


An aerial photograph of a town and its surrounding landscape. The foreground shows lush green fields with a winding road and a small pond. The middle ground is dominated by a dense residential area with many houses. In the background, there are rolling hills and a clear blue sky with some light clouds. The text is overlaid on the upper portion of the image.

Wiltshire Council's Socially Responsible Procurement Policy

Wiltshire Council

The logo for Wiltshire Council, featuring a stylized white wave or ribbon shape that curves under the text.

Contents

Foreword

Introduction

National Policy Drivers

Wiltshire Council's Policy Drivers

Wiltshire Council's Commercial Drivers

Governance and Management

Reporting and Monitoring

Priorities & Delivery

1. Wiltshire First Approach
2. Local training and employment
3. Partners in the community
4. Green Economy and Sustainable Environment
5. Ethical Procurement and Well-being focus



Foreword

Wiltshire Council strives to be the highest performing council in the country. Our Business Plan principles set out our commitment to prioritising social, economic and environmental well-being for the county of Wiltshire. The Council recognises that the way in which we manage the £450 million we spend annually with suppliers and contractors can make a significant contribution to this plan.

The Council agenda demonstrates a commitment to take responsibility for our environment and we acknowledge a climate emergency by committing to become carbon neutral organisation by 2030. We are committed to take a socially responsible approach to our procurement processes of contracts and acknowledge it is an area that can make a substantial impact on the Council's agenda.

This policy will look to set out our commitment to consider the wider social value that can be delivered by drawing together a number of different legislative requirements, policy initiatives and aspirations into a single coherent framework underpinned by **five key priority themes**:



Introduction

Wiltshire Council spends over £450m annually on goods, works, services and projects, accounting for over half its running costs. The Council delivers its services directly through its own workforce and through private and third sector organisations.

The Council has a responsibility to manage public money with probity, to ensure that value for money is achieved and to manage it in such a way that wider Council objectives can be supported. The Council's Business Plan principles 2022 – 2032 set an increased focus on the delivery of social, economic, environmental and cultural well-being, including through the way in which it manages its procurement activity.

This policy places a particular focus on the three key National Procurement drivers:

- **Creating new business, new jobs and new skills** – drives the creation of employment and training opportunities including apprenticeships, support for small and medium sized enterprises and delivery of community and educational initiatives
- **Tackling climate change and reducing waste** – outlines the importance of climate emergency, by focusing on protecting the environment, minimising waste, reducing energy consumption, achieving Zero and using alternative resources effectively
- **Improving supplier diversity, innovation and resilience** – seeks to create a fair and open environment in which we can all do business together and address issues of particular concern to SMEs

Wiltshire Council's vision is to create strong communities. Social Value is how we, the council, in collaboration with our supply chain partners, can actively add benefits to our community and measure the positive impacts on the well-being of our economic, social and environmental activities, in order for the county of Wiltshire to thrive and prosper.

This Policy will ensure that Wiltshire Council maximises the social, economic, environmental and cultural well-being that it delivers through its procurement activity.



National Policy Drivers

National Procurement Policy Statement June 2021

Creating new business, new jobs and new skills

What can Wiltshire Council do to endorse this?

- Find opportunities for people with learning difficulties to participate in the community
- Support local business and increase the proportion of Wiltshire's wealth that is spent in the local economy
- Implement new strategies for regeneration, the visitor economy and cultural offers
- Provide effective and flexible support to young people as they enter adulthood

Tackling climate change and reducing waste

What can Wiltshire Council do to endorse this?

- Find and promote new opportunities for people and businesses to reuse and recycle
- Reduce the amount of waste going to landfill, increase recycling and keep Wiltshire looking beautiful
- Become a Carbon neutral organisation by 2030
- Encourage and, where necessary, enforce businesses to play their part
- Implement Carbon monitoring in new contracts the council enters into

Improving supplier diversity, innovation and resilience

What can Wiltshire Council do to endorse this?

- Implement an updated Local Plan as an effective policy framework for the sustainable growth of Wiltshire that addresses the strategic needs of the county
- Link communities to services provided by the council through volunteering
- Develop the care market in a way that promotes choice and diversity of supply, develops new care models and ensures best value for money and a fair cost for providers
- Strengthen Wiltshire's economy

Wiltshire Council's Policy Drivers



The Council's commitment to social, economic, environmental and cultural well-being is reflected in the Wiltshire policy drivers, which align with and support Wiltshire Council's Business Plan principles and the National Procurement Policy Statement. Wiltshire Council intends to go above and beyond the minimum obligations of the Social Value Act 2012 and the National Procurement Policy Statement by delivering this **Socially Responsible Procurement Policy**.

Business Plan Principles 2022 to 2032

The Business Plan 2022 to 2032 is the Council's ten year plan for the county, which outlines its vision for Wiltshire Council's drive to be the highest performing council in the country. To achieve this we will continue to operate as an efficient organisation and work ambitiously with our partners, have strong checks and balances in place and a workforce that thrives on its opportunities to innovate and conduct critical analyses.

The plan focuses on four guiding missions to achieve the Council's vision:

Thriving Economy

- ▶ Having the right skills to prosper
- ▶ Having vibrant, well-connected communities

Resilient Society

- ▶ Living well together
- ▶ Ensuring decisions are evidence based
- ▶ Having the right housing

Sustainable Environment

- ▶ Taking responsibility for the environment
- ▶ Being on the path to Carbon Neutral

Empowered People

- ▶ Getting the best start in life
- ▶ Staying active
- ▶ Being safe



Wiltshire Council's Commercial Drivers

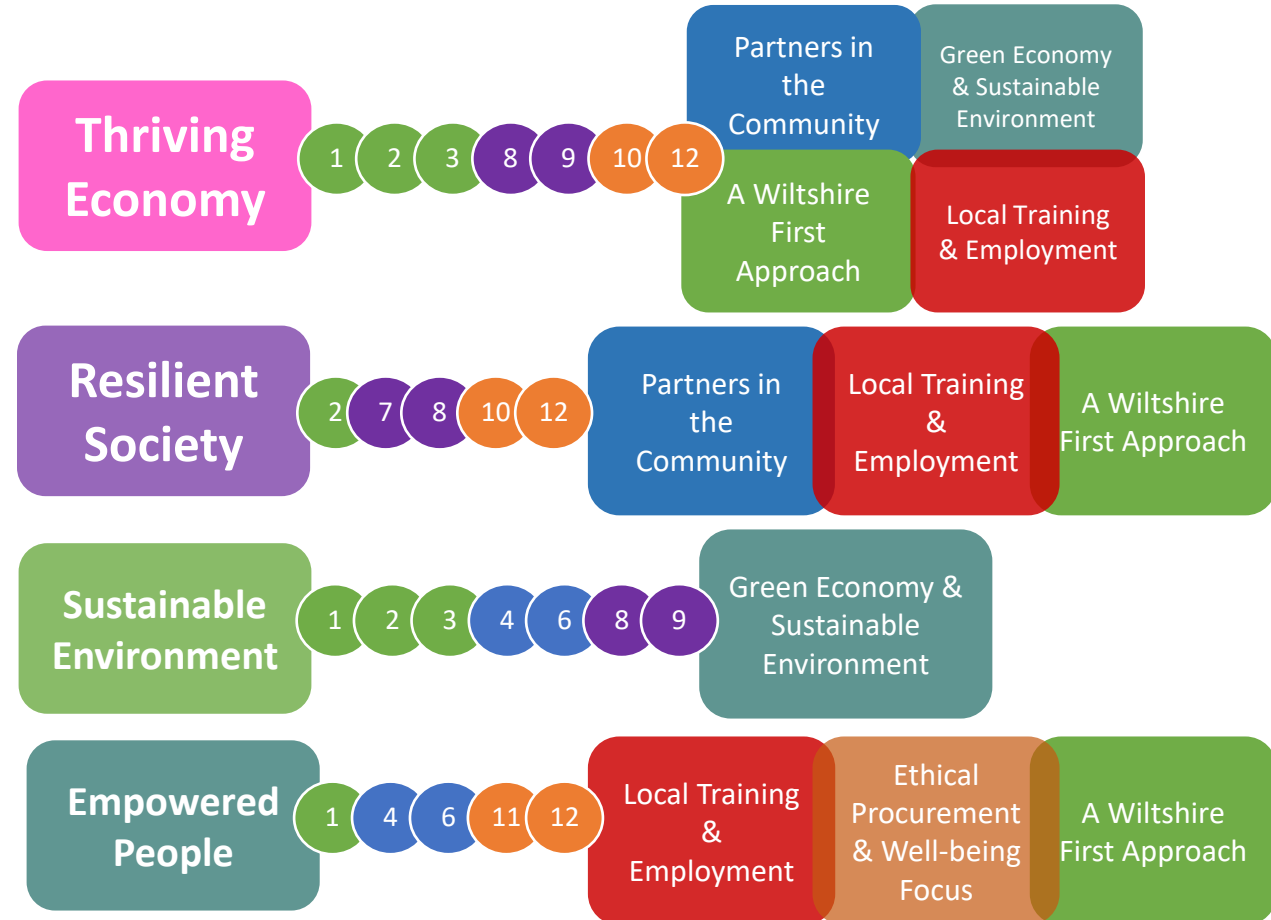
The 12 commercial drivers are what the Commercial & Procurement Strategy has set out to deliver.

Each driver has been broken down into four sub categories which stipulate their relevance to delivering the Council's ambitions:



The five key priorities of the Socially Responsible Procurement Policy are driven by the four guiding missions set out in Wiltshire Council's Business Plan 2022-2032.

By linking the most relevant commercial goals to the missions, we can clearly visualise the impact the five key priorities will have on achieving our procurement obligations, and more importantly, the Council's vision:



Priorities & Delivery

This policy aims to provide an overarching framework to ensure a joined up consistent approach to the delivery of 'Socially Responsible Procurement' that encapsulates national and Wiltshire policy drivers. To aid this the Council has identified the following five priorities that represent its values and beliefs. This policy sets out the Council's ambition and commitment in respect of these key priorities and to support its delivery the Council will:

- Oversee implementation of the policy through the Commercial Board.
- Develop and maintain a Social Responsibility Toolkit to support both suppliers and buyers to maximise the delivery of social value.
- Publicise and raise awareness of the Council's social responsibility objectives to ensure that suppliers and contractors are clear about what we want them to deliver.
- Develop and implement a Socially Responsible Procurement Delivery Plan for inclusion in tender documents so that suppliers, providers and contractors can set out how they will support implementation of the policy.



Governance & Management

The Commercial Board will oversee the delivery of the Socially Responsible Procurement Policy. The Cabinet Member who acts as the Council's Social Value Champion will be representative of Social Value within the Commercial Board. This includes senior managers from across the council, with other key stakeholders invited to attend as required. This Board meets monthly.

Reporting & Monitoring

Successful contractors and suppliers will be required to provide regular monitoring information outlining Social Value delivery progress. The Contract Manager will be responsible for ensuring the supplier/contractor is meeting their Social Value obligations and providing information to the Procurement & Commissioning teams on a quarterly basis. The Procurement & Commissioning teams will be responsible for reviewing the Social Value information and submitting regular reports to Commercial Board.

The Commercial Board will review the Social Value register on a regular basis, providing challenge, scrutinising contractors' performance where necessary and make recommendations to the Chief Executive and Corporate Directors and/or Cabinet as required. The Board will also oversee the development of an annual Social Value Report so that progress is widely reported.

Priorities & Delivery

A Wiltshire First Approach

We want:

To take account of the social and economic impacts of buying locally when commissioning and contracting, and want our suppliers and contractors to do the same

We will:

- Work with enterprises and organisations such as the Federation of Small Businesses to build trust, provide transparency and visibility with local suppliers
- Work with partners and local SMEs to offer training to improve skills to access public sector business opportunities.
- Reserve specialism areas up to a certain value for local suppliers to have first opportunity to bid for
- Consider the use of lotting strategies and acceptance of consortia bids to improve access to higher value contracts.
- Encourage our suppliers and partners to buy locally and where appropriate make it a requirement for key contractors to advertise supply chain opportunities
- Continue to standardise and simplify our procedures and processes in line with national policy guidance

Local Training & Employment

We want:

To create inclusive employment and training opportunities for local people in order to reduce unemployment and raise the skills level of our local workforce, especially in target groups such as long term unemployed and care leavers

We will:

- Encourage our contractors to create more opportunities for apprenticeships, work placements and jobs
- Work in partnership with employers, training providers and employment services to promote and co-ordinate access to local employment and training opportunities
- Seek opportunities to work with primary and secondary schools to equip young people of Wiltshire with the right skills to match the requirements of the labour market
- Maximise benefits from major development opportunities to create employment and training, especially for vulnerable people and care leavers
- Encourage suppliers and contractors to work with schools and colleges, offering work experience and business awareness to students and care leavers, especially those from disadvantaged areas or communities

Partners in the Community

We want:

To play an active role in the local community and community support organisations, especially in those areas and communities with the greatest need

We will:

- Help to support the health and well-being of communities in which the business operates by, for example, linking with local schools and colleges, other local businesses and residents' groups to help run or sponsor activities / events, which will directly benefit those living there
- Encourage our suppliers to make a local impact by supporting initiatives to improve local facilities and by encouraging them to operate paid staff volunteering schemes to support local community groups and initiatives
- Make opportunities (both directly from the Council and through our contractors) accessible to a diverse supply base including the third sector, social enterprises and local suppliers. Also provide mentoring and support to assist these organisations to tender for and deliver these supply opportunities where necessary
- Promote diversity, inclusion, equality and fair targeting effort towards those in greatest disadvantage and tackle deprivation across the County (and that the diversity is representative of our community)

Priorities & Delivery

Green Economy & Sustainable Environment

We want:

To protect the natural environment, minimise waste, reduce energy consumption and use other resources efficiently. Address our impact on the Climate emergency by seeking to reduce our value chain emissions

We will:

- Ensure that we follow sustainable procurement policies and processes which will exploit the opportunity to reduce emissions in line with national proprieties in order to reduce our carbon footprint, minimise energy consumption, waste, pollution, production of greenhouse gas emissions and detrimental natural environmental impacts while encouraging others to do likewise
- Seek, in partnership with suppliers and contractors, to minimise any negative natural environmental impacts of goods, services and works purchased across their life cycle from raw material extraction to end of life
- Eliminate unnecessary waste by adopting the “reduce, reuse, recycle” philosophy and supporting circular economy and sharing economy through ‘Think before you purchase – do you really need it, could something else be used, or could we hire or borrow it?’
- Introduce an informed assessment tools into our procurement decision making process to increase the Council’s delivery of social and natural environmental value by demonstrating achievable co-benefits from the goods and services which we procure

Ethical Procurement and Well-being Focus

We want:

Together with the support of entire community including local businesses, to safeguard and promote the rights of children, young people and vulnerable adults and to practice ethical procurement

We will:

- Undertake initiatives to tackle modern slavery, human rights abuses, block listing, false self-employment, unfair use of umbrella schemes and zero hours contracts
- Encourage contractors to promote and sponsor opportunities for vulnerable children, care leavers and adults who are in need of care and support
- Support the provision of safeguarding advice and guidance and take preventative measures/early intervention into consideration for the vulnerable
- Ensure contractors are able to identify abuse or exploitation and take responsibility for reporting concerns in an appropriate and timely way
- Ensure that all suppliers that the Council purchases for its service users must have the necessary safeguarding policies, procedures and training in place and where required be registered with the appropriate registration body



Please contact us if you have any questions about this Policy



Email

procurementunit@wiltshire.gov.uk



Phone

0300 456 0100



Write to:

Commercial & Procurement Team, Wiltshire Council,
County Hall, Bythesea Rd, Trowbridge BA14 8JN



Website:

www.wiltshire.gov.uk/corporate-procurement