p>3. A Resilient Wales A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change.</p>	<p>a. Green spaces and biodiversity are protected and enhanced</p> <p>b. Safeguarding the environment</p> <p>c. Sustainable procurement is promoted</p> <p>d. Innovation to support a more resilient Wales</p>
<p>4. A Healthier Wales A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p>	<p>a. Creating a healthier community</p> <p>b. Air Pollution is reduced</p> <p>c. Improving staff wellbeing</p> <p>d. Innovation to support a healthier Wales</p> <p>e. Supporting workers, SMEs and third sector and civil society organisations to face the COVID-19 crisis</p>
<p>5. A More Equal Wales A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic circumstances).</p>	<p>a. More opportunities for disadvantaged people</p> <p>b. Improved employability of young people (under 24 years old)</p> <p>c. More support for target curriculum activities</p> <p>d. Reducing inequalities</p> <p>e. Ethical procurement is promoted in Wales</p>

	f. Innovation for a more equal Wales
6. A Wales of Cohesive Communities Attractive, safe, viable and well-connected	a. More opportunities for the Third Sector and Civil Society Organisations (Voluntary, Community and Social Enterprises)
	b. A workforce and culture that reflect the diversity of the local community
	c. Social value embedded in the supply chain
	d. Crime is reduced
	e. Vulnerable people helped to live independently
	f. Support for disadvantaged young people and their families
	g. More working with the Community
	h. Innovation to support more cohesive communities in Wales
	i. Supporting workers, SMEs and third sector and civil society organisations to face the COVID-19 crisis
	j. Supporting communities to deal with the COVID-19 crisis
	7. A Wales of Vibrant Shared Culture and Thriving Welsh Language
b. Native wildlife, nature and heritage sites are protected	
c. Innovation to support a more vibrant culture	

Vale of Glamorgan Modern Slavery and Human Trafficking Statement

April 2023

Our Commitment to the Modern Slavery Principles

The Vale of Glamorgan Council is committed to the principles of the Modern Slavery Act 2015 and the abolition of modern slavery and human trafficking.

As an equal opportunities' employer, we're committed to creating and ensuring a non-discriminatory and respectful working environment for our staff. We want all our staff to feel confident that they can expose wrongdoing without any risk to themselves.

Our recruitment and people management processes are designed to ensure that all prospective employees are legally entitled to work in the UK and to safeguard employees from any abuse or coercion.

We do not enter into business with any organisation, in the UK or abroad, which knowingly supports or is found to be involved in slavery, servitude and forced or compulsory labour.

We remain committed to doing business in a responsible way, which includes a commitment to do all that we reasonably can to prevent all forms of modern slavery in any part of our own business and our supply chain.

We expect our customers and suppliers to share and uphold these ethical values and principles.

Why is this important?

The Council recognises that victims of slavery and human trafficking are treated as commodities and exploited for criminal gain.

The Council intends to combat this crime. The Council is a member of the Local Safeguarding Group and will work with South Wales Police and other law enforcement agencies to help disrupt this illegal act and bring to justice perpetrators of such crimes across the Vale.

This Statement therefore serves as the basis of current and future policies and procedures to help combat this crime.

Our Supply Chain

We will use our best endeavours to:

- identify and assess potential risk areas;
- mitigate the risk of the occurrence of slavery and human trafficking;
- monitor potential risk areas; and
- protect whistle blowers.

Requirements covering Modern Slavery and Human Trafficking will be embedded into Procurement documentation.

We plan to establish a robust system of contract management that delivers our requirements in the most effective manner. It will include the identification and management of risks relating to modern slavery and human trafficking and will include:

- improving communications with suppliers;
- enhancing relationships with existing suppliers;
- establishing effective supplier relationship management strategies; and
- reviewing supplier compliance with our ethics, policies and procedures when conducting audits.

Our aim is to provide a level of training that supports our ability to manage contracts effectively.

Ownership

Responsibility for our modern slavery policy and programme sits with our Human Resources and OD Team reporting directly into our Resources Directorate.

Our Human Resources Team, in conjunction with our Finance and procurement team, work in partnership to review all policies and procedures in a timely manner.

Our internal organisational structure can be found by clicking [here](#).

Risk Assessment and Management

The following activities will continue to be undertaken to ensure that the Council is compliant with the Modern Slavery Act 2015:

- Councillors Induction and Training – includes safeguarding and modern slavery and human trafficking.
- Employee Training – the Council has mandatory training for all employees on modern slavery enabling them to recognise and report on relevant concerns. In addition,

specific training is also provided to those employees with procurement and contract management functions to consider appropriate measures in projects. Scheduled refresher training will be conducted at least every 4 years.

- The Council is fully aware of its designation as a First Responder under the National Referral Mechanism and its responsibility to identify potential victims and refer cases to the UK Human Trafficking Centre Competent Authority of the National Referral Mechanism.
- Suppliers, Contractors and Service Providers – when procuring goods or services, potential suppliers will be questioned about compliance with section 54 of the Modern Slavery Act 2015, required to demonstrate due diligence and intellectual rigour to prevent slavery within their own supply chains.
- Recruitment processes – we have strict recruitment processes in place, ensuring that all our employees have the appropriate rights to work, this is managed by our inhouse Lifecycle Team, part of the Human Resources Department. We use approved recruitment agencies to support us in sourcing workers on permanent and fixed-term bases. Whilst these agencies are permitted to source potential candidates from within their own supply chains, relevant checks (including right to work, Disclosure and Barring Service (DBS) and Baseline Personnel Security Standard (BPSS) checks) are carried out, where appropriate.
- We will work in 2023 to become a formally accredited Real Living Wage employer, as set out by the Living Wage Foundation. This means that our direct employees are paid the Real Living Wage and that we require all of our contractors to pay their people the Real Living Wage, too. As a result of this, we believe that the risk of forced or trafficked labour being directly employed by The Vale Council is low.

This Modern Slavery statement encompasses the requirements of the ethical employment obligations as set out with the Code of Practice. The policy will be communicated throughout the Council through e learning and collective training sessions to all employees.

The Senior Leadership Team will monitor its effectiveness, review, and report any significant changes to the policy for determination by the Cabinet.

In addition, the Council will appoint a member of the Senior Leadership Team to undertake the role and the responsibilities as Anti-Slavery and Ethical Employment Champion to support the Council's stance on unethical employment practices, modern slavery, human trafficking and other human rights abuses.

Our Policies

Our commitment to conducting business ethically and responsibly is reinforced throughout various company policies, including:

- **Our Code of Conduct** sets the standard of behaviour that is expected of everybody employed at the Council and those doing business on our behalf, to ensure we all work in an open and honest way.

Our Code of Conduct will be reviewed in 2023, to ensure it remains progressive and compliant.

Speak Out policy (Whistleblowing): Staff members, members of our supply chain or the public can raise concerns about wrongdoing (including human rights violations) taking place in The Vale of Glamorgan Council.

Our Policy and procedures have been reviewed in 2021 and 2022 to ensure we offer the most appropriate channels to do this – including a confidential 24/7 reporting service called ‘Speak Out’. Reports can be made to the Speak Out service anonymously, should the discloser feel more comfortable reporting in this manner.

Contracts and Procurement policy: Our Procurement policy and strategy references modern slavery and was last updated in February 2023.

In addition, the following are available to all our staff through the Staffnet and Staffnet plus:

- Bullying and harassment policy
- Diversity and inclusion policy
- Recruitment and selection policy
- Safer Recruitment Policy

This voluntary statement is made with reference to Section 54(1) of the Modern Slavery Act 2015 and constitutes the Vale of Glamorgan Council’s Modern Slavery and Human Trafficking statement for the financial year ending 31 March 2024.

This statement was approved by the Cabinet of The Vale of Glamorgan Council on 27 February 2023

Vale of Glamorgan – Procurement Policy & Strategy

Consultation with suppliers

The Council is undertaking a comprehensive review of its existing Policy & Strategy which were published in 2018

Existing Policy & Strategy 2018

It is available on the Council's website on the Council page or directly from the link below:

<https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Council/Finance/Procurement/Procurement-Policy-and-Strategy.pdf>

The Council would like to understand the level of visibility of its existing Policy & Strategy and how it can promote it more widely in future

Q1	Are you aware of the Council's existing Procurement Policy & Strategy?	Y/N
Q2	Can we do more to promote, please provide suggestions how?	

Policy & Strategy for Consultation

The Council has produced the first draft of its revised Policy & Strategy which it will take to Cabinet early in the new year.

[Link to draft Policy & Strategy](#)

[Link to draft Executive Summary](#)

The document is driven by the Welsh Government's wellbeing goals and procurement ambitions along with those of the Council. It seeks to deliver Social Value for our communities and to ensure that our partners share our vision for equalities, growing the local economy and protecting our environment

Social Value (Section 4 of the Draft Policy)

Social Value means delivering wider economic, social and environmental benefits over and above the provision of core contract requirements. Achieving additional social value through procurement leads to greater value for money and improving outcomes for residents while generating long-term savings.

Social Value is also commonly referred to as Community Benefits. The Council is proposing to adopt Welsh Government's Social Value Framework but is undertaking a separate piece of work to tailor it specifically to the Council's objectives and importantly to streamline and simplify it.

Q3	Are you familiar with the concept of Social Value?	Y/N
Q4	Where could you provide Social Value to the council through contract delivery and the general operation of your company, refer to the summary Themes Outputs & Measures (TOMs) table at the end of the Executive Summary?	

The next four sections of the Policy & Strategy cover Ethical Procurement, Economy & Employment and Carbon Reduction.

Ethical Procurement

The council is seeking ethical practices throughout its supply chain in employment, pay, equalities, prompt payment, modern slavery, prevention of corruptions and sustainable food supplies.

Q5	Do you uphold the same ethical values as the Council, could it go further?	Y/N
Q6	Comments	

Economy & Employment

The Strategy seeks to strengthen the local economy and employment does this through encouraging training and development and ensuring the Council support local businesses in accessing Council contracts and accessing funding.

Q7	Does the right infrastructure exist to train and develop your workforce, especially in the under 24 age group?	Y/N
Q8	How can the Council better support SMSEs?	

Carbon Reduction

The Council has a commitment to net zero by 2030 and is seeking to support this through a number of procurement measures around emissions, energy usage, travel, the circular economy, purchased good and water.

Q9	Are the Council's carbon ambitions sufficiently ambitious?	Y/N
Q10	Comments	

Finally, any other comments

Q11	Any other comments	
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