**APPENDIX A**

**Scope of Services (Specification)**

1. **Introduction – The Crown Estate**

The Crown Estate is a unique business with a diverse portfolio. We actively own and manage property, land and the seabed around England, Wales, and Northern Ireland. As an independent commercial business, we seek to generate financial, environmental and social value for the nation **www.thecrownestate.co.uk**.

In December 2021, we launched our purpose to create lasting and shared prosperity for the nation. Our purpose intersects what the world around us needs, and where we believe we can contribute. It sets out our ambition and the meaningful role we want to play beyond our return of profit to treasury.

Our purpose ensures that we deliver social and environmental value alongside financial return. We believe our role is to add real value today while also creating something better for future generations – some of our endeavours will be specifically for the long term.

Our values Caring, Together, Creative & Impactful define our culture and guide our behaviours, they also tell our stakeholders, partners, and customers how we do business and what they can expect from us:

**Caring:** We are committed to looking after the world around us and each other. That’s why we are stewards: we seek to take care of people, reflect on our actions, and carefully consider long-term impacts. To leave a positive legacy for generations to come, we treat people, places and the environment with the care and respect they need to thrive.

**Together:** We work together and with others to deliver on our purpose. That’s why we focus on building strong collaborative relationships with our customers, stakeholders, and communities. To build trust, we focus on understanding the real needs of those around us.

**Creative:** We believe that creativity enables us to unlock new ideas and solve problems. That’s why we strive for an inclusive culture where diverse perspectives and approaches are encouraged. To be a true catalyst for change, we embrace original thinking and the best ideas.

**Impactful:** We believe that positive impact and financial performance must go hand in hand. That’s why we challenge ourselves to deliver the key social, environmental, and financial factors that underpin prosperity. In always striving to add value, we ask ourselves how our actions align with our purpose and make a meaningful difference.

Alongside the development of our purpose and values, we aligned our corporate strategy agreeing the following three strategic objectives:

1. Be a leader in supporting the UK towards a net zero carbon future

2. Help create thriving communities and renew urban centres in London and across the UK

3. Take a leading role in stewarding the UKs natural environment and biodiversity

You can read more about these in our Annual Report: [Annual Report 2023/24 | The Crown Estate](https://www.thecrownestate.co.uk/about-us/annual-report)

**2. Social Value and TCE Supplier Charter**

As part of the government’s ongoing desire to improve social commitment to local causes, the Social Value legislation (The Public Services (Social Value) Act 2012) which came into force on 31 January 2013 requires buyers who commission public services to think about how they can also secure wider social, economic, and environmental benefits.

TCE is committed to delivering social value outcomes through its procurement process by asking Suppliers to give back and identify benefits for communities and stakeholders as part of its contracts. Through its procurement activity, TCE will, where applicable, consider ways to improve social, environmental, and economic well-being in the area in which the contract will be applied. All tenderers must set out in their qualitative response what they will deliver and how they will deliver it. This information that will be scored in the tender evaluations. The minimum weighting that is applied to social value is 10%. The Model Award Criteria (MAC) and sub-criteria from the Social Value Model can be found [here](https://assets.publishing.service.gov.uk/media/5fc8b8248fa8f547499d79b7/Social-Value-Model-Quick-Reference-Table-Edn-1.1-3-Dec-20.pdf).

TCE is committed to amplifying our impact through collaborating with suppliers who share our vision and values. The TCE Supplier Charter embodies our purpose and priorities and sets clear expectations about how they should apply across our supply chain. It includes requirements for suppliers to demonstrate their commitment to Health, safety and wellbeing, Sustainability, Ethical and inclusive practices, Privacy and information security, and Innovative business practices. The minimum weighting that is applied to evaluate alignment with the TCE Supplier Charter is10%. You can find the Supplier Charter [here](https://assets.ctfassets.net/nv65su7t80y5/28Dck90TmrtSYWBsv24h8/b31fce8b59d24f697ed27c76ba1e326c/23_07_05_the_crown_estate_supplier-charter.pdf).

**3. Scope of Work**

The Crown Estate is seeking to award a contract appointing advisors for Remuneration Committee services.

The Crown Estate Remuneration Committee is reviewing the provision of its advisers in line with public procurement requirements.

The purpose of the required support is to ensure compliance with the principles of good governance for Remuneration Committees and to assist the development of the Committee’s decision making and thinking in fulfilling its duties and ensuring TCE remuneration policy and practices remain aligned to market practice and deliver outcomes in line with our long-term strategy.

The Committee will require advice on legislative and technical requirements affecting the committee and ensure support and guidance in the annual cycle of activities line with best market practice and legislative requirements.

Furthermore, the Committee is seeking to appoint an adviser who has demonstrable experience and expertise in advising Remuneration Committees and who has access to information relevant to the requirements of the Committee.

The adviser will be asked to work with Company Appointed advisers from time to time in preparation for and execution of their duties. This will not occur where there is any perceived or actual conflict.

The successful tenderer may be asked to carry out delegated tasks and ad hoc projects on behalf of the Committee in conjunction with TCE and the Executive Director, People & Culture. In such circumstances, the Chair of the Committee may delegate control of the direction and scope of such tasks.