

Social Value Policy

Policy / Document Purpose Statement

This document forms a basis for the Colleges Responsible Procurement requirements.

Application

The objective of this document is to align, monitor, evaluate and improve the procurement practices of the College.

Interpretation

Further guidance on the use or interpretation of this policy may be obtained from the responsible post holder.

Legislator / Regulatory Compliance

Compliance with relevant current Health and Safety legislation, General Data Protection Regulations and other legislation / regulations named within the body of the document.

Publication Restrictions

This document is for internal use but can be shared with external bodies if requested.

Name of document:	Social Value Policy	
Author (Post title):	Procurement Manager	
Post Title responsible for review:	Procurement Manager	
Version Number:	2	
Approved by:	<i>Executive Leadership Team</i>	
Date of first approval:	19 th January 2022	
Date of review:	3 rd March 2023	
Date of next review:	14 th October 2024	
Impact Assessments considered at time of policy review:		
	Impact? (Y/N)	Reviewed by:
Equality, Diversity and Inclusion		
Safeguarding		
Risk		
GDPR		

Social Value Policy

1. Introduction

1.1 The College which includes the Cornwall Colleges, the Duchy Colleges, Falmouth Marine and Bicton College is one of the largest further and higher education Colleges in the UK. With over 15,000 students the College which was established in 1929 now consists of seven campuses across Cornwall (Camborne, Newquay, St Austell, Rosewarne, Stoke Climsland and Falmouth) and one campus in Devon (Bicton) as well as various learning facilities elsewhere.

The College offers a wide range of courses from entry-level through to master's degrees including vocational qualifications, A-levels, apprenticeships, access to higher education diplomas and foundation degrees. For more information on the organisations within the Cornwall College Further Education Corporation please refer to www.cornwall.ac.uk

Public and or Grant funding money should be spent with demonstrable probity and in accordance with TCCG policies. All Education and local government have a statutory duty to achieve best value, in part through economy and efficiency. TCCG is bound by the Equality Act 2010 as it applies to public sector organisations.

We are responsible for making sure that these needs are met by the many services that we offer through our contracts with suppliers and partners. In 2020/21 we spent approximately £21 million on goods, services and works. We recognise that we can influence the impact that we can make in our district through our procurement and tendering procedures and this policy explains how we will make sure that our money is spent wisely.

1.2 What is social value?

1.2.1 The Public Services (Social Value) Act 2012 places a duty on us to consider how the services that we commission might improve the economic, social and environmental wellbeing of our area. Before commissioning services we must consider the ways that our contracts can be of the most benefit to wider society. This includes thinking more broadly, over longer periods of time and about how we might be able to lower the demands on other services. This might also include working better and with more partners, such as police and health services.

Social value is about making the best use of the money that we have to get the best possible outcomes including improving the economic, social and environmental wellbeing of the area. The Cornwall College Group (TCCG) is committed to looking for ways to do this through our tendering processes for our staff, students, businesses and visitors.

The Social Value Act applies to contracts for services, or a combination of goods and services. However, we will apply the social value principles, and indeed all of the principles under each of the key themes in this strategy, to purchases of goods, services and works in a way that is relevant and appropriate to each contract that we award.

1.3 What is the purpose of this policy?

1.3.1 This policy can be read by suppliers seeking to understand how TCCG will demonstrate its commitment to delivering social value outcomes through its contracts and by its staff seeking to understand how to take account of social value through their tender processes.

1.4 Our priorities

1.4.1 To better understand the term social value it is helpful to break it down in to three areas: economic, social and environmental. Each of these areas can be broken down further based on our priorities:

- economic
 - making savings
 - boosting the local economy
 - encouraging innovation
 - training and apprenticeships
- social
 - equality and diversity
 - inclusion
 - fair trade
- environmental
 - reducing carbon emissions
 - encouraging biodiversity
 - sustainability.

Thinking about social value in these terms can help suppliers understand what we might be looking for in the delivery of our contracts and college staff to understand how to take account of social value when tendering.

2. Social value in the tender Process

2.1 Introduction

2.1.1 It is important for us to consider social value at all of the stages of the commissioning or procurement cycle; whilst planning our activities, carrying them out and reviewing them once completed. We will:

- identify opportunities for enhancing social value at the pre-procurement stage of the process (prior to tendering) through:

- the assessment of needs and resources
- stakeholder consultation
- market engagement.
- embed social value procurement strategies
- include social value considerations in the tender process through:
 - the specification
 - the tender questions
 - contract and performance management.

2.2 Pre-procurement

2.2.1 Activities that we will complete prior to tendering include:

- if the contract being tendered is to replace an existing contract we will consider whether any social value is already being delivered and whether and how this could be better in any new contract
- considering if the contract will be able to help us meet the goals of our responsible procurement strategy and any other relevant organisational policies
- consulting with partner organisations, service users and suppliers on the way in which social value can be included as part of the tender and resultant contract
- consult with partner organisations on opportunities to collaborate
- consult with service users on their needs and the outcomes that they would like to see from the contract
- if the contract is to replace an existing contract we will consider whether new social needs have emerged during the term of the current contract that we can address as a result of the replacement contract.

2.3 The specification

2.3.1 To make sure that we get the specifications for our contracts right we will:

- consider the degree of importance that social value is to the contract and therefore the relative degree of importance that should be given to social value in the specification
- include economic, social and environmental requirements in the specification in a way that is measurable.

2.4 The tender documents

2.4.1 We will take account of social value in our tenders by:

- including economic, social and environmental evaluation criteria where relevant

- consideration given to the relative importance of the social value evaluation criteria and assigning the appropriate weighting (mandatory 10% for over financial threshold in the majority of cases, where the weighting exceeds 10% we will explain the reasons for this in our tender documents)
- making sure that the social value that we are looking to achieve can be delivered by any applicant to a tender process
- including economic, social and environmental terms and conditions in our contracts, where appropriate.

2.5 The tender stage

- 2.5.1 To make sure that we maximise the chances of social enterprises, charities and small to medium business enterprises (SME's) winning our contracts, where appropriate, we will:
- make sure that the language used in our tender documents is accessible
 - ensure that the tendering requirements are not disproportionately onerous
 - include evaluation criteria that do not favour only the large suppliers
 - identify ways of building these suppliers' capacity to bid, including hosting supplier events during the tendering process, attending local 'meet the buyer' events and answering clarification questions promptly and thoroughly
 - advertise contracts on our [InTend](#) electronic tendering system, in [Contracts Finder](#) and in the new [Find a Tender](#) (replacing above threshold OJEU) where relevant.

2.6 Contract management

- 2.6.1 To make sure that our suppliers are complying with their requirements and delivering social value we will:
- hold review meetings with suppliers to make sure that the contract is being delivered to the specification
 - work with our suppliers to find ways of enhancing our contracts throughout their lifetime
 - monitor our suppliers' delivery of social value outcomes in the course of their service delivery.
- 2.6.2 To meet our other obligations in relation to contract management we will:
- publish details of our awarded contracts along with the contractor's details on our [InTend](#) electronic tendering system
 - pay our suppliers within 30 days from receipt of an undisputed invoice.

2.7 Checklist for staff

- 2.7.1 Below is a checklist that can be used to prompt us to take proper account of social value in our tender processes:

- consider what economic, social and environmental benefits can be achieved through the contract
- consult with partner agencies, services users and the market about how best the contract can be delivered
- make sure that the process reflects our approach to social value as described in this document and our responsible procurement strategy
- include measurable social value requirements in the specification
- include the relevant social value considerations in the tender advert, [Contracts Finder](#) notice and / or in the new [Find a Tender](#) notice (replacing above threshold OJEU)
- include evaluation criteria and weightings on relevant social value considerations in the tender documents
- make sure that there are sufficient resources allocated to managing the contract
- ensure that there are simple ways of measuring and rewarding performance of the contract's social value requirements.

3 Related Documents

- Counter Fraud Policy and Response Plan
- Financial Regulations
- Anti-bribery Policy
- Staff Code of Conduct
- Governors Code of Conduct
- Whistle-blowing Policy
- Disciplinary Policy
- Conflict of Interests Policy
- Procurement Strategy*
- Sustainable Procurement Policy Procedure*
- Sustainability in Commissioning Policy*
- Equality & Diversity in Commissioning Policy*
- Ethical Sourcing Policy*
- Health & Safety in Commissioning Policy*
- Responsible Procurement Strategy*
- Safeguarding in Commissioning Policy*
- Responsible Procurement Guidance for Suppliers*

* Procurement related policies / procedures