

## Appendix A

# Social Value Charter

- Committed to Crawley -



## Why have a Charter and who should sign up?

Crawley is a thriving and progressive town set within the surroundings of a beautiful Sussex countryside, just 30 min 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 situated just 2 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 Council has developed a Social Value Charter aimed at businesses working in Crawley and its surrounding area.

The Charter has been developed to ensure that when working with other organisations whether it be through a procurement process or partnership arrangement continues to support economic, environmental and social improvements in the community of Crawley. The charter has four Commitment Areas supported by is a set of principles that demonstrate a commitment to the betterment of local people, companies, communities and neighbourhoods in Crawley\*.

We encourage our contractors, partner organisations, local businesses and developers, 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 communities, supporting health and wellbeing services and protecting the environment. It also supports the Crawley's Employment and Skills Plan and the Council's Carbon and Waste Reduction Strategy 2012 – 2050.

## Crawley's Social Value Charter Commitments

- 1. Raise community aspirations and contribute positively to the wider community**
- 2. Be a responsible employer**
- 3. Support local community organisations, businesses and support economic growth**
- 4. Apply environmentally friendly and sustainable business practices**

**Crawley** A PLACE TO INVEST

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# Social Value Charter Principles

Crawley's Social Value Charter has four principles, each principle has several commitments we want organisations to work to achieve.

Charter Principles	Charter Commitments - As an organisation we will:
<p><b>1. Raise community aspirations and contribute positively to the wider community</b></p>	<ul style="list-style-type: none"> <li><b>A.</b> Create employment opportunities in Crawley and recruit local labour, for those unemployed and disadvantaged or those that are neither in employment education or training (NEET)</li> <li><b>B.</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><b>C.</b> Employ apprentices and provide work experience opportunities (or equivalent)</li> <li><b>D.</b> Contribute to the broader community by applying your corporate social responsibility policies and practices within Crawley</li> </ul>
<p><b>2. Be a responsible employer</b></p>	<ul style="list-style-type: none"> <li><b>A.</b> Ensure a positive commitment to the health and wellbeing of employees, including the provision of a sick pay policy.</li> <li><b>B.</b> Promote high health and safety standards in the work place and provide quality fit for purpose welfare facilities. Work with trade unions to implement reasonable initiatives<sup>1</sup></li> <li><b>C.</b> Implement fair and transparent recruitment process that safeguards vulnerable users and retains documented evidence of workers' competence<sup>2</sup></li> <li><b>D.</b> 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><b>3. Support local community organisations, businesses and support economic growth</b></p>	<ul style="list-style-type: none"> <li><b>A.</b> Make accessible all sub-contracting opportunities to a diverse supply chain including local suppliers, SMEs and third sector organisations.</li> <li><b>B.</b> Provide prompt payment throughout the supply chain within 30 days</li> <li><b>C.</b> 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><b>D.</b> Promote the Charter and encourage the uptake of these commitments within your supply chain</li> </ul>
<p><b>4. Apply environmentally friendly and sustainable business practices</b></p>	<ul style="list-style-type: none"> <li><b>A.</b> Adhere to ethical and responsible sourcing practices</li> <li><b>B.</b> Minimise your organisation's energy consumption and transport emissions in order to work towards becoming carbon neutral.</li> <li><b>C.</b> Avoid the creation of waste (especially single use plastics) and promote reusing and recycling<sup>5</sup></li> <li><b>D.</b> Apply effective water management practices to reduce water consumption and minimise pollution</li> <li><b>E.</b> Support the conservation of the local biodiversity and green/ public spaces</li> </ul>

## How we will use the Charter in our procurement processes

The Council regularly undertakes procurement processes for the supply of goods, works and services. Details of the Councils procurement processes and forthcoming tender opportunities can be found on the Councils webpages through the following [link](#).

The Council is keen to ensure that through its procurement processes we achieve 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 our 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
Type and value of the contract	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
When does the Charter apply? See Appendix 1 for full details	Charter is not applicable, but organisations 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.
How Social Value will be assessed	N/A.	The use of questions as part of the quality assessment may be used if relevant and proportionate.	Relevant and proportionate questions as part of the quality assessment to test commitment to social value with a weighting of no less than 5% as part of the quality evaluation criteria.
Monitoring Arrangements	N/A, unless it is a voluntary signatory, in which case an annual update will be required.	Monitoring arrangements to be agreed by Contract Manager to ensure commitments made by contractors are delivered. Contractors to provide an annual report capturing achievements made where appropriate.	An action plan is drawn up by the contractor during 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 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. Crawley is particularly interested in delivering results in the following priority areas:

- *Promoting opportunities to Crawley's more deprived neighbourhoods and communities*
- *Encouraging inclusivity*
- *Applying innovative ways of tackling social needs*

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 workplace site visits, work shadowing, work experience placements / summer internships and interactive work 'taster' events.
- Create volunteering opportunities for your organisation employees to help within the community – how many hours will you will you provide?
- Considering 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 (this could be measured by the value of the contract or total spend on supplies, goods or services).
- 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 and develop a business travel plan, efficient route plans and change fuel type or engines.
- Reduce the use of single use plastics across your organisation.

## Signing up is another reason for your organisation to be proud!

If your organisation is interested in signing up voluntarily to the Charter, please email the completed sign-up form available via the following link to the Economic Development and Regeneration Team at [economic.development@ Crawley.gov.uk](mailto:economic.development@ Crawley.gov.uk).

When signing up to the Charter either voluntarily or via a procurement process you will be added to our Charter Commitment Register which will be promoted on our website.

Once signed up we are keen that you illustrate your commitment to the Charter's principles and publicise progress against it through:

- Publicity on your website and social media
- Providing bulletins and details of progress achieved
- Providing references, testimonials, material, information or links for use by the Council to promote development and investment in the town through the Council's communication channels.

## How is progress against the Charter principles evaluated?

It's important that organisations who sign up to the Charter are active in ensuring they deliver against the commitments. In signing up to the Charter the Councils requires, as part of an annual validation of achievements, the completion of a simple pro-forma template so that tier 1 organisations can update on their achievements.

Organisations who have signed up to the Charter as a best endeavours or mandatory requirement as part of a procurement process (tier 2 and 3) should report progress at least annually through your contract management reporting.

Following annual reporting of your achievements your organisation will be presented with a certificate to mark your achievements.

## How can I find more information?

More information including the template forms is available via the following link. If you have any queries about how the Charter is applicable in the procurement process, please contact the Procurement team at [procurement@ Crawley.gov.uk](mailto:procurement@ Crawley.gov.uk). For all other queries you can contact Economic Development and Regeneration Team at [economic.development@ Crawley.gov.uk](mailto:economic.development@ Crawley.gov.uk).

## Notes:

The 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 over-ride the requirements to adhere to rules governing procurement, employment, fairness, competition, etc.

Notes of the Charter Commitments:

- <sup>1</sup> 2B: *This is applicable in work 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.*
- <sup>2</sup> 2C: *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 employee's competence (acceptable evidence in work contracts would be JIB or CSCS).*
- <sup>3</sup> 2D: *Crawley Borough Council has a Living Wage Policy and is accredited by the Living Wage Foundation. It is expected that our contractor delivering services on our behalf 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 2 or more hours per week, for 8 consecutive weeks per year. The use of an intermediary pay roll company is prohibited on all contracts.*
- <sup>4</sup> 4A: *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) are sourced as part of Council purchases. All relevant construction contracts comply with the BES 6001 Responsible Sourcing of Construction Product certification, or equivalent for structural steel and other relevant materials.*
- <sup>5</sup> 4D: *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.*

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 Council, Mid Sussex District Council, Epsom & Ewell Borough Council, Mole Valley District Council, and Reigate & Banstead Borough Council)
3. Wider West Sussex & Surrey postcode area

## Social Value Charter – When are the Commitments Applicable?

**Key:**

N/A – non-applicable

B – “best endeavours”

✓ – mandatory

Social value charter tier		1 <sup>st</sup> tier (N/A)	2 <sup>nd</sup> tier			3 <sup>rd</sup> Tier			
Type of contract 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 commitment – As an organisation we will:								
<b>1. Raise community Aspirations and contribute positively to the wider community</b>	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 your corporate social responsibility policies and practices within Crawley	N/A	B	B	B	✓	✓	✓
<b>2. Be a responsible employer</b>	2A	Ensure a positive commitment to the health and wellbeing of employees, including the provision of a sick pay policy	N/A	✓	✓	✓	✓	✓	✓

Social value charter tier		1 <sup>st</sup> tier (N/A)	2 <sup>nd</sup> tier			3 <sup>rd</sup> Tier			
Type of contract 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	
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	2B	Promote high health and safety standards in the work place and provide quality fit for purpose welfare facilities. Work with trade unions to implement reasonable initiatives <i>Note: 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.</i>	N/A	N/A	N/A	B	N/A	N/A	✓
	2C	Implement a fair and transparent recruitment processes that safeguards vulnerable users and retains documented evidence of workers' competence <sup>2</sup> <i>Note: Ensure recruitment processes do not tolerate use or reference to any form of blacklisting. The council or its nominee will be allowed to audit documentation that determines employee's competence (acceptable evidence in work contracts would be JIB or CSCS).</i>	N/A	B	B	B	✓	✓	✓
	2D	Provide fair employment contracts and wages and help foster a loyal and motivated workforce by adhering to the Council's Living Wage Policy <sup>2d a</sup> . Minimise the use of zero-hours contracts and work towards abolishment <b>2D A)</b> <i>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 2 or more hours per week, for 8 consecutive weeks per year.</i>	N/A	✓	B	✓	✓	B	✓



Social value charter tier		1 <sup>st</sup> tier (N/A)	2 <sup>nd</sup> tier			3 <sup>rd</sup> Tier			
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<b>3. Support local community organisations, businesses and the economy</b>	3A	Introduce into your supply chain a diverse range of 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 with the 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
<b>4. Apply environmentally friendly and sustainable business practices</b>	4A	Adhere to ethical and responsible sourcing practices <i>Note: 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.</i>	N/A	✓	✓	✓	✓	✓	✓
	4B	Minimise your organisation's energy consumption and transport emissions in order to work towards becoming carbon neutral.	N/A	✓	✓	✓	✓	✓	✓
	4C	Avoid the creation of waste (especially single use plastics) and promote reuse and recycling <i>Note: Minimise waste including packaging waste, construction waste, the disposal of any consumables and the disposal of assets at end of their life.</i>	N/A	✓	✓	✓	✓	✓	✓

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Type of contract 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
	4D	Apply effective water management practices to reduce water consumption and minimise pollution	N/A	B	B	B	✓	✓	✓
	4E	Support the conservation of the local biodiversity and green/ public spaces	N/A	N/A	N/A	✓	✓	N/A	✓