

## Southampton Social Value Procurement Framework

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

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

### When the SSVP Framework is used

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

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

### How it works

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

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

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### Using the SSVP Framework

The SSVP Framework should be used where practical for the requirement as part of procurements undertaken by the Council above the Low Value Threshold set out in the Council's Contract Procedure Rules (CPRs) to ensure that social value is consistently considered when purchasing goods, services and works.

#### Step 1: Identifying social value outcomes and indicators

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

This should consider support in respect of post-COVID-19 recovery where appropriate.

#### Step 2: Add the questions

The second stage is to add the relevant questions relating to **Council Social Value Outcomes** into the tender documentation. The Procurement Team can assist with defining appropriate questions where appropriate. Where appropriate, questions should be aligned to the TOMs toolkit to enable a quantifiable social value benefit.

#### Step 3: Set the social value weighting

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

#### Stage 4 – Evaluate tender responses

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

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### Stage 5 – Embed social value commitments into contracts

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

### Stage 6 – Contract monitoring of social value commitments

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

#### The SSVP Framework:

Council outcomes	Social Value Outcomes	Examples of measurable commitments that SCC may require suppliers to propose/agree to
<p><b>Southampton is a place to invest and grow</b></p>	<p><i>Create and sustain good employment in Southampton</i></p>	<ul style="list-style-type: none"> <li>• Pay staff the Real Living Wage as defined by the Living Wage Foundation where appropriate</li> <li>• Create a specific number of jobs within the city of Southampton for a specific minimum time period</li> <li>• Provide regular employment</li> <li>• Avoid 'zero hours' contracts wherever possible</li> <li>• Commit to offer specific learning and development opportunities for their staff and, where appropriate, Council staff</li> <li>• Provide specific welfare facilities</li> <li>• Implement initiatives to support employee welfare and measures for tackling ill health</li> <li>• Develop skills in current workforce to allow for clear career paths</li> <li>• Develop and implement programmes that address skills shortages and provide training opportunities</li> <li>• Contribute to the Southampton Pound Forum</li> <li>• Provide opportunities for employees to hold a stake in the business</li> </ul>
		<ul style="list-style-type: none"> <li>• Create jobs for 'hard to reach' groups</li> <li>• Provide and promote flexible working practices where appropriate</li> </ul>

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	<i>Reduce barriers to and ensure fairness in employment</i>	<ul style="list-style-type: none"> <li>Promote employment opportunities relevant to the contract to underrepresented groups</li> <li>Provide employees access to childcare options and/or support</li> <li>Reduce the gender pay gap within their organisation</li> <li>Ensure working hours are not excessive</li> </ul>
	<i>COVID-19 initiatives relating to good quality employment</i>	<ul style="list-style-type: none"> <li>Safeguard jobs through contracts</li> <li>Safeguard supply chain jobs relating to contracts</li> <li>Create employment, re-training and other return to work opportunities for those unemployed as a direct or indirect result of COVID-19</li> </ul>
	<i>Support purchasing from local supply chain (where legislation permits)</i>	<ul style="list-style-type: none"> <li>Increase the use of and spend with Southampton based suppliers, including small and medium-sized Enterprises (“SMEs”) and voluntary organisations</li> <li>Increase spend with suppliers from local deprived neighbourhoods</li> <li>Ensure the prompt payment of suppliers at all levels of supply chains</li> <li>Evidence amount spent with Southampton-based suppliers and/or the amount spent with Southampton based suppliers in the 20% most deprived neighbourhoods</li> <li>Ensure contracts comply with the Council’s sustainable buying standard for highways and construction materials covered by BES6001</li> <li>Advertise opportunities on Contracts Finder and encourage the supply chain to also use Contracts Finder</li> <li>Increase the use of SMEs in their supply chain</li> </ul>
	<i>Support local businesses to grow</i>	<ul style="list-style-type: none"> <li>Actively support local business start-ups</li> <li>Provide proactive assistance to local SMEs in entering supply chain</li> <li>Provide a training and mentoring programme for local businesses</li> <li>Package requirements as accessible to local SMEs</li> <li>Promote opportunities to SMEs</li> <li>Secure sponsorship or other forms of support for SMEs</li> <li>Implement profit sharing arrangements with supply chain</li> </ul>

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	<i>COVID-19 initiatives relating to support of local businesses</i>	<ul style="list-style-type: none"> <li>• Provide expert support to local SME's and Voluntary, Community and Social Enterprise (VCSEs) e.g. HR, IT and Financial</li> <li>• Pay invoices to SMEs and VCSEs within 30 days</li> <li>• Provide policies or initiatives to support staff wellbeing whilst working remotely</li> </ul>
<b>Southampton provides strong foundations for life</b>	<i>Ensure that young people are supported to reach their potential</i>	<ul style="list-style-type: none"> <li>• Provide mentoring schemes/hours donated for young people</li> <li>• Proactively engage with local schools and colleges to offer work experience.</li> <li>• Take part and contribute to initiatives lead by schools and the Council</li> <li>• Provide mentoring schemes for looked after children</li> </ul>
	<i>Improve access to labour market for young people in Southampton</i>	<ul style="list-style-type: none"> <li>• Provide flexible apprenticeship opportunities</li> <li>• Provide work experience opportunities</li> <li>• Deliver employability support to school and college leavers (e.g. CV writing/interview techniques and career guidance)</li> <li>• Evidence number of jobs/apprenticeships created for local young people</li> </ul>
	<i>Provide opportunities to access physical exercise</i>	<ul style="list-style-type: none"> <li>• Provide/support initiatives that encourage residents (including underrepresented groups) to access physical activity</li> <li>• Promote lifestyle and choices consistent with good health and wellbeing as part of employment practices</li> <li>• Protect and improve quality and delivery of services in our green spaces</li> <li>• Contribute to sport and recreation offering in Southampton</li> <li>• Promote a healthy weight environment for staff and service users and promote government buying standards for food and catering services as part of the Council's Healthy Weight Declaration-information can be found on this web page: <a href="https://foodactive.org.uk/what-we-do/influence-policy/local-authority-declaration-on-healthy-weight/">https://foodactive.org.uk/what-we-do/influence-policy/local-authority-declaration-on-healthy-weight/</a></li> </ul>
	<i>Provide a safe and healthy working environment</i>	<ul style="list-style-type: none"> <li>• Implement workplace health and wellbeing strategies appropriate to contracts</li> <li>• Raise awareness of mental health issues and provide support to employees</li> <li>• Reduce sickness absence through improved health and wellbeing support</li> <li>• Provide health awareness campaigns (e.g. diabetes, smoking cessation and/or obesity)</li> </ul>

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		<ul style="list-style-type: none"> <li>• Become a “wellbeing at work” employer</li> <li>• Implement workplace health and wellbeing activities and take up</li> </ul>
	<i>Reduce poverty</i>	<ul style="list-style-type: none"> <li>• Support/lead initiatives to address fuel and food poverty</li> <li>• Support/lead initiatives to free people from exploitation and abuse</li> </ul>
	<i>Make Southampton a safe place to live and work</i>	<ul style="list-style-type: none"> <li>• Support/lead initiatives to reduce crime and the fear of crime</li> <li>• Take steps to reduce anti-social behaviour or address it when it occurs</li> </ul>
<b>Southampton is a great place to live and work</b>	<i>Support our vision of a cleaner, greener city, healthier city and more sustainable city as described in the Green City Charter</i>	<ul style="list-style-type: none"> <li>• Develop and implement an environmental strategy/action plan that demonstrates the organisation's aims and objectives for achieving that vision</li> <li>• Use renewable energy where appropriate</li> <li>• Minimise waste and implement recycling initiatives</li> <li>• Support households in managing energy demands, and reduce fuel poverty</li> <li>• Reduce waste sent to landfill</li> <li>• Protect and improve quality and delivery of services in green spaces</li> <li>• Information can be found on our web page; <a href="https://www.southampton.gov.uk/our-green-city/">https://www.southampton.gov.uk/our-green-city/</a></li> </ul>
	<i>Reduce carbon footprint and conserve resources</i>	<ul style="list-style-type: none"> <li>• Use renewable energy where appropriate</li> <li>• Adopt an energy efficiency programme</li> <li>• Reduce reliance upon fossil fuels</li> <li>• Identify opportunities to generate sustainable energy locally e.g. solar</li> <li>• Develop initiatives to reduce local congestion, carbon emissions and air pollution.</li> <li>• Reduce demand on resources and minimise waste</li> <li>• Reduce waste sent to landfill and improve recycling rates</li> <li>• Select products that have minimal effect on the depletion of natural resources</li> </ul>

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		<ul style="list-style-type: none"> <li>Reduce water usage</li> <li>Eliminate and reduce the use of single use plastic products. Legislation and guidance can be found in Appendix 1 (Guidance on reducing the use of single use plastics within the contract lifecycle) to this document.</li> <li>Support households in managing energy demands and reduce fuel poverty</li> </ul>
	<i>Promote use of sustainable and active travel</i>	<ul style="list-style-type: none"> <li>Implement travel plans that encourage and incentivise sustainable travel options for staff and residents as appropriate</li> </ul>
	<i>Reduce harmful emissions to improve local air quality</i>	<ul style="list-style-type: none"> <li>Reduce activities that generate harmful emissions</li> <li>Adopt low and zero emission technology where possible</li> </ul>
	<i>Protect and enhance our natural environment</i>	<ul style="list-style-type: none"> <li>Introduce green infrastructure on property and make effective use of landscaping to support natural ecosystems</li> </ul>
	<i>Seek opportunities to share knowledge and inspire others</i>	<ul style="list-style-type: none"> <li>Actively participate in business community groups</li> </ul>
	<i>Create a thriving cultural scene</i>	<ul style="list-style-type: none"> <li>Contribute to the Council's culture and leisure objectives and outcomes</li> <li>Invest in council-owned sites and facilities to ensure they are safe, attractive, modern and improve residents' and visitors' perceptions of Southampton</li> <li>Invest in Southampton's cultural offering through volunteering, sponsorship and engagement</li> </ul>
	<i>Enhance volunteering and Voluntary, Community and Social Enterprise engagement</i>	<ul style="list-style-type: none"> <li>Invest in Southampton by providing volunteering, sponsorship and learning opportunities</li> <li>Commit to clear engagement plans</li> <li>Evidence of quality volunteering activity with the VCSE sector</li> <li>Invest in community activities and infrastructure</li> </ul>

**Appendix 1 – Guidance on reducing the use of single use plastic within the contract lifecycle**

**Legislation is coming into force from 1 October 2023 which bans the use of certain Single Use Plastics.**

**Guidance can be found on the link below:**

[Defra publishes single-use plastic ban guidance \(circularonline.co.uk\)](https://circularonline.co.uk)

**The legislation can be found on the link below:**

[Single-use plastics ban: plates, bowls, trays, containers, cutlery and balloon sticks - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

The Council would still encourage reduction in Single Use Plastics outside of the legislation.

1. Objective

This guidance aims to aid officers to adopt measures to reduce the procurement and use of unnecessary single-use plastic packaging and items not covered by the legislation in order to prevent the negative impacts that plastic waste poses on the environment, society and economy.

2. Scope

It applies to all departments and services of the Council.

This includes:

- a. Supplies needed for their regular operations and activities
- b. Catering and vending services provided in their facilities
- c. Meetings and public events organised by them.

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This applies to all facilities and acquisitions, managed, or conducted directly and indirectly, except where specific public health, hygiene or safety issues arise.

This guidance acknowledges that removal of single use plastic may not always be possible but provides a methodology with cost and quality considerations for officers to reduce single use plastic with the ultimate aim to remove altogether.

When considering cost officers can use and request lifecycle costs to take account of any hidden costs that may arise from product use.

The guidance is issued under the and Social Value and Green City Procurement Policy which require Southampton City Council to incorporate environmental considerations into procurement processes.

### 3. Cost vs quality

There is a balance to be made between cost and quality and the functionality of services should not be affected. Likewise, the cost is also a consideration relative to the use of single use plastics as standard.

This is a developing field with new options instead of single use plastics being developed and used by suppliers to combat this global problem so conversations with suppliers, even mid contract, are worth considering.

Plastic manufacturing and disposal have an environmental cost that is not included in prices. Initiatives such as extended producer responsibility will start to account for these costs.

### 4. Definitions

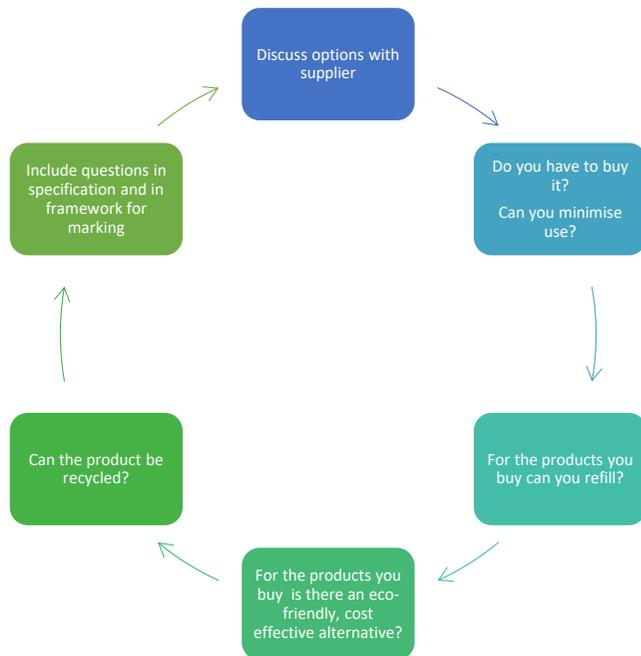
- a) "Single-use or disposable plastics": products or packaging made of plastic that are generally used only once before being disposed of.
- b) "Biodegradable plastic": biodegradable plastics can be broken down by microbes, but in sunlight will break up into micro plastic.
- c) "Bioplastic": plastic made from plants.
- d) "Compostable plastics": products or packaging made from materials capable of being biodegraded at elevated temperatures in soil under specified conditions and time scales, usually only encountered in an industrial composter.
- e) "Eco friendly plastic": a catch all term for recycled plastic, bioplastic, and compostable plastic that is disposed of in the correct way. With acknowledgement that the most eco-friendly option is to remove single use plastic use.
- f) "Oxo-biodegradable plastics": products or packaging made out of conventional plastic materials with chemical additives that break up plastic into micro plastic. The EU is currently considering a ban on this material.
- g) "Re-cycled plastic": plastic products made from at least 50% of recycled plastic.

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h) "Re-cyclable plastic": plastic that can be recycled currently.

### 5. Cycle of Considerations

Where appropriate for the procurement in question, officers should ask a sequence of questions about what is being procured.



Sample questions for specifications for tenders:

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- Please demonstrate your current reuse and recycling percentage of plastic containers and identify how these are recycled and the plans to increase this throughout the contract.
- Please describe the current % of materials used that are alternative to plastic and how you will increase levels during the contract.

### 6. Sample measures to reduce the procurement and use of single-use plastics

7. Type of intervention	Practice	Criteria	Remarks
Reduce, prevent or eliminate	Eliminate certain products or materials	Assess need and functionality. Avoid single use items.	
	Minimise packaging	Bulk purchase where appropriate Avoid oxo-plastic packaging Avoid products supplied in single units	Ask supplier to reduce packaging. Ask supplier to label packaging. Combine with other services to bulk buy (talk to procurement).
	Refill options	Buy refill from supplier instead of new products. Purchase products that can be diluted.	Consider ongoing cost of refillable products over the contract lifecycle.
Reuse	Prefer reusable options	Change single use items to reusable items. Require supplier to set minimum of 50% target for reusable packaging.	Does not affect hygiene or safety standards.

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Recycle	Require single use items to contain minimum percentage of recycled material.	Minimum of 50% recycled material. Consider if amount can be reduced.	If recycled materials aren't yet very widespread, introduce as an award criterion.
	Select bioplastic or compostable plastic products	In cases where the use of reusable items is not possible or recommended, require the use of products which are compostable.	For compostability, require materials to be in conformity with standard EN 13432 or equivalent.
Waste Management	Recycle	Ensure plastic is recycled which may need a specialised collection. Make use of deposit return schemes. Require contractors to set a minimum level of 50% and a target level for recycling packaging waste (to be achieved for instance through a system of take back, reuse and recycle of packaging). Provided with evidence material is recycled.	Discuss with supplier if they offer collection.

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	Avoid composite materials	Require packaging (especially non-reusable one) to be of a single material.	
	Request easy disassembly	If packaging cannot be of a single material, ensure that packaging can be easily separated into its different materials without the use of tools to facilitate their sorting and recycling	