SCANNING, VALIDATION AND STORAGE SERVICES

SCHEDULE 2.6

SOCIAL VALUE

Version: Final 230420 V2

1 DEFINITIONS

In this Schedule, the following definitions shall apply:

"Authority's Sustainability Requirements" means the 'Authority's Sustainable Development Policy Requirements and Standards' set out in Annex 1 to Schedule 2.6 (Social Value);

"Plan for Growth" means the Plan for Growth policy paper published by HM Treasury on 20 March 2013 that can be accessed at https://www.gov.uk/government/publications/plan-for-growth--5;

"SME" means small or medium enterprise;

"Sustainability Policy" has the meaning given to it in paragraph 2.1 of Schedule 2.6 (Social Value);

"VCSE" means voluntary, community and social enterprise;

"Wider Sustainability Aims" means the wider sustainability aims that the Supplier is encouraged to support where possible as set out in Annex 1A to Schedule (Social Value);

2 Social Value Strategy and Policy

2.1 The Authority is required to ensure that its activities take full consideration of environmental, social and economic wellbeing of the relevant area. This should provide value for money for the taxpayer that enables transformation to the way civil servants work and contributes to the government's Plan for Growth. Where services are contracted out the Authority will place similar obligations on its service providers.

2.2 The Authority's priorities are to reduce its environmental impact, help access for Small and medium-sized enterprises (SMEs) and those owned by underrepresented groups and increase representation of disabled people in the workforce. In particular the Authority will, including through its supply chain:

(a) implement the Authority's plan to fulfil its Greening Government Commitments 2016-2020 and any successor arrangements (as set out in Annex 1, Part B (Greening Government Commitments 2016-2020) to this Schedule (Social Value), supplying quarterly information and contributing to an annual report on progress, and particularly to reduce the Authority's carbon dioxide emissions;

(b) procure from small businesses to support the cross-Government aspiration to spend £1 in every £3 with SMEs, including the supply chain, by the end of 2021/2;

(c) access and manage environmental, social and economic impacts and opportunities in the Authority's policy development and decision making; and

(d) comply with all applicable legislation, regulations and other government requirements including the Prompt Payment Code.

2.3 The Authority seeks to protect the environment by conserving natural resources and reducing harmful emissions. All activities undertaken by the Supplier shall therefore minimise, and where possible, avoid having an adverse impact on the environment and take measures to restore, maintain or enhance biodiversity.

2.4 The Supplier shall take account of, and comply with, the Authority's Social Value Requirements and the Authority's aims, objectives and targets in relation to the framework for the Greening Government Commitments 2016-2020 and any successor arrangements.

2.5 The Supplier shall comply with all Government initiatives in environmental or sustainable management, to support the Authority in the delivery of such initiatives. These include but is not limited to those described in Annex 1, Part C (The Environmental Standards for Goods and Services) to this Schedule (Social Value) and the Wider Sustainability Aims.

2.6 The Supplier shall take account of and comply with any future social value policies, strategies and codes of practice put in place by the Authority and any relevant Government body (in particular Cabinet Office, DEFRA, BEIS, Government Property Unit and the Environment Agency). The Authority reserves the right to set new targets to reflect future Government targets.

2.7 The Supplier shall advise the Authority on new technologies and approaches which may be beneficial to the Authority.

2.8 The Authority is committed, in particular to working with its service providers to:

(a) Fulfil its Greening Government Commitments;

(b) spend 28% with SMEs by 2022;

(c) be an inclusive employer;

(d) improve prompt payment reporting and practices;

(e) increasing the quantity and quality of apprenticeships and employment opportunities within England including increased representation of disabled people in the workforce and;

(f) deliver better value for money, both for the Authority and for the public.

3 SUPPLIER'S SOCIAL VALUE POLICY & PLAN

3.1 The Supplier shall provide to the Authority a Social Value Policy and develop, maintain and implement a Social Value Plan in line with the Authority's Sustainability Requirements at Annex 1 and Social Value Strategy at Annex 3 and the requirements of this Schedule. The Supplier shall ensure that any Key Sub-contractors comply with the Social Value Plan.

3.2 The Supplier shall submit the Social Value Policy and Plan for the Authority's approval within three (3) months of the Effective Date.

3.3 The Supplier shall ensure that the Social Value Plan complies with Government Buying Standards as set out in Annex 1, Part C (The Environmental Standards for Goods and Services) to this Schedule (Social Value).

3.4 The Social Value Plan shall include, but not be limited to, the Supplier's approach to:

(a) Reducing the environmental impact including reducing and recycling waste, water, carbon and energy;

(b) Ensuring a diverse supply chain that is accessible for all including, where appropriate, SMEs and VCSEs and those owned or led by under-represented groups, such as woman, BAMEs and people with disabilities;

(c) Improve employability and skills by ensuring equality and accessibility, without discrimination, to employment and other opportunities, and promote them to be fully accessible;

(d) Initiatives put in place to improve the gender pay balance, increase representation of people with disabilities, Black, Asian and Minority Ethnic (BAME) and Lesbian, Gay, Bisexual & Transgender (LGBT) representation in the workforce, improve staff mental health and support regional community engagement;

(e) Reducing and building resilience against cyber security risks;

(f) Reducing and building resilience against modern slavery risks including raising awareness.

3.5 The Social Value Plan shall set out how it will meet, monitor and measure the social value targets set out in the table at paragraph 3.10.

3.6 The Supplier's Social Value Policy and Plan shall be attached to this Schedule (Social Value) as Annex 5 and shall provide details of how the Supplier's Solution will:

(a) Reduce and/or remove:

(i) the amount of waste generated and going to landfill;

(ii) carbon and other emissions;

(iii) energy, paper and water consumption;

(iv) the use of hazardous materials;

(v) single use plastics in line with the Government's 25 Year Environment Plan;

(vi) barriers to ensure a diverse and accessible supply chain;

(vii) health and safety risks;

(viii) modern slavery risks; and

(b) enhance:

(i) energy and water efficiency;

(ii) the use of durable and recyclable materials;

(iii) opportunities to minimise waste and increase recycling;

(iv) opportunities for skills development and apprenticeships;

(v) equality and inclusion to employment opportunities;

(vi) representation of LGBT, BAME people and those with disabilities;

(vii) regional community initiatives;

(viii) opportunities for SMEs and social enterprises.

3.7 The Social Value Policy must also include the following principles:

(a) value for money;

(b) whole-life costs – conception, purchase price, running costs and end of life (e.g. disposal);

(c) environmental and social benefits;

(d) more efficient use of resources;

(e) greater social inclusion;

(f) support for innovation;

(g) better risk management; and

(h) improved supplier relationships.

3.8 The Social Value Policy and Plan shall include the Supplier's proposals for skills development and apprenticeships in performance of the Agreement. The Supplier will report annually on performance against its own target for the number of apprenticeships started and the number completed during each year of the Term.

3.9 The Supplier shall confirm whether it contracts with SMEs and/or VSCEs to provide any supplies or services required to deliver the Requirements and will describe any plans to increase the Supplier's contractual agreements with SMEs and/or VSCEs to support the Government's target of 33% by the end of 2022.

3.10 The following table includes Social Value targets to be included in the Supplier's Social Value Plan where relevant and applicable to the contract:

	Baseline Values	Target
Energy Consumption	Data to be provided by the outgoing service provider	2% reduction from baseline value* per year
Water Consumption	Data to be provided by the outgoing service provider	2% reduction from baseline value*
Waste Arising	Service provider to set the baseline after the first year of the contract. *	
Skills Development and Apprenticeships	N/A	Supplier's target % of workforce excluding roles agreed by the Parties as being exempt

*The benchmark is to be reset annually, based on the previous year's consumption.

3.11 Within 30 days of each anniversary of the Operational Services Commencement date the Supplier shall submit to the Authority an annual energy report which shall include details of energy savings achieved and recommendations for improvement and reductions for the following year(s).

4 IMPROVING VISIBILITY OF SUB-CONTRACT OPPORTUNITIES AVAILABLE TO SMEs, VSCEs AND SOCIAL ENTERPRISES IN THE SUPPLY CHAIN

4.1 The Supplier shall:

(a) subject to Clause 15 advertise on Contracts Finder all sub-contract opportunities arising from or in connection with the provision of the

Goods and/or Services above a minimum threshold of £25,000 that arise during the Term;

(b) within 90 days of awarding a Sub-contract to a Sub-contractor, update the notice on Contracts Finder with details of the successful Sub-contractor;

(c) monitor the number, type and value of the Sub-contract opportunities placed on Contracts Finder advertised and awarded in its supply chain during the Term;

(d) provide reports on the information at paragraph 4.1 (c) to the Authority in the format and frequency as reasonably specified by the Authority; and

(e) promote Contracts Finder to its suppliers and encourage those organisations to register on Contracts Finder.

4.2 Each advert referred to at paragraph 4.1 above shall provide a full and detailed description of the sub-contract opportunity with each of the mandatory fields being completed on Contracts Finder by the Supplier.

4.3 The obligation at paragraph 4.1(a) shall only apply in respect of sub-contract opportunities arising after the contract award date.

4.4 Notwithstanding paragraph 4.1(a) the Authority may by giving its prior written approval, agree that a sub-contract opportunity is not required to be advertised on Contracts Finder.

5 MANAGEMENT CHARGES AND INFORMATION

5.1 In addition to any other management information requirements set out in this Agreement, the Supplier agrees and acknowledges that it shall, at no charge, provide timely, full, accurate and complete reports (**"SME Management Information Reports"**) to the Authority, which detail:

(a) the total contract revenue received directly on a specific contract;

(b) the total value of sub-contracted revenues under the contract (including revenues for non-SMEs and/or non-VCSEs); and

(c) the number, type and value of sub-contracted revenues to SMEs and VCSEs.

5.2 The SME Management Information Reports shall be provided in the format required by any guidance issued by the Authority from time to time.

6 MONITORING AND REVIEW

6.1 The Supplier will demonstrate its commitment to corporate social responsibility through continual review of its social value policy.

6.2 The Supplier shall provide a quarterly report (the **"Social Value Report"**). The Social Value Report shall document the Supplier's progress against the targets set out in paragraph 3.10 of this Schedule (Social Value) and shall provide details of the actions taken and actions planned in the next quarter to achieve the targets set.

6.3 The Authority may annually request the Supplier to complete a corporate social responsibility assessment (a **"CSR Assessment"**), currently known as the Corporate Assessment of Environmental, Social and Economic Responsibility (**CAESER**) questionnaire, which will set out an action plan to improve performance against an agreed baseline. The parties shall review the progress of this action plan at the Quarterly Contract Review Meetings (QCRM).

6.4 Following the completion of the CSR Assessment, the Supplier will report on any agreed actions, in a format to be agreed between the Parties.

ANNEX 1 – Authority's Sustainability Requirements

THE AUTHORITY'S SUSTAINABLE DEVELOPMENT POLICY REQUIREMENTS AND STANDARDS

Home Office

April 2016

1. PURPOSE

These documents set out the Home Office's sustainable development policy, requirements and standards which staff, buyers and suppliers are expected to adhere to, both in spirit and letter. This document applies to all parts of the Home Office, its Agencies and NDPBs and all Business Units.

2. ANNEXES

Part A to this Schedule is the latest sustainable development policy documents.

Part B to this Schedule details the environmental targets that the Home Office is required to meet.

Part C to this Schedule details the environmental standards for goods and services that must be adhered to.

3. SUSTAINABLE DEVELOPMENT IN THE HOME OFFICE

The Home Office continually seeks to minimise any adverse environmental and social impact and to optimise any environmental and social benefit of its activities, including those of its contractors and their sub-contractors and supply chains. The Home Office aims to reduce its impact on the environment by improving the environmental performance of its estate and procurement procedures and to support the Government's wider sustainability policy aims.

In addition, the Home Office will commit its suppliers through its buying decisions to:

- support the Home Office sustainable development policy, requirements and standards
- ensure that all actions are made in accordance with relevant current and foreseen legislation and other official guidance
- actively demonstrate and report how this aim is being achieved for services that are within their control
- taking account of whole life costs and not just the initial price when assessing value for money, wherever practical
- using eco-labels and specifying recycled products (etc.) where practicable

4. CLIMATE CHANGE AND ENERGY

Energy: to improve energy efficiency and reduce overall energy consumption without loss of productivity or comfort.

Climate Change: to reduce the overall emission of carbon dioxide and other greenhouse gases by reducing energy consumption in Home Office buildings, plant and equipment. And, where feasible, to control other gaseous and non gaseous pollutants by composting kitchen and garden wastes rather than send to landfill to reduce emissions of methane; only using environmentally preferable

substitutes having a low global warming potential; hydro fluorocarbons (HFCs) are to be used only where other safe, technically feasible, cost effective and environmentally acceptable alternatives do not exist and only with the consent of the Home Office ; reducing carbon dioxide, carbon monoxide, volatile organic compounds and oxides of nitrogen by cutting vehicle emissions.

Transport: to reduce the overall emission of carbon dioxide and other pollutants and minimise the impact of Home Office travel arrangements on the environment by reducing the level of unnecessary travel carried out by its staff and contractors (e.g. encouraging use of video conferencing, other digital ways of sharing information, Smarter working practices as advocated by Cabinet Office Smarter Working) and encouraging those who have to travel to do so in a way that minimises the environmental impact. This includes commuting, business travel, fleet vehicles and delivery/commercial traffic. Suppliers should batch jobs wherever possible in order to eliminate unnecessary journeys.

5. SUSTAINABLE CONSUMPTION AND PRODUCTION

Waste: to implement the waste hierarchy so as to reduce waste sent to landfill sites, by reducing the amount of materials used, and by re-using, recycling or repairing materials and products where possible. To establish schemes in Home Office properties (where feasible) for recycling, as a minimum, dry recyclables. To use refurbished and recycled materials where such alternatives are available and provide value for money

Water: to increase water efficiency and reduce water consumption.

Wood: to purchase only legal and sustainable produced timber and timber products such as joinery, fittings, furniture and veneers. The UK Government's timber procurement policy requires central government departments, their executive agencies and non-departmental public bodies only to procure timber and wood-derived products from independently verified legal and sustainable sources or from a licensed Forest Law Enforcement Governance and Trade (FLEGT) partner. As an alternative, contracting authorities can demand recycled timber.

This to be achieved through specifying in orders and contracts that suppliers provide evidence that the supplied products comply, not only with the policy requirements for legal, but also the requirements for sustainable timber or FLEGT-licensed. This evidence should cover both the source of the timber (chain of custody) and proof that this source is legally **and** sustainably managed or FLEGT-licensed. Details on this policy are available from https://www.proforest.net/en.

Paper: to reduce the use of paper by maximising the use of alternative technologies; to use double sided printing and photocopying where possible; to purchase and use only recycled paper and to establish schemes in Home Office properties (where feasible) for recycling paper. The Home Office and its suppliers are required to support this aim and identify opportunities to reduce paper consumption as far as the operational constraints imposed by the Home Office or the Landlord (as applicable) will allow.

The Home Office and its suppliers are encouraged to buy copying paper with 100% recycled content and tissue paper (kitchen and toilet tissue) with 100% recycled content. Paper for printed publications must have 75% recycled content. Of the non-recycled content any virgin fibre used must be purchased in accordance with UK Timber Procurement Policy Only timber and timber products originating either from independently verified legal and sustainable sources or from a licensed FLEGT partner can be purchased.

NB The recycled content of copying / printing paper must only count recovered fibres in accordance with the NAPM *definition of genuine recovered fibre.*

Ozone-Depleting Substances: The Home Office and its suppliers must ensure that no products are purchased which contain chlorofluorocarbons (CFCs) and, except in special circumstances and only where the Home Office has given prior consent, no hydro chlorofluorocarbons (HCFCs), halons, carbon tetrachloride, 111 trichloroethane or any other ozone-depleting substances, and that all refrigeration and air conditioning equipment is properly maintained, including leakage prevention and recovery of refrigerants. To comply with Sections 33 and 34 of the Environmental Protection Act 1990 by continuing to prevent the venting of ozone-depleting substances from appliances used on departmental premises and ensuring that they are recovered for recycling or destruction using appropriate technology. Suppliers are required to support this aim and actively demonstrate how this aim is being achieved for services that are within the control of the contractor.

Asbestos: to continue to manage undamaged materials in situ through regular monitoring for signs of deterioration and sealing, encapsulating and labelling where appropriate. Where it is necessary to remove and dispose of asbestos materials, to do so in accordance with relevant regulations and guidance to minimise the release of fibres and the risk they might pose to the health of workers, staff and visitors. To require, for new applications or where asbestos materials are being replaced, that asbestos free materials be used where these exist and are less hazardous.

Hazardous Substances: to minimise their use wherever this is avoidable and to ensure that they are stored, used and disposed of in accordance with suppliers' instructions.

Batteries: to avoid the use of batteries, especially those with high levels of lead, mercury and cadmium, where there is a better environmental option and where used, to provide recycling facilities.

Solvents and paints: to continue to check the use of products containing potentially harmful solvents in order to identify those which can be eliminated or replaced by low solvent, or solvent- free products such as water based paints, varnishes and glues.

Biodegradable Substances: to use fully biodegradable substances such as wood, cardboard and vegetable based lubricating oils, where available and when they represent the best environmental option and value for money.

Litter: to keep grounds clear of litter and refuse, taking account of the statutory Code of Practice on litter.

6. NATURAL RESOURCE PROTECTION AND ENVIRONMENTAL ENHANCEMENT

Horticulture: to replace the use of all slow renewables such as peat with organic wastes such as coir, manure, leaf mould and bark; and to maintain grounds on the Home Office estate by using good husbandry and encouraging native flora and fauna.

Pesticides and Artificial Fertilisers: to minimise the use of pesticides and artificial fertilisers and actively demonstrate how this aim is being achieved for services that are within the control of suppliers.

7. SUSTAINABLE ESTATES STRATEGY

The Home Office and its suppliers will apply best practice in the management of Home Office buildings.

The Home Office and its suppliers shall use the Building Research Establishment's Environmental Appraisal Method in making assessments of new and refurbished premises to meet the relevant target ratings. The Home Office and its suppliers shall introduce high standards of energy and environmental management within all key buildings.

The Home Office and its suppliers shall support the Government-Industry targets to ensure that at least 70% of construction waste is subject to material recovery by 2020.

The Home Office and its suppliers shall procure buildings in the top quartile of energy performance. The top quartile of energy performance for office buildings for 2009 has been determined as an Energy Performance Certificate rating of 64 or less.

The Home Office and its suppliers shall develop Green leases where possible with Landlords.

The Home Office and its suppliers shall raise the rating of Display Energy Certificates (DEC). DECs were introduced in 2008 and are required in all public sector buildings/offices larger than 250m2, frequently visited by the public. DECs rate the operational energy efficiency and performance of a building with a rating from A to G - much like domestic appliances. The Operational Rating received is relative to the average energy performance for a category of building of the same type, which is set at 100. DECs must be prominently displayed where all public visitors will be able to see them. The qualified engineer issuing the certificate will also have provided a report, which will have provided the department with suggestions for improving energy efficiency.

8. STAFF AWARENESS

The Home Office and its suppliers will promote staff awareness of sustainable development and environmental issues by educating, training and motivating their staff to work in an environmentally responsible manner and to play a full part in developing new ideas and initiatives and keeping their staff informed about environmental policies and practices.

Part A

Sustainable Development Policy

CPS | Home Office | Ministry of Justice | Department for Education | Department for Communities and Local Government | Department of Energy & Climate Change | Department for Culture Media & Sport | HM Treasury

MoJ ESTATE' S CLUSTER VISION FOR SUSTAINABILTY

"Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs" [1]

As a joint estates cluster, we are committed to creating a sustainable, effective and efficient estate which provides value for money for the taxpayer, reduces our environmental impact, enables transformation to the way civil servants work and contributes to the growth agenda.

We will ensure that our activities take full consideration of environmental, social and economic impacts. We will work to reduce our carbon emissions, minimise waste and pollution, make best use of scare resources, respect ecology, build resilience to a changing climate, nurture community strengths and assets.

CLUSTER SUSTAINABILTY POLICY STATEMENTS

We will ensure that our activities take full consideration of environmental, social and economic impacts.
We are committed to sustainable development and, on behalf of each participating department, will:

- Comply with all applicable legislation, regulations and other government requirements.
- Monitor and review performance and progress against the Greening Government Commitments (GGC).
- Report performance publicly in line with Cabinet Office requirements.
- Deliver continual improvement and prevention of pollution.

[1] **Our Common Future, World commission on Environment and Development, Brundtland Report, 1987**

Each department will have further individual policy statements to reflect their specific business.

Home Office

Sustainable Operations Policy statement

Our mission is to keep our citizens safe and our country secure. Our goals are to prevent terrorism, cut crime, control immigration, promote growth, and transform the Home Office.
We will:

- Implement the department's plan to fulfil its Greening Government Commitments (GGC), supplying quarterly information and contributing to an annual report on progress, and particularly to reduce our carbon dioxide emissions.
- Procure from small businesses in order to support the aspiration to award 33% of spend to SMEs.
- Assess and manage environmental, social and economic impacts and opportunities in its policy development and decision making.
- Comply with all applicable legislation, regulations and other government requirements.

As an organisation we are committed to:

- Reducing and measuring wasted energy and water through improved building and facilities management, and smarter information technology.
- Reducing and measuring the volume of waste generated; and reusing and recycling as much material as possible (including refurbishment and construction projects).
- Reducing and measuring carbon dioxide emissions from all forms of business-related travel, for example by promoting the use of video and phone conferencing or (where travel is essential) encouraging the use of public transport or providing a fuel efficient fleet.
- Working collaboratively with our suppliers, staff and stakeholders to ensure that we are all aware of our commitments and are proactive in helping the Home Office meet its targets.
- Reducing domestic flights.

Part B
Greening Government Commitments 2016 – 2020

We will continue to reduce the government's environmental impact, building on the progress we have made since 2010. By 2020[2], the government will:	
Reduce our emissions:	**1. Reduce greenhouse gas emissions by at least 42% from a 2009/10 baseline** (in line with individual departmental targets). 1a. Reduce the number of domestic business flights by at least 30% from the 2009-10 baseline[3].
Improve our waste management:	**2. Reduce the amount of waste going to landfill to less than 10%;** **Also to continue to improve our waste management by reducing the overall amount of waste generated and increasing the proportion which is recycled.** 2a Reduce government's paper use by at least 50% from a 2009/10 baseline
Reduce our water use:	**3. Continue to further reduce water consumption. Each department will continue to improve on the reductions they had made by 2014/15.** Departments will set internal targets and continue to report on office water use (m^3 per FTE).
In addition to the above targets, the Government commits to:	
Buying "greener" products and services	**4. Continue to buy more sustainable and efficient products and services with the aim of achieving the best long-term, overall value for money for society.** Departments will report on the systems they have in place and the action taken to buy sustainably, including: • to embed compliance with the Government Buying Standards in departmental and

[2] **i.e. by the end of financial year 2019/20.**

[3] **Excluding front line military flights. Departments which are already exceeding a 30% reduction will be expected to set their own internal targets for further reductions.**

	centralised procurement contracts, within the context of government's overarching priorities of value for money and streamlining procurement processes and; • to understand and reduce supply chain impacts and risks This reporting should set out achievements and cover departments' use of the Prioritisation Tool to help them identify and address their most important areas and the Flexible Framework tool which enables them to measure and monitor their progress on sustainable procurement over time (or other equivalent tools).
Being open and transparent	**5. Departments will be open and transparent by reporting publicly on the steps they are taking to address the following areas:** • Climate change adaptation; • Biodiversity and the natural environment; • Procurement of food and catering services; • Sustainable construction, and; • on any other issues that departments consider to be most significant to reducing the environmental impact of their activities.

The targets apply to 22 core Ministerial and non-Ministerial departments and their executive agencies and executive non-departmental public bodies (but not advisory NDPBs) employing more than 250 staff or occupying 1,000m^3 of floor space.

Greenhouse Gas reduction table showing the individual departmental targets which make up the overall government target

Department	Baseline GHG emissions (tonnes CO2e)	GHG emissions in 2014/15	% reduction from 2009/10 to 2014/15	Forecast GHG emissions in 2019/20	% improvement from 2009/10 to 2019/20
Home Office – Overall	79,668	62,395	22%	52,688	42%

Part C

The Environmental Standards for Goods And Services

- **Government Buying Standards**

The Government Buying Standards (GBS) are a set of product specifications for public procurers. They have 2 levels:

- mandatory
- best practice

All central government departments and their related organisations must ensure that they meet the GBS when buying goods and services for those product groups covered. It follows that suppliers to these Departments are also mandated.

The standards are owned by Defra, who consider the following aspects when setting them:

- energy in use
- water in use
- end of life costs:
- reparability
- upgradeability
- recyclability
- hazardousness of materials used
- resource efficiency - quantities of scarce materials used and recycled content

They currently cover:

- Cleaning products and services
- Construction projects and buildings
- Electrical goods
- Food and catering
- Furniture
- Horticulture and park services
- Office ICT equipment
- Paper and paper products
- Textiles
- Transport (vehicles)
- Water using products

https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs

Annex 2

The Authority's Wider Social Value Policy Aims that Must be Adhered to:

Suppliers are encouraged to support these wider social value aims where possible:

Home Office Specific Aims:

- **Inclusion by Instinct Strategy**

Wider Aims:

- **Workforce skills – Apprenticeship Places**: Creating apprenticeships or skills development programmes to support the government target to create 3 million apprenticeships by 2020. Further guidance is available at: https://www.gov.uk/take-on-an-apprentice

- **SMEs** – working with any SMEs in your supply chain, to support the Government target to spend at least 33% with SMEs by the end of financial year 2021/2

- **Prompt payment** – Looking to pay your supply chain in line with the Prompt Payment Code (i.e. pay suppliers within a maximum of 60 days - in line with late payment legislation requirements and work towards adopting 30 days as the norm and to avoid any practices that adversely affect the supply chain.)

- **Innovation** - To consider innovative solutions which could lead to environmental or other sustainability efficiencies

- **Sustainable Development Goals –** Further guidance available at https://www.un.org/sustainabledevelopment/

- **The UK's Industrial Strategy -** to boost productivity by backing businesses to create good jobs and increase the earning power of people throughout the UK with investment in skills, industries and infrastructure. The UKs Industrial Strategy

- **The Civil Society Strategy** - sets out how government will work with and for civil society in the long-term to create a country that works for everyone. Civil Society Strategy

Annex 3

Home Office Social Value Strategy - April 2019

Our Goal

To enable the Home Office to understand its legal obligations and policy requirements in order to achieve positive, sustainable outcomes, in line with best practice and with the highest overall value from our contracts.

This includes:

- Adhering to the Social Value Act;
- Adhering to the Modern Slavery Act;
- Reducing the environmental impact of our contracts;
- Supporting the Home Office SME targets;
- Adherence to the law generally, all relevant Government Guidance and Procurement Policy Notes.

We report to DEFRA, MOJ, Cabinet Office and Stonewall.

In June 2018, Cabinet Office Minister David Lidington announced measures to deliver better public services and use contracts as a “force for good”. In line with this announcement, by summer 2019, we are required to consider social value in all of procurement activities. The Strategy will be updated following any developments in Cabinet Office policy.

The Social Value Act

The Public Services (Social Value) Act 2012 came into force on 31st January 2013. It requires the Home Office “to have regard to economic, social and environmental well-being in connection with public services contracts; and for connected purposes”. This means that we must consider where added benefit, in relation to social value aspects, can be delivered to the department, where relevant and proportionate.

The Modern Slavery Act

The Modern Slavery Act 2015 (“The Act”) categorises offences of Slavery, Servitude and Forced or Compulsory Labour and Human Trafficking. These are all included in the term ‘modern slavery’. The Act requires businesses with a total turnover of £36m or above who carry out all or some of their business in the UK to publish an annual slavery and human trafficking statement. Businesses should set out what action they have taken to tackle modern slavery in their business or supply chains. This will allow consumers, investors and campaigners to hold them to account and call for them to do more.

Greening Government Commitments (GGC)

The GGC set out the actions UK government departments and their agencies will take to reduce their impacts on the environment in the period 2016 to 2020. They set out targets to reduce their greenhouse gas emissions, send less waste to landfill and reduce the overall amount of waste they produce and reduce water consumption. They also set out commitments for departments to improve sustainable procurement

and report transparently on key sustainability issues. **The Home Office is reporting a 42% reduction in carbon emissions, based on 2009-10 levels.**

The SME Agenda

In 2015 Government achieved the 25% aspiration for spend with Small to Medium-sized Enterprises (SMEs). The current target for Government spend with SMEs is 33% by March 2022. This metric is part of the Growth & Enterprise agenda which supports the Industrial Strategy aim 'to improve living standards and economic growth by increasing productivity and driving growth across the UK'.

To support the 33% Government target, the Home Office has agreed targets which will see us spend 28% with SMEs by 2022 as referred to in our SME Action Plan. In 2016 / 17 the Home Office achieved 22.6% spend with SMEs and are now aiming to reach 28% as follows:

2017 / 18 – 24%	2018 / 19 – 25%	2019 / 20 – 26.5%	2020 / 21 – 27.5%	2021 / 22 – 28%

Annex 4

Supplier Reporting Requirements – Where Relevant and Proportionate

Themes	Policy Outcome	Policy Content	Policy Metric - In relation to this contract:
Diverse Supply Chains	Improving Visibility of Sub-contract opportunities available to SMEs and VSCEs in the Supply Chain	Procurement Policy Note 0418 taking account of a suppliers approach to payment in the procurement of major contracts Procurement Policy Note 0118 Supply Chain Visibility Procurement Policy Note 0515 Prompt Payment and Performance Reporting	How many sub-contract opportunities arising from or in connection with the provision of the Goods and/or Services above a minimum threshold of £25,000 that arise during the Term, have you advertised on Contracts Finder? Have you, within 90 days of awarding a Sub-contract to a Sub-contractor, updated the notice on Contracts Finder with details of the successful Sub-contractor? What is the number, type and value of the Sub-contract opportunities placed on Contracts Finder advertised and awarded in your supply chain during this contract term? How have you promoted Contracts Finder to your suppliers and encouraged those organisations to register on Contracts Finder? What is the total contract revenue received directly on a specific contract?

			What is the total value of Sub-contracted revenues under the contract (including revenues for non-SMEs and/or non-VCSEs)? What is the number, type and value of sub-contracted revenues to SMEs and VCSEs?
	Ensuring supply chains are accessible to all types of businesses, including businesses owned or led by under-represented groups, such as women, BAMEs, Social Enterprises and people with disabilities	Industrial Strategy Civil Society Strategy	How many pre-market engagement activities have been carried out to create a diverse supply chain? How many supply chain development activities have been carried out to create a diverse supply chain?

Skills and Employment	Improved employability and skills	Industrial Strategy Civil Society Strategy Careers Strategy Improving Lives and Helping Working Families Post 16 Skills Plan Procurement Policy Note 1415 Supporting Apprenticeships and Skills Through Public Procurement	How many full-time equivalent employment opportunities to be created, including for those who: * are apprentices * are disabled *are women *are rehabilitating young offenders (18-24) or ex-offenders *were previously long term unemployed (unemployed for a year or longer, aged over 25) or who were not previously in employment, education or training (aged 18-24) *are from a BAME background *are LGBT Of those employment opportunities created, how many full-time equivalent employment opportunities have been retained? *throughout the contract, and *beyond the contract end date What are the number and type of training opportunities to be created, including those resulting in recognised qualifications (e.g. BTEC, City & Guilds, NVQ, HNC - Level 2, 3, or 4+) and apprenticeships (Level 2,3, and 4+) How many work placements, pre-employment courses, paid/unpaid student placements, or paid internships of 6 weeks or more have been created?

Environmental Sustainability in support of the 25 Year Environmental Plan (25YEP)	Environmental impacts are reduced	25 Year Environment Plan SD Goals Resources and Waste Strategy for England Clean Growth Strategy Greening Government Commitments Clean Air Strategy 2019 Government Buying Standards	Number and type of initiatives to reduce environmental impacts. What is the annual percentage by which environmental impacts will be reduced from the baseline to be established after the first year of the contract (e.g. waste to landfill, water consumption, greenhouse gas emissions and energy)?
Diversity and Inclusion	Ensuring businesses in the supply chain encourage increased representation of BAME & LGBT people and those with disabilities in the workforce	Improving Lives the Future of Work Health and Disability Race at Work 2018 McGregor Smith Review One Year On LGBT Action Plan 2018	What is the percentage of BAME & LGBT people and those with disabilities to be employed, as a proportion of the total workforce? What is the percentage of BAME, LGBT people and those with disabilities to be on apprenticeship schemes in relation to this contract, as a proportion of total apprentices employed? What is the percentage of BAME & LGBT people and those with disabilities to be on other training schemes in relation to this contract, as a proportion of total apprentices employed?
	Ensuring businesses in the supply chain encourage more cohesive communities	Civil Society Strategy Integrated Communities Strategy Green Paper	What initiatives are there to support community engagement in the design and/or delivery of this contract?

Safe and Secure Supply Chains	Modern slavery risks are reduced	Modern Slavery Guidance	What number of commercial and frontline staff have completed annual training on modern slavery? If you have received an invite to MSAT have you submitted your response and if not, why not? Have you discussed your recommendations for improvement at your quarterly review meetings? What number of supply chain audits to be undertaken in the supply chain, to identify and manage the risk of modern slavery? What number and type of initiatives throughout the supply chain have been identified to manage the risks of modern slavery occurring (i.e. supply chain mapping, staff training, contract management)?

ANNEX 5

Supplier's Social Value Policy and Plan

The Supplier shall submit the Social Value Policy and Plan for the Authority's approval within three (3) months of the Effective Date.