

# Social Value Charter

## Committed to Crawley



**Crawley is a thriving and progressive town set within the surroundings of beautiful Sussex countryside, just 30 minutes from the centre of London. It has a strong retail centre, a great offer for leisure and culture and a vibrant and active business community.**

Crawley is widely recognised as one of the main economic drivers of the region. London Gatwick Airport is in the town and is situated just two miles from the major 240 hectare business district, Manor Royal. With access to major road and transport networks, Crawley is ranked highly by independent research as a fantastic location for business.

Crawley has an ambitious programme of regeneration, focused on the town centre, which is building on the strengths of the town's economy to help develop retail, employment, business and residential opportunities.

The Social Value Charter has been developed to ensure that when working with other organisations, whether it be through a procurement process or a partnership arrangement, there is a commitment to support economic, environmental and social improvements in Crawley.

The charter has four key principles, which set out a number of commitments that demonstrate a commitment to support social improvements for Crawley. We encourage our contractors to show a commitment to the charter by signing up voluntarily or on a mandatory basis through our procurement processes.

The charter supports our Corporate Priorities 2018-2022, which include reducing homelessness, improving job opportunities and developing the local economy, creating stronger.

## Crawley's Social Value Charter principles

1

Raise community aspirations and contribute positively to the wider community

2

Be a responsible employer

3

Support local community organisations and businesses; support economic growth

4

Apply environmentally-friendly and sustainable business practices

# Social Value Charter principles

Crawley’s Social Value Charter has four principles. Each principle has several commitments we want suppliers to work to achieve. Further details of each commitment and when it applies at the end of this document in Table 1.

Charter principles	Charter commitments – as an organisation we will:
<p style="text-align: center;"><b>1</b></p> <p style="text-align: center;">Raise community aspirations and contribute positively to the wider community</p>	<ul style="list-style-type: none"> <li>A. Create employment opportunities in Crawley and recruit local labour, in particular for those unemployed and disadvantaged or those that are neither in employment, education or training (NEET)</li> <li>B. Promote higher career aspirations in the local area and help ensure young people are equipped with the right skills to match the labour market</li> <li>C. Employ apprentices and provide work experience opportunities (or equivalent)</li> <li>D. Contribute to the broader community by applying corporate social responsibility policies and practices within Crawley.</li> </ul>
<p style="text-align: center;"><b>2</b></p> <p style="text-align: center;">Be a responsible employer</p>	<ul style="list-style-type: none"> <li>A. Ensure a positive commitment to the health and wellbeing of employees, including the provision of a sick pay policy</li> <li>B. Promote high health and safety standards in the workplace and provide quality, fit-for-purpose welfare facilities. Work with trade unions to implement reasonable initiatives<sup>1</sup></li> <li>C. Implement fair and transparent recruitment processes that safeguard vulnerable users and retain documented evidence of workers’ competence<sup>2</sup></li> <li>D. Provide fair employment contracts and wages and help foster a loyal and motivated workforce by adhering to the council’s Living Wage Policy<sup>3</sup>. Minimise the use of zero-hours contracts and work towards abolishment.</li> </ul>
<p style="text-align: center;"><b>3</b></p> <p style="text-align: center;">Support local community organisations and businesses; support economic growth</p>	<ul style="list-style-type: none"> <li>A. Make all sub-contracting opportunities accessible to a diverse supply chain including local suppliers, SMEs and third sector organisations</li> <li>B. Provide prompt payment throughout the supply chain within 30 days</li> <li>C. Make a local impact by improving facilities or areas through volunteering schemes and support community organisations with resources or expertise in areas of greatest need</li> <li>D. Promote the charter and encourage the uptake of these commitments within your supply chain.</li> </ul>
<p style="text-align: center;"><b>4</b></p> <p style="text-align: center;">Apply environmentally-friendly and sustainable business practices</p>	<ul style="list-style-type: none"> <li>A. Adhere to ethical and responsible sourcing practices<sup>4</sup></li> <li>B. Minimise your organisation’s energy consumption and transport emissions to work towards becoming carbon neutral</li> <li>C. Avoid the creation of waste (especially single-use plastics) and promote reusing and recycling<sup>5</sup></li> <li>D. Apply effective water management practices to reduce water consumption and minimise pollution</li> <li>E. Support the conservation of local biodiversity and green/public spaces.</li> </ul>

# Implementing the charter through our procurement processes

The council regularly undertakes procurement processes for the supply of goods, works and services. Details of the council’s procurement processes and forthcoming tender opportunities can be found [here](#).

The council is keen to ensure that through its procurement processes it delivers compliant value for money contracts along with wider benefits for the community, which endeavour to boost the local economy, help support those facing greater social or economic barriers and protect the environment.

Under the Social Value Act 2012 the council has a duty to consider social value in all relevant procurements that are subject to the Public Contracts Regulations 2015. The charter is a tool to ensure that the council is meeting these requirements and therefore requires all its contractors to adopt the charter either voluntarily, in a best endeavours approach, or through full mandatory compliance.

	Type of approach to the charter in the procurement process		
	Tier 1	Tier 2	Tier 3
<b>Type and value of the contract</b>	All goods and services contracts below £50,000 and all works contracts below £100,000	Contracts for services and goods between £50,000 and the EU threshold*  Contracts for works between £100,000 and £2,000,000	Contracts for services and goods above the EU threshold*  Contracts for works above £2,000,000
<b>When does the charter apply?</b>  See full commitments at the end of the document in Table 1	Charter is not mandatory, suppliers may sign up voluntarily	Charter is mostly applicable in a “best endeavours” approach, however some requirements are mandatory	Charter is applicable mostly on a mandatory basis
<b>How is social value assessed?</b>	N/A	The use of specific questions related to social value may be used as part of the quality assessment if relevant and proportionate	Relevant and proportionate questions as part of the quality assessment are used to test commitment to social value with a weighting of no less than five per cent
<b>Monitoring arrangements</b>	N/A, unless it is a voluntary signatory, in which case annual update will be required through your contract management mechanisms	Monitoring arrangements to be agreed by contract manager to ensure commitments are delivered. Contractors are required to provide an annual report capturing achievements made where appropriate	An action plan is drawn up by the contractor during the contract implementation phase. Contractors are required to report and monitor progress and outcomes through the life of the contract and at least annually

\*EU thresholds can be found through the following [link](#).

The procurement team and the council's contract managers will consider how to best apply the charter on a case-by-case basis regardless of the tiers above by identifying the relevance and proportionality of social value commitments to each individual contract.

Suppliers are encouraged to consider how they might go about achieving social value outcomes for Crawley.

Some of the practical initiatives your organisation may consider are:

- Recruit locally – set targets to source jobs from the local community
- Create apprenticeship and traineeship opportunities as part of your work in Crawley or through the supply chain. Be clear on how many placements you support
- Consider providing work-based learning such as work shadowing, work experience placements/ summer internships and interactive work 'taster' events
- Create volunteering opportunities for your organisation's employees to help within the community – how many hours will you provide?
- Consider working with schools and colleges to promote working in your sector
- Identify opportunities to do business with the local supply chain and commit to setting a target for sourcing a percentage of work from the local community
- Host and/or participate in supplier workshops or seminars to engage with local businesses, such as the "Meet the Buyers" event in the local area
- Minimise impact on air quality by implementing sustainable travel to work policies – develop a business travel plan, efficient route plans and change fuel type or engines
- Reduce the use of single-use plastics across your organisation.

## How is progress against the charter monitored?

It's important that organisations who have committed to deliver against the charter are active in ensuring they deliver against the commitments.

Organisations who have committed to deliver against the charter through a successful procurement process should report progress at least annually through contract management reporting. This will help the council to understand what has been achieved and also what is planned for the future.

The council will report progress against all its contracts in an annual report and share examples of what has been achieved through its website and other media.

## How can I find more information?

As part of a relevant procurement process suppliers will be asked about their commitments to the Social Value Charter.

Each procurement process will be different. However, the expectation is that the supplier will be expected to confirm their commitments (tier 2 and 3) as part of the self-declaration in the tender documents. Suppliers may also be asked as part of the quality evaluation to set out what their organisation can commit to deliver through the life of the contract; this will be evaluated as part of the tender process. If you have any queries about the charter, please email the Procurement Team at [procurement@crawley.gov.uk](mailto:procurement@crawley.gov.uk) or visit or visit the **procurement section** of the council's website.

# Table 1 – Social Value Charter – Charter commitments

Key: N/A – non-applicable B – “best endeavours” ✓ – mandatory

Social value charter tier		1st tier	2nd tier			3rd tier			
Type and value of contract		All goods and services contracts below £50,000 and all works contracts below £100,000	Services	Goods	Works	Services	Goods	Works	
			Between £50,000 and the EU threshold (£189,330)	Between £50,000 and the EU threshold (£189,330)	Between £100,000 and £2,000,000	Above the EU threshold (£189,330)	Above the EU threshold (£189,330)	Over £2,000,000	
Principle	Charter commitments – as an organisation we will:								
1 Raise community aspirations and contribute positively to the wider community	1A	Create employment opportunities in Crawley and recruit local labour, in particular for those unemployed and disadvantaged or those that are neither in employment, education or training (NEET).	N/A	B	N/A	B	✓	N/A	✓
	1B	Promote higher career aspirations in the local area and help ensure young people are equipped with the right skills to match the labour market.	N/A	B	N/A	B	✓	N/A	✓
	1C	Employ apprentices and provide work experience opportunities (or equivalent).	N/A	B	B	B	✓	✓	✓
	1D	Contribute to the broader community by applying corporate social responsibility policies and practices within Crawley.	N/A	B	B	B	✓	✓	✓

Social value charter tier			1st tier	2nd tier			3rd tier		
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				Between £50,000 and the EU threshold (£189,330)	Between £50,000 and the EU threshold (£189,330)	Between £100,000 and £2,000,000	Above the EU threshold (£189,330)	Above the EU threshold (£189,330)	Over £2,000,000
2 Be a responsible employer	2A	Ensure a positive commitment to the health and wellbeing of employees, including the provision of a sick pay policy.	N/A	✓	✓	✓	✓	✓	✓
	2B	Promote high health and safety standards in the workplace and provide quality, fit-for-purpose welfare facilities. Work with trade unions to implement reasonable initiatives.  <b>Note 1:</b> This is applicable in works contracts. Full compliance with all appropriate national agreements applicable to the construction industry is expected as well as granting appropriate time and facilities for trade union accredited representatives to carry out their responsibilities.	N/A	N/A	N/A	B	N/A	N/A	✓
	2C	Implement fair and transparent recruitment processes that safeguard vulnerable users and retain documented evidence of workers' competence <sup>2</sup> .  <b>Note 2:</b> Ensure that your recruitment process does not tolerate use or reference to any form of blacklisting. The council or its nominee will be allowed to audit documentation that determines an employee's competence (acceptable evidence in work contracts would be JIB or CSCS).	N/A	B	B	B	✓	✓	✓

Social value charter tier			1st tier	2nd tier			3rd tier		
Type and value of contract			All goods and services contracts below £50,000 and all works contracts below £100,000	Services	Goods	Works	Services	Goods	Works
				Between £50,000 and the EU threshold (£189,330)	Between £50,000 and the EU threshold (£189,330)	Between £100,000 and £2,000,000	Above the EU threshold (£189,330)	Above the EU threshold (£189,330)	Over £2,000,000
3 Support local community organisations, businesses and the economy	2D	Provide fair employment contracts and wages and help foster a loyal and motivated workforce by adhering to the council's Living Wage Policy. Minimise the use of zero-hours contracts and work towards abolishment.  <b>Note 3:</b> The council is accredited by the Living Wage Foundation. Where applicable suppliers are expected to pay the Living Wage (not to be confused with the National Living Wage) as a minimum for contracted and sub-contracted staff that work for two or more hours per week for eight consecutive weeks per year. The use of an intermediary payroll company is prohibited on all contracts.	N/A	✓	B	✓	✓	B	✓
	3A	Make all sub-contracting opportunities accessible to a diverse supply chain including local suppliers, SMEs and third sector organisations.	N/A	B	B	B	✓	✓	✓
	3B	Provide prompt payment throughout the supply chain within 30 days.	N/A	✓	✓	✓	✓	✓	✓
	3C	Make a local impact by improving facilities or areas through volunteering schemes and support community organisations with resources or expertise in areas of greatest need.	N/A	B	B	B	✓	✓	✓
	3D	Promote the charter and encourage the uptake of these commitments within your supply chain.	N/A	B	B	B	B	B	B

Social value charter tier			1st tier	2nd tier			3rd tier		
Type and value of contract			All goods and services contracts below £50,000 and all works contracts below £100,000	Services	Goods	Works	Services	Goods	Works
				Between £50,000 and the EU threshold (£189,330)	Between £50,000 and the EU threshold (£189,330)	Between £100,000 and £2,000,000	Above the EU threshold (£189,330)	Above the EU threshold (£189,330)	Over £2,000,000
<p style="text-align: center;"><b>4</b> Apply environmentally-friendly and sustainable business practices</p>	4A	<p>Adhere to ethical and responsible sourcing practices.</p> <p><b>Note 4:</b> All paper or timber products purchased are required to be recycled or sourced from sustainable forests, with a clear chain of custody. Fairly traded alternatives (e.g. those carrying Fairtrade mark) should be considered. All relevant construction contracts comply with the BES 6001 Responsible Sourcing of Construction Product certification, or equivalent for structural steel and other relevant materials.</p>	N/A	✓	✓	✓	✓	✓	✓
	4B	<p>Minimise your organisation’s energy consumption and transport emissions to work towards becoming carbon neutral.</p>	N/A	✓	✓	✓	✓	✓	✓
	4C	<p>Avoid the creation of waste (especially single-use plastics) and promote reuse and recycling.</p> <p><b>Note 5:</b> Minimise waste including packaging waste, construction waste, the disposal of any consumables and the disposal of assets at end of their life. Re-use or recycling initiatives should be promoted in contracts. When we refer to “single-use plastics” we mean lightweight plastic bags, disposable utensils, stirrers, beverage containers, coffee capsules, wet wipes, etc.</p>	N/A	✓	✓	✓	✓	✓	✓

Social value charter tier			1st tier	2nd tier			3rd tier		
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	4D	Apply effective water management practices to reduce water consumption and minimise pollution.	N/A	B	B	B	✓	✓	✓
	4E	Support the conservation of local biodiversity and green/public spaces.	N/A	N/A	N/A	✓	✓	N/A	✓

## Notes

This charter is not intended to be onerous or force partners to adhere to unrealistic expectations and targets. Organisations are requested to use all reasonable endeavours to comply with these principles, which means doing what is reasonable to increase the likelihood that local benefits will be realised.

Signing up does not override the requirements to adhere to rules governing procurement, employment, fairness, competition, etc.

Definition of 'local' in priority order. Local is described as people and companies located in the:

1. Crawley postcode area (RH10, RH11)
2. Gatwick Diamond postcode areas (Horsham District, Mid Sussex District, Epsom and Ewell Borough, Mole Valley District, and Reigate and Banstead Borough councils)
3. Wider West Sussex and Surrey postcode area.

