



# Social Value Toolkit for Suppliers 2021



## Introduction

This document outlines what the Council is seeking to achieve for Bolton's residents and neighbourhoods through Social Value.

Its intention is to provide guidance, information and contact details as a support to suppliers when considering their 'offer' and delivery of social value when engaging in a Bolton procurement tender and the successful award of a contract.

### 'Bolton 2030 Vision'

The Bolton 2030 Vision sets out the vision for the city for the next ten years, from 2020 to 2030. It is the Council's strategy, and has been developed together with residents, businesses, public services and voluntary and community organisations. There has never been a clearer picture of what matters to people who live and work in Bolton.

The vision set out in the strategy is for a town that will ensure:

- Our children get the best possible start in life, so that they have every chance to succeed and be happy.
- The health and wellbeing of our residents is improved, so that they can live healthy, fulfilling lives for longer.
- Older people in Bolton stay healthier for longer, and feel more connected with their communities.
- Businesses and investments are attracted to the borough, matching our workforce's skills with modern opportunities and employment.
- Our environment is protected and improved, so that more people enjoy it, care for it and are active in it.
- Stronger, cohesive, more confident communities in which people feel safe, welcome and connected.

To help us achieve this vision the strategy sets out objectives under four themes:

- Principles
  - Inclusive growth and prosperity
  - Protecting the most vulnerable
  - Reforming our services in partnership
- Places
  - Prosperous
  - Clean & Green
  - Strong & Distinctive
- People
  - Starting Well
  - Living Well
  - Ageing Well
- Drivers of change
  - Digital delivery
  - Rebalanced finances
  - Maximising our assets
  - Delivering efficiently
  - Behaviour change
  - Engaging and empowering



A connected town.

Further details on Bolton 2030 Vision can be found [here](#).



## Greater Manchester Combined Authority (GMCA)

The Greater Manchester Combined Authority (GMCA) is made up of the ten Greater Manchester councils, which includes associate members and Bolton Partners of the Association of Greater Manchester Authorities (AGMA), and a Mayor, who work with other local services, businesses, communities and other partners to improve the city-region.

The ten councils (Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford and Wigan) have worked together voluntarily for many years on issues that affect everyone in the region, like transport, regeneration, and attracting investment.

Associate members, and Bolton Partners to the Association of Greater Manchester (AGMA) and GMCA include Blackburn Darwen BC, Blackpool, Cheshire East, and Warrington Councils, Greater Manchester Fire and Rescue Authority, Greater Manchester Police Authority, Greater Manchester Waste Disposal Authority, Manchester Central Convention Complex, Commission for New Economy, Greater Manchester Passenger Transport Executive Transport for Greater Manchester (TfGM), and the Integrated Transport Authority.

The GMCA gives local people more control over issues that affect their area. It means the region speaks with one voice and can make a strong case for resources and investment. It helps the entire north of England achieve its full potential.

The GMCA is run jointly by the leaders of the ten councils and the interim Mayor of Greater Manchester. In 2017 it will have a fully elected mayor with more powers and responsibilities.

A variety of boards, panels and committees look specifically at areas like transport, health and social care, planning and housing.

The ambitious vision for a prosperous, self-reliant Greater Manchester will be achieved by collaborating with a range public, private and voluntary partner organisations.

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## Procurement and Social Value

Bolton Metropolitan Borough Council (BMBC) recognises the positive impacts that our suppliers bring to the communities of Bolton. It is hoped that through our supply chain further positive impact can be made through use of this tool kit.

The Council is keen to make sure that our supply chain contributes as much as possible to the overall wellbeing of our residents and we therefore include social value as part of the procurement process. In 2019 the Council increased its weighting for social value considerations from 10% to 20%, meaning that all companies and organisations bidding for BMBC contracts have to give social value serious consideration when putting tenders together.

When tendering to supply goods, services or works potential suppliers will be asked to provide details and evidence of how they meet the Council's six social value objectives (see page 4 under the heading Social Value).

Potential suppliers will be scored on their 'offer' back to Bolton's residents which will be:

- 'Social Value Fund'. Offering cash contribution in lieu of offering 'Social Value in Kind'. Examples of what social value opportunities this fund may be used for can be found in the section on page 8.

We will continue to encourage companies and organisations to provide opportunities directly where they can make an impact and have a contract of the longevity and scale to deliver.



## The Council's Ethical and Social Value Objectives

### Ethical Procurement Policy

The Council is committed to ensuring a high standard of ethical trade practices across its commissioning and procurement activities. In accordance with this Policy the Council expects its suppliers, service providers and contractors to observe the policy's provisions and to demonstrate a similar commitment to an ongoing programme of ensuring and, where necessary, improving ethical practices locally and globally.

All suppliers, service providers and contractors to Bolton Metropolitan Borough Council must commit to employing the highest ethical standards in every area listed in all sections of the policy, in their own operatives and those within their supply chain. In addition, social value principles and practices apply to suppliers, service providers and contractors and their supply chain as required in the Council's Social Value Policy, ensuring that maximum benefits are gained to improve economic, social and environmental well-being.

The full policy can be found via the following link:

[Ethical \(procurement\) policy - Bolton Council](#)

### Social Value Policy

BMBC's social value objectives are found in the GMCA Social Value Policy. These are:

- Promote employment and economic sustainability – tackle unemployment and facilitate the development of residents' skills
- Raise the living standards of local residents – working towards living wage, maximise employee access to entitlements such as childcare and encourage suppliers to source labour from within Greater Manchester
- Promote participation and citizen engagement - encourage resident participation and promote active citizenship
- Build the capacity and sustainability of the voluntary and community sector– practical support for local voluntary and community groups
- Promote equity and fairness – target effort towards those in the greatest need or facing the greatest disadvantage and tackle deprivation across the borough
- Promote environmental sustainability – reduce wastage, limit energy consumption and procure materials from sustainable sources

The full policy can be found via the following link:

[GMCA Social Value Policy | GMCA](#)



## **Environmental Strategy**

Bolton is a town committed to action on climate change. Greater Manchester's previous Climate Change Implementation Plan (2012-2015) has been delivered against a backdrop of significant change. A series of radical devolution deals have given greater local control over health, transport housing and planning. With more local control comes the enhanced ability to deliver positive air quality and low carbon impacts.

You can find out about our plan for becoming zero carbon, how we are doing, and how you can get involved on the following web address: [Greater Manchester 5 Year Environment Plan 2019-2024](#).

## **Bolton's great outdoors – a green and blue infrastructure strategy**

Our green and blue spaces (Green Infrastructure or GI for short) have been the focus of an exciting, innovative and extensive new strategy that aims to highlight their incredible value and functionality.

Gardens, golf courses, parks, allotments, woods, ponds and canals – Bolton's great outdoors has something for everybody and will play a huge role as the Borough grows and thrives over the coming years. These spaces will provide a kind of life support system for the Borough. They are great places for health and recreation, havens for wildlife, a backdrop for investment and so much more.

Working together with a range of partners and employing cutting edge technology backed up by an extensive evidence base, for the first time ever we have started to qualify and quantify the extent and value of the Borough's Green Infrastructure.

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## Work and Skills Priorities for Bolton Metropolitan Borough Council

The Bolton Economy – Our Strategy for Growth 2016-2030 is closely aligned with the 'Bolton 2030 Vision (mentioned previously) and sets out its vision:

*“Bolton in 2030 is vibrant and peaceful. Its economy is strong, productive, resilient and hard-working. The people in Bolton’s communities are happy, ambitious and skilled, living healthier, wealthier and more prosperous lives that are well connected to good jobs and new opportunities beyond Greater Manchester and the north of England. A place to work and invest.”*

The Bolton Economic Partnership is commissioned by the Bolton Vision Partnership to take responsibility for securing inclusive economic growth which benefits everyone in Bolton. This is in recognition of the economy as a key determinant of outcomes for our local residents, including their health and wellbeing.

The following six objectives underpin the economic vision and drive the outcomes we are seeking:

- A strong, resilient and hard-working Bolton
- An ambitious, skilled and responsive Bolton
- A productive, thriving and Innovative Bolton
- A distinctive, attractive and competitive Bolton
- Healthier, wealthier and more prosperous Bolton
- Well-connected Bolton

Social Value can play a significant role in Bolton achieving its objectives to make this a thriving and prosperous town.

### Business & Enterprise

- Maximise employment opportunities for local people
- Increased employer investment in current & future workforce
- Skills are no longer perceived as a barrier to growth
- Businesses able to retain local talent

### Examples could be:

Supporting young people to develop enterprise skills

Upskilling existing staff

Recruiting a graduate trainee or offering a supported internship/placement

Mentoring a small business

Offer support to a charity or community group such as volunteering your staff time to sit on a Board or act as a school governor or providing pro-bono advice or support.

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## **Resident Skills**

- Prioritise resources into higher level & technical skills that meet demand of growing sectors
- Embed teaching of skills required by growing sectors into education.
- Improved careers advice.
- Support and promote quality jobs with training with a focus on Apprenticeships

### **Examples could be:**

Offering jobs with training such as recruiting apprentices

Offering to work with school(s), colleges and training providers to provide information about your industry or sector

Providing quality placements to people with recent work experience Hosting school visits at your premises

## **Addressing Inequality**

- Early intervention/prevention of young people Not Engaged in Employment or Training.
- Reduce gap between resident & workplace wage
- Support more residents into work which provides a good standard of living via the real living wage and healthy work principles

### **Examples could be:**

Offering work experience placements for young people not engaged in employment, education or training

Tap into the support agencies that can link you with young people such as career connect.

Consider offering support or mentoring to young people leaving care or a young offender to help turn their lives around.

Promote healthy work and support people with health conditions and disabilities into work Employ an unemployed resident

Offering work experience for residents who have been out of work for a long time Ensure staff terms and conditions are fair and that staff are paid the real living wage.

In order to deliver these priorities, there are a range of organisations and initiatives you could link into – please see information within this toolkit on useful contacts - support for suppliers.



**How your business can be successful in adding social value to your bid and delivery of contracts.**

The following pages provides guidance using the Council's social value framework and a number of examples of activities that your business could get involved with to add social value to your bid.

This list is not exhaustive, and you might have your own ideas about things that you can do or get involved in.

We are always open to new ideas and innovation.

If you would like to talk to someone about the activities suggested or about anything else that you think your business could offer please contact the Work and Skills team:

**[teambolton@bolton.gov.uk](mailto:teambolton@bolton.gov.uk)**

**[Or call 01204 333333](tel:01204333333)**



## Social Value Framework

### Bolton Guidance for Suppliers

Objective	Examples of what you could offer	
Promote Employment and Economic Sustainability	Creation of new jobs in the local economy and access for Bolton residents into these jobs	
	Creation of traineeships for local residents	
	Creation of apprenticeships for local residents	
	Deliver meaningful work experience for local residents	
	Support people back into work – Deliver mentoring	Provide career mentoring for job clubs: mock interviews, CV advice, careers guidance
	Support young people into work – Deliver employability support to: <ul style="list-style-type: none"> <li>• schools</li> <li>• college students</li> <li>• ex-offenders</li> <li>• others who typically face additional challenges in competing in the labour market</li> </ul>	Provide mock interviews, CV advice, careers guidance  Deliver or support mentoring projects
	Support new business start-ups	Run practical workshops with enterprise
	Support the local economy through expenditure in the local supply chain	
	Support the local supply chain with expenditure within the Bolton area	
	Attract inward investment into Bolton	
	Support fair and ethical trading in the supply chain	
	Secure investment in, or in-kind contribution to fuel poverty and /or family poverty initiatives in Bolton	



Objective	Examples of what you could offer
<p>Raise the living standards of local residents</p> <p>And</p> <p>Promote equity and fairness</p>	Pay staff the National Living Wage
	Increase rates of pay for lowest-paid staff
	Improve skills levels of existing staff
	Improve health, wellbeing and support for staff
	Flexible working practices for staff who are carers
	Work alongside residents and organisations in parts of the Borough that are particularly disadvantaged, with a view to improving outcomes
Objective	Examples of what you could offer
<p>Promote participation and citizen engagement</p>	Support to self-help service users
	Reduce isolation for older people - coordinate and run a befriending scheme
Objective	Examples of what you could offer
<p>Build capacity and sustainability of the Voluntary and Community Sector</p>	<p>Deliver an employer supported voluntary scheme – offer employment opportunities and staff engagement within business and actively support employee volunteering.</p> <p>Contribute a number of hours to voluntary and community organisations for:</p> <ul style="list-style-type: none"> <li>• business support</li> <li>• financial advice</li> <li>• legal advice</li> <li>• HR advice</li> </ul>
	Provide facilities for use by community and voluntary organisations (number of hours or days per year)
	Create/support new volunteering opportunities in Bolton
	Support local third sector organisations through the supply chain by spending with community and voluntary sector providers and Social Enterprises in Bolton
	Contribute to or fundraise for Bolton charities.



Objective	Examples of what you could offer
Promote environmental sustainability	Reduce waste
	Reduce amount of waste sent to landfill
	Reduce carbon emissions
	Reduce energy and water consumption
	Increase use of renewable energy or community generated renewable energy
	Support households to better manage their energy demands <ul style="list-style-type: none"> <li>• Improvements in the fabric of their homes</li> <li>• bringing them out of fuel poverty</li> <li>• contributing to climate change goals</li> </ul>





## Useful Contacts

## Apprenticeships and Internships

<p><b>Recruit an apprentice</b></p>	<p>There are many business benefits of growing your own talent. Recruiting an apprentice is easier than many businesses think and there is a range of support available to employers thinking about taking on an apprentice.</p>	<p><b><u>Employing an apprentice</u></b>  <a href="http://www.gov.uk/take-on-an-apprentice/overview">www.gov.uk/take-on-an-apprentice/overview</a>  <b><u>GM Apprenticeship Hub</u></b>  <a href="http://theapprenticeshiphub.co.uk">http://theapprenticeshiphub.co.uk</a></p>
<p><b>Recruit a Supported Intern</b></p>	<p>Supported Internships are employment based courses for students with Special Educational Needs, Learning Difficulties or other health needs to develop employability skills. Both the employer and student can access a range of support to make the placement a success.</p>	<p><b><u>Supported Internships</u></b>  <a href="http://www.pureinnovations.co.uk/what-we-offer/independence/supported-internships">www.pureinnovations.co.uk/what-we-offer/independence/supported-internships</a></p>
<p><b>Share an apprentice</b></p>	<p>GM Chamber of Commerce Apprentice Share (formerly known as the GTA) is the Shared Apprenticeship Programme in the North West managed by Greater Manchester Chamber of Commerce. The Shared Apprenticeship scheme enables organisations to pool their projects into programmes making more sustainable training opportunities for Apprentices. The Apprentice Share will recruit and directly employ an Apprentice and place them on site with you for the length of time you are on the job. When you finish on site you have the choice to keep the Apprentice or return them for Apprentice Share to place on another site to continue their Apprenticeship.</p>	<p><b><u>Apprentice Share</u></b>  <a href="http://www.gmchamber.co.uk/service_brands/gm-apprentice-share">www.gmchamber.co.uk/service_brands/gm-apprentice-share</a></p>
<p><b>Apprenticeships Grants</b></p>	<p>The National Apprenticeships Service can offer a grant of £1,500 to recruit 16 to 24 years olds into apprenticeships.</p>	<p><a href="https://www.gov.uk/topic/further-education-skills/apprenticeships">https://www.gov.uk/topic/further-education-skills/apprenticeships</a></p>
<p><b>SME Apprenticeship Support and Grant Package</b></p>	<p>Small businesses in the borough can now take advantage of a new £1.9m apprenticeship support package from Greater Manchester Combined Authority (GMCA). The package offers workforce planning support and a local grant to support the employment of a new apprentice.</p>	<p><a href="http://businessbolton.org/SMEapprenticeships">http://businessbolton.org/SMEapprenticeships</a></p>

## Volunteering

	<p>Volunteer Centre Bolton supports and promotes volunteering across the borough of Bolton. We work with individuals who wish to volunteer and with groups and organisations that involve volunteers. Our service is aimed at supporting the Public, Private, Voluntary and Community sectors. Volunteer Centre Bolton is a service delivered by Bolton Community and Voluntary Services.</p>	<p><b><u>Volunteer Centre Bolton</u></b>  <b><u><a href="https://do-it.org/organisations/volunteer-centre-bolton">https://do-it.org/organisations/volunteer-centre-bolton</a></u></b></p>
<p><b>Volunteering</b></p>	<p>Homelessness is a growing concern in Bolton. Pledges could include financial contributions, donating in-kind resources such as volunteers, products, skills or expertise, or supporting employment projects by offering entry level jobs, with the aim of working together to reduce homelessness and ultimately to eliminate it. Alternatively pledges could include a commitment to join one of a number of 'action groups' being set up to look at specific priority issues that have been identified as presenting the greatest problems to those who are homeless.</p>	<p><b><u>Bolton Homelessness</u></b>  <b><u><a href="https://www.bolton.gov.uk/homelessness-1/homelessness">https://www.bolton.gov.uk/homelessness-1/homelessness</a></u></b></p> <p><b><u>Mustard Tree - Get Involved</u></b>  <a href="http://www.mustardtree.org.uk/about-us">www.mustardtree.org.uk/about-us</a></p> <p><b><u>Shelter - GROW Traineeships</u></b>  <a href="http://icmblog.shelter.org.uk/transition-from-peer-mentor-to-a-grow-trainee">http://icmblog.shelter.org.uk/transition-from-peer-mentor-to-a-grow-trainee</a></p>



## Environment

	<p>ENWORKS has been helping businesses of all sizes and sectors in the North West of England to improve their environmental performance. Their support focuses on making economic and environmental savings by using resources such as energy, water and materials more efficiently, and managing residual waste.</p>	<p><b><u>Green Intelligence</u></b> <a href="http://enworksinbox.com">http://enworksinbox.com</a></p>
<p><b>Environment</b></p>	<p>The Green Growth Pledge is a new initiative from the Business Growth Hub that allows you to commit to a range of actions – from simple first steps to wholesale changes – that will reduce environmental impact and help you grow at the same time.</p> <p>Green Growth is designed to help you increase your profitability by reducing your environmental impact and taking advantage of the growing market for low carbon and environmental goods and services. Part of the Business Growth Hub, the services are built on the internationally recognised ENWORKS support service.</p>	<p><b><u>Green Business Growth Pledge - Business Growth Hub</u></b> <a href="http://www.businessgrowthhub.com/green-growth/green-growth-pledge">http://www.businessgrowthhub.com/green-growth/green-growth-pledge</a></p>

**‘Example of Social Value’**

**There are many activities across the Town where ‘Social Value’ will be used to achieve a positive impact on social value outcomes. The following pages have been included to give suppliers examples of some of these activities ‘Social Value’ might be used for.**

<b>Title and description of activity</b>	<b>Linked to GMCA Social Value Policy</b>
<p>My-Future ILM scheme.</p> <p>Programme provides a 3 month paid work experience with additional employability support for young people not in employment, education or training (aged 16-24).</p>	<p><b>Outcome 1:</b> More local people in work</p> <ul style="list-style-type: none"> <li>• Create traineeships (including apprenticeships) for local residents</li> <li>• Provide meaningful work experience for local residents</li> </ul>
<p>Funding for the ongoing support to Work Clubs across Bolton which deliver employment support, training and jobs.</p>	<p><b>Build capacity and sustainability of the Voluntary and Community Sector –</b></p> <p><b>Outcome 6:</b> An effective and resilient third sector</p> <p><b>Outcome 1:</b> More local people in work</p> <ul style="list-style-type: none"> <li>• Support people back to work by providing career mentoring for job clubs, including mock interviews, CV advice, and careers guidance</li> <li>• Support young people into work by delivering employability support</li> </ul>
<p>Funding for basic skills provision within local communities to add value to local Neighbourhoods.</p>	<p><b>Outcome 1</b> More local people in work</p> <ul style="list-style-type: none"> <li>• Support people to learn English making them more competitive and bring them closer to the labour market</li> </ul>

<p>Crowdfunding pledge pots around youth enterprise projects.</p>	<p><b>Outcome 2:</b> Thriving local businesses</p> <ul style="list-style-type: none"> <li>• Support new business start-ups by running practical workshops with enterprise clubs</li> </ul>
<p>Social enterprise support (to develop a social value supply chain that developers/construction companies can readily utilise).</p>	<p><b>Outcome 6:</b> An effective and resilient third sector</p> <ul style="list-style-type: none"> <li>• Support local third sector organisations through the supply chain by spending a percentage of total expenditure with community and voluntary sector providers based in Greater Manchester</li> </ul>

**Please note that these examples are for illustrative purposes only and serve to highlight the sort of activity that Social Value might deliver. Approved projects/activity have not yet been decided.**