

Delivering Social Value for Leicester



A guide for suppliers and contractors
2018

Foreword – Our vision for social value in Leicester

Like other big cities, Leicester faces challenges to deliver economic growth and new jobs, improve its environment and support people in its communities to be better educated, healthier and happier.

Leicester City Council cannot do it alone and we know we are by no means the only organisation that cares about the city. We know that caring about our city, our citizens and our communities is not just the preserve of the public sector but of every person who lives here and of every business which trades in the city.

We do business with and procure from a great many organisations; from large infrastructure works to care contracts, from multinationals to local charities. The range of the council's responsibilities is vast and the range of what we buy and who we buy from reflects this. The council spends more than £300 million annually on goods and services, using over 4,000 different suppliers.

We want Leicester to get the most out of this activity. Social value means essentially ensuring we get the absolute maximum value from every contract – that is, not just the supplies or services specified under that contract, but the additional gain we can secure on behalf of the city and its citizens. We appreciate that this is a big challenge, especially when margins are tight. That is why we have produced this guide to show how it is possible to add that extra value.

Above all, we want to make sure that we can secure this social value and that it is directed in the right way to help the most people and have the largest impact. This guide sets out how we intend to do this, what we (the city, not the council) needs most and how you, as a supplier to the council, can provide it.

We hope that this guide is clear and helpful. We hope that this new and flexible approach to procuring services can support a relationship between all those with a personal or professional attachment to Leicester to work together to continually improve our city.

We thank all those involved for the work that has gone into the development and production of this guide and the Social Value Charter, including the assistant city mayors; the council's economic development, transport and tourism scrutiny commission led by Cllr Jean Khote; and council officers.



Sir Peter Soulsby
City Mayor



Cllr Danny Myers
Assistant City Mayor – Policy Development

Contents

Foreword: Our vision for social value in Leicester	3
What is social value?	4
How you can help	5
Support from delivery partners	6
What we need your help with	9
Employment	10
The local economy	11
Children and young people	13
Adults	18
Health	20
Communities	22
The city's environment	24
What next?	26
Links in the guide	27

What is social value?

Leicester City Council's Social Value Charter provides a definition:

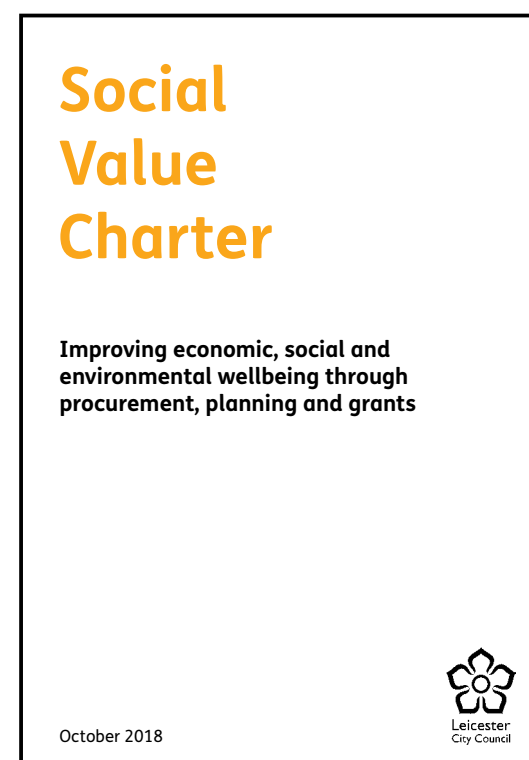
"Social value within procurement provides additional benefits generated by a service beyond its primary purpose. Additional social value improves the lives of people, for instance, through securing employment and training benefits for local residents; improving emotional and physical health and wellbeing of local residents; reducing carbon emissions or pollution levels, and supporting community groups and projects as part of a procurement process."

The charter sets out five themes for social value we are looking for which you will see run through this guide.

- Employing locally and responsibly
- Sourcing locally and responsibly
- Supporting and engaging with local communities
- Improving environmental sustainability
- Doing business ethically

The Social Value Charter

Please see our Social Value Charter in full here:



How you can help

Every organisation we do business with has finances, skills, assets and time that could be used to deliver social value. So, think about the social value you could offer Leicester, for example:



Finances

Pay your staff the living wage and provide fair working conditions, and where possible re-invest into the local economy and provide local jobs.

Skills

There are skills across your organisation that could be effectively applied to help us address city-wide skills shortages; from back office skills like IT or accounting to the more obvious skill that we are procuring from you.

Assets

There are assets you may have, from meeting rooms that could be used for free by community groups; to discarded IT equipment or other surplus materials that could be used by people, communities and organisations.

Time

Your organisation may already have a corporate social responsibility (CSR) programme or community volunteering scheme.

Support from delivery partners

To deliver social value in Leicester, we ask that you work, where appropriate, with our nominated delivery partners who have established networks in place, and have demonstrated the ability to work with businesses and link them up with community organisations, charities, schools/colleges and those in need of training and employment opportunities. They will help you ensure that appropriate administrative processes (for example: insurance, DBS checks, training, risk assessments, due diligence on local organisations) are in place and will help us monitor the delivery of your contractual commitments. The delivery partners will prioritise those most in need and consider the best matching recipient for the social value you are offering.

Some of our delivery partners may charge a fee for certain types of support; they are not profit-making organisations and all funds will be used to cover their organisational costs and to support creation of social value in Leicester.

Our delivery partners:

Leicester Employment Hub

Leicester Employment Hub provides intensive support with recruitment and skills needs to small and medium-sized enterprises (SMEs) and larger employers in the city and county. They help employers understand the current labour market and by mutual discussion develop a bespoke skills and recruitment plan. The team has local expertise and connections to support businesses with ambitions to deliver social value in meeting their recruitment objectives.

Leicester Employment Hub
leicesteremploymenthub.co.uk
employmenthub@leicester.gov.uk



Voluntary Action LeicesterShire (VAL)

Voluntary Action LeicesterShire (VAL) helps get people into volunteering and provides voluntary and community sector organisations with infrastructure support. VAL can advise and support you with volunteering and can provide support for voluntary and community sector groups and organisations, as well as provide information, advice, guidance and training.

Voluntary Action LeicesterShire (VAL)
valonline.org.uk
Tel: 0116 257 5050



Leicestershire Cares

Leicestershire Cares brings businesses and communities together for the benefit of all through employee volunteering. It provides volunteering opportunities for companies looking to get involved with communities in Leicester, Leicestershire and Rutland. Leicestershire Cares manages a wide range of projects supporting:

- pupils with literacy, numeracy and employability skills
- communities through practical group projects
- offenders in their rehabilitation
- homeless people by breaking the cycle of 'no home, no job'
- young people who have been in care onto the next steps in life.

Leicestershire Cares

leicestershirecares.co.uk
info@leicestershirecares.co.uk
Tel: 0116 275 6490



CrowdFund Leicester

CrowdFund Leicester is all about connecting people, communities, businesses and resources to good ideas that will improve quality of life in our city. CrowdFund Leicester features projects seeking support in the form of funding, material donations and volunteering that share innovative ideas and could help shape the community for the better. By working together with these creative and innovative groups and organisations, we can make Leicester an even better place. You can see how you can support the featured projects, or create new funds/offers of support for good causes in the city.

CrowdFund Leicester

spacehive.com/movement/crowdfundleicester
crowdfundleicester@leicester.gov.uk



Leicester City Council

As the local authority, we have a range of teams and services that will act as a delivery partner and can support the delivery of certain types of social value.

Environmental volunteering and improvement projects

Our parks service provides a one-stop shop for volunteering, sponsorship and other opportunities to get involved in improving green spaces and waterways.
leicester.gov.uk/volunteering
parks@leicester.gov.uk



Choose How You Move

The walking and cycling team provide a range of practical tools and schemes for staff to join, which encourage the uptake of more active and sustainable travel, thereby improving staff health and wellbeing.
choosehowyoumove.co.uk
choosehowyoumove@leicester.gov.uk



Environmental education co-ordinator (Eco-schools)

The co-ordinator supports Leicester's schools with environmental education. Input from businesses can help schools get projects off the ground or give students insights into environmental roles in the world of work.
schools.leicester.gov.uk/environmentaleducationcoordinator
eco-schools@leicester.gov.uk

Governor service

leicester.gov.uk/schools-and-learning/school-and-colleges/performance-inspections-and-reports/school-governors
education-governor-services@leicester.gov.uk



What we need your help with

This guide sets out what we need help with – the challenges the city faces that could really benefit from your involvement and contribution.

• Employment



• The local economy



• Children and young people



• Adults



• Health



• Communities



• The city's environment





Employment

What Leicester needs

Leicester needs good jobs, with fair pay and safe and considerate working conditions. We want to support an economy that provides high-skilled, well-paid secure work that enables people in Leicester to enjoy both their work and their life outside work.

How you can help

As one of the city's major contributors to the economy, we at the council want to ensure that our budgets are used to support people into great jobs, as defined by the TUC's Great Jobs Agenda below. Leicester City Council was the first council in the UK to sign up to this agenda and we have signed up to it as a challenge, not a boast. We know that our budgets and contracts do not always allow for the application of a real living wage across our care contracts. However, as a priority we will strive for those employed in Leicester and particularly everyone employed as a result of our spending, to enjoy the following working conditions. Therefore, we ask you to also consider and address these:

The TUC Great Jobs Agenda

Every job should be a great job. For us, that means workers in our city should:

- be paid fairly
- work in a safe and healthy workplace
- be treated decently and with respect
- have regular hours
- have the chance to be represented by unions and be consulted on what matters at work
- have the chance to learn and progress at work and get on in life.

We have our own commitment with regard to the **Living Wage through procurement** and have taken steps to ensure that our contractors do not participate in employee blacklisting.

We also expect you to seek ethical employment practices throughout any international supply chains (for example: by purchasing fair trade or similarly accredited products). Compliance with the Human Rights Act, Modern Slavery Act and the International Labour Organisation's international labour standards are an absolute minimum.

Social care sector

Leicester's economy also needs a care sector that is suitably valued and skilled, and to move away from employment practices which stretch the sustainability of the sector. Our contracts for services, such as domiciliary care already require employers to pay their staff travel time and the use of zero hour contracts are only acceptable if they provide flexibility to the workforce. Training and development of staff is also a key priority to ensure that standards of care are maintained and the council provides free training to support the sector. We want to promote the care sector as a dynamic, meritocratic and accessible career choice for the city's young people and would encourage potential care providers to consider the options for social value set out below for children and young people.



The local economy

What Leicester needs

We want our budgets to fund the employment of Leicester residents and are spent with Leicester businesses (both directly and through our contractors' supply chains) as much as possible. We want to support the city's small, medium and large enterprises, including organisations in the voluntary, community and social enterprise sector, which will further support local employment. We recognise that trading with companies and employment of residents in the county will also have a positive impact on the city due to the travel-to-work links between the city and county.

Coupled with our expectations on working conditions, and particularly the Living Wage, this will ensure that local people working to deliver our services will benefit and this money will be recycled in the local economy.

How you can help

Local suppliers

Whether you are a Leicester-based company or not, we strongly encourage you to consider how you can work with companies in Leicester to support your contract delivery and become part of your supply chain. Having a Leicester-based supply chain will help you link into the local community and enhance your local knowledge. It will help us support local business and local employment. Voluntary and community sector groups and organisations could also form part of your supply chain – please see the Communities section below.

Case study

The £1.27 million refurbishment of the council's Customer Service Centre was carried out by Morgan Sindall as the main contractor. Six of the 10 major sub-contractors appointed by Morgan Sindall were local and these represented 81% of the sub-contract expenditure. Of this 81%, over half went to local employees or local tier 2 sub-contractors.

Who to contact for support

Please do your usual supply market research for potential supply chain partners in the local area. Please consider using the Source Leicestershire website to advertise opportunities to local businesses. Note: Source Leicestershire is not limited to local businesses but has a good profile locally.

Local employment

Whether you are a Leicester-based company or not, we strongly encourage you (and where relevant, your supply chain) to consider how you can support the employment of people in Leicester. We ask that all job opportunities related to our contracts, where the opportunity is within reach of Leicester, are advertised in Leicester job centres and through Leicester organisations.

We would like you to work with our **Employment Hub** to offer these opportunities to local people. The Employment Hub can offer you advice on apprenticeship and training schemes and advise you if funding may be available to support you when you create these opportunities.

Case study

Leicester City Council's neighbourhood improvement scheme works in partnership with Leicester College to support unemployed people by offering work experience and short-term job opportunities. The scheme is now in its eighth year and has helped more than 180 unemployed people move into employment.

Who to contact for support
Leicester Employment Hub



Children and young people

What Leicester needs

For Leicester to be more competitive and to continue to attract inward investment, we need to have more people suitably skilled in certain areas such as:

- construction
- engineering
- ICT
- social care.

Leicester also has children and young people who sometimes – because of circumstance, geography or background – do not secure access to high quality education, training and employment opportunities and would greatly benefit from your support.

How you can help

We want our providers to join us to:

- make the vast variety of opportunities available to children and young people seem real and tangible
- share the benefit of your experience and skills to address the skills gap
- inspire young people to do well at school/college and create a link between what they learn in the classroom and the world of work.

We have identified a range of different ways and levels at which you can get involved and make a difference.

Visits to schools and colleges

Some ways to help are:

- volunteer to visit a school at an assembly or offer a school the chance to visit your workplace
- give insight and provide examples of the different types of jobs available and how to reach that position
- mock interview exercises
- support literacy and numeracy schemes by going into schools and colleges to enrich the learning experience.

Our delivery partners already have links with schools and established processes to facilitate such events and we ask that you offer this kind of social value through these intermediaries to ensure the right children/organisations benefit, the proper processes are followed and that we can record evidence of delivery.

It can be difficult, especially for smaller organisations, to provide structured career opportunities, but your organisation may have a volunteering or corporate social responsibility project where an individual might wish to volunteer to offer mentoring support to a child or young person. These relationships can be pivotal in helping a child or young person build their confidence and understand better what is possible.

Case study

Leicester Employment Hub organised a site visit for a group of 30 students and staff from Moat Community College to learn about design and construction. They visited the re-development site of the former Southgates bus station and were greeted by Winvic, the construction company overseeing the project and turning it into new student accommodation. It was a great opportunity for them to see a large construction site in action and understand how different disciplines go hand in hand to achieve such a project.

This project was not procured by the council but the social value was achieved through engagement with the council and the Employment Hub.

Who to contact for support

Leicester Employment Hub
Leicestershire Cares



Work experience

Many Year 10 children (14-15 year olds) look for an opportunity to gain one or two weeks' work experience. Not all do and some schools struggle to place every child. Your social value could be to provide such opportunities within your organisation. This may be a frontline customer-facing role, but could also be in a back-office function, such as IT, logistics or administration.

Case study

SISK re-developed the council's former New Walk Centre headquarters site into a new mixed-use development, comprising of 50,000 square feet of office space, 54 new homes and a small amount of retail space including restaurants. They also improved the public realm to complement the attractive, tree-lined New Walk. As part of Constructing Leicester, we worked closely with SISK to deliver work placements and curriculum support activities, along with apprenticeships and jobs.

Through the project, SISK hosted 12 work placements in trades such as bricklaying and electrical, as well as civil engineering. It delivered seven curriculum support activities, which involved hosting site visits for local colleges, and took part in workshops and activities to raise awareness of the opportunities within the construction industry.

Who to contact for support

Leicester Employment Hub and their partner organisations:
Leicester Education Business Company (LEBC) and Connexions
Leicestershire Cares



Apprenticeships and training

For our larger and longer-term contracts, there may be opportunities to generate longer-term social value. We would expect to see evidence of how our suppliers will develop apprenticeship opportunities for young people in Leicester and for them to become part of your workforce delivering services under the contract.

Case study

We have procured the Framework Housing Association (FHA) to provide inpatient medically assisted withdrawal drugs and alcohol services for adults in Leicester, Leicestershire and Rutland. As part of the procurement process, FHA committed to offer training and work placement opportunities for those aspiring to careers in nursing, social work and medicine, including junior doctors. FHA currently has two junior doctors on placement on a six-month rotation, and these will be replaced every six months with new trainees. FHA also has, in the first four months of the contract, received four fourth year general medical students on week long work placements.

Who to contact for support
Leicester Employment Hub

Supporting specific children and young people

As well as general opportunities for young people, there are particular groups of children and young people in the city who may need greater support. In some cases, they may require a particularly nurturing and supportive approach in the right environment to benefit from the opportunity. Helping these young people can be particularly rewarding for organisations and employees involved.

Looked after children

Educational and employment outcomes for our looked after children or children in care are important and as their corporate parents, our aim is to provide them with support outside of mainstream education. We'd like to extend this into our commissioning. We have programmes and schemes which you could utilise to help us educate our looked after children. For example, Leicestershire Cares' Flying Fish project supports young people on to the next steps in life by opening their eyes to the possibilities in the world of work, through company tours, talks and mentored work placements. All programmes are tailored to meet individual needs.

Children with special education needs

Educational and employment outcomes for children with special educational needs need to be improved. This would include children with long-term disabilities or conditions such as autism.

Case study

Through the Leicester Jobs Fund, funding was secured for a young person with social, emotional and mental health needs (SEMH) to commence a six-month traineeship working in a local school. This young person experiences very high anxiety in any new situations and when working with large groups of people. With support, he is now growing in confidence and will progress onto an Apprenticeship in Business Administration. Although not generated through the council's procurement activities, this example demonstrates the opportunities available and the positive outcomes that can be achieved.

Leicester Employment Hub and the Leicester Jobs Fund support SMEs taking on people with disabilities or looked after children.

Who to contact for support
Leicester Employment Hub
Leicestershire Cares

Adults

What Leicester needs

Some of Leicester's adult population are often excluded from social contact, exercise and recreation, and employment and training opportunities. Leicester City Council teams and other voluntary and community sector groups and organisations support these adults but they could benefit from further help via skills, knowledge, assets and potential volunteering time and employment opportunities within your organisation. They can also add value back into your organisation. These vulnerable groups are broadly defined below.

- Adults with long-term mental health needs, learning disabilities, autism and/or physical health conditions are often independent enough not to require long-term care but they may find it difficult to access alternative support or work thereby leading to social and economic isolation.
- Long-term unemployed people and those in need of re-skilling.
- Elderly and socially isolated – older people are more likely to be managing long term health conditions and prone to being socially isolated. Supporting and helping those living with dementia and their carers is a priority for Leicester and we are committed to make ours a dementia friendly city.
- Recent arrivals in the UK – in many circumstances these people are fleeing incredibly traumatic and difficult situations, and require the right kind of support to start a new life in a new country with confidence.
- Those who have recently left the criminal justice system face a difficult challenge securing housing, work and re-establishing important relationships.
- Those who are recovering from drug or alcohol addiction and have problems with substance misuse often suffer from complex circumstances and multiple issues such as poor mental health, which can lead to other long-term issues such as rough sleeping.

How you can help

Your budgets, skills and assets could support those individuals and the organisations that help them, through for example, visits to libraries, colleges or other suitable settings, or your staff could volunteer to support people to develop their digital and English language skills and confidence.

You may be able to offer structured mentoring and training opportunities for individuals. You could explore how to remove barriers to employment opportunities for vulnerable adults with mental health needs or a learning disability. An opportunity for being in paid employment could support their wellbeing and independence. Work trials, internships and placements, targeted training and development opportunities could all be options. Information about the **positive action provisions** under the Equality Act 2010 will help you to decide what opportunities, support and positive action in recruitment you might be able to offer.

Case study

Leicestershire Cares provides businesses with opportunities to offer practical help to local community groups that support isolated and elderly people, for example through organising team challenges, where a group of employees could volunteer for the day to decorate a room or do gardening at an old people's home. This collaboration benefits the community group and can be an excellent way to build team spirit within your company and raise your profile.

Cambridge and Counties Bank worked with Leicestershire Cares at Holmfield Day Centre, which is situated in a deprived area and is a lifeline for older people with dementia who are socially isolated. The employee group tidied up the garden and created a false shop front to look like a shop from the past. Although not a council example, it demonstrates the kind of opportunities that are available.

Who to contact for support

Leicester Employment Hub

Leicestershire Cares

Voluntary Action LeicesterShire (VAL)

Please also refer to the contacts in the Local Economy (Employment) and Communities sections.



Health

What Leicester needs

Everyone has a role to play in supporting people to make healthy lifestyle choices. Our social value approach will protect physical and mental wellbeing in Leicester. We want employers to promote physical activity, healthy eating, smoke-free policies and a range of mental health promotion activities.

Increased levels of physical activity across the city will support general wellbeing and help us to tackle the range of health challenges facing the city, including obesity and diabetes.

How you can help

Healthy eating and physical activity

Employers can play a role in supporting and facilitating staff to be more active. Making even small changes to include active travel and physical activity as part of the normal working day can help with this: for example, staff could act as volunteer walk leaders at lunchtime or after work or consider the Leicester-Shire and Rutland Sport (LRS) **Workplace Challenge**. Supporting local communities in becoming more active could fulfil a social value commitment.

Healthy eating goes hand-in-hand with physical activity. Employers can support work within Leicester that aims to improve choice and access to healthy options. This could be work that takes place directly within their organisation, or through working with other stakeholders, such as a foodbank or holiday hunger scheme.

Stop smoking

Ensuring that smoke-free policies are present in the organisation, and that access to the Stop Smoking Service is available would both demonstrate commitment to improving employee health and wellbeing.

Mental health

Mental health problems are another key health issue amongst people in Leicester. One in four working age adults will be living with a mental health condition, and many more may be experiencing symptoms of low mood or stress without an official diagnosis. However, many people are reluctant to speak about their mental wellbeing at work due to stigmatising attitudes around mental illness.

Changing the culture of a workplace to become a safe space to discuss mental health openly would have great social value. Incorporating workplace mental health training amongst managers, or adopting a 'mental health champions' scheme would be ways to raise awareness of mental health amongst staff. Encouraging dialogue around mental health and well being at work will contribute to a culture where employees feel more valued, which in turn has a proven positive impact on productivity. Employers could also sign the **Time to Change Employer Pledge**, a process that involves creating a six-step 'action plan' on how the organisation will combat stigma and discrimination around speaking about mental health.

An organisation could also support community groups, and mental health champions could share their learning with communities. Working with faith groups and community leaders to adapt messages/activities around mental health and well being for different communities would be an excellent way forward. Sponsoring ongoing activity, such as events held by local community Time to Change Champions, would also be a way of raising mental health awareness amongst Leicester residents.

First aid

We would also like to increase the number of staff and members of the public with basic first aid skills. The Red Cross offer first aid training and so do Leicester City Council's health and safety team. This isn't a major expense or commitment but is hugely valuable. We are also working in partnership with the Joe Humphries Memorial Trust to install defibrillators in public places and give basic CPR and defibrillator training to the public. Your support for this kind of activity would be greatly welcomed.

Case study

Leicester City Council's walking and cycling team has worked with a variety of Leicester businesses to implement free and practical tools and schemes which have encouraged the uptake of active and sustainable travel, and so improved the health and wellbeing of staff. Examples include the provision of cycle parking at De Montfort University; a series of led rides and led walks at Pick Everard; the implementation of a sustainable travel challenge at IBM; staff personal travel planning at Mattioli Woods; and multiple staff engagement events at Hastings Direct.

Who to contact for support

Choose How You Move



Communities

What Leicester needs

Leicester's communities are supported not only by a diverse and dedicated voluntary and community sector, but also by the public sector. Our libraries, parks, playgrounds, charities, and children's and community centres provide the city with an invaluable physical, social and support network. However, a lot of this network no longer receives the same level of financial support it once did from public budgets. Leicester needs your support for this network and its communities.

How you can help

As mentioned earlier, your support for our communities does not have to relate to the core service we are purchasing from you but could come from elsewhere within your organisation.

Volunteering and expertise

We are especially keen to support our communities with volunteer hours from across the city. This could be, for example, to help a summer reading challenge at a local library or support a local foodbank. Some communities, as well as the groups and organisations that support them, struggle to recruit to senior administrative positions such as trustee, chair, treasurer or school governor. These are vital roles and within your organisation there may be individuals who would be willing to support the city's voluntary and community sector or schools with these skills.

Leicestershire Cares and **Voluntary Action LeicesterShire (VAL)** are local organisations through which we would ask you to channel this activity.

Both VAL and Leicestershire Cares can arrange team challenges – team building away days where your team undertakes an activity to improve a local public or community facility such as painting a community room, clearing a garden or open space, or litter picking on the local waterways.

ProHelp is another Leicestershire Cares scheme via which your staff can volunteer their professional expertise to assist local community groups who may otherwise be unable to afford such services. Similarly, VAL can broker volunteering opportunities for trustee and other community-based roles that could be taken up by employee volunteers.

School governors are unpaid volunteers who work as part of a team to raise standards of achievement in their school. They provide strategic leadership and accountability in schools. Governors also hold the main responsibility for finance in schools and work with the head teacher to make decisions about balancing resources.



Case study

Nine staff members of Checkprint, a Hinckley-based secure printing firm, recently took part in a special community initiative to refurbish a playground in Braunstone, in an eight-hour painting session that saw the team re-stain the entire assault course. This initiative formed part of the Braunstone Adventure Playground's Restoration Week, which saw the entire facility renovated for the summer holidays.

This activity was part of Checkprint's commitment to Leicestershire Cares, rather than a social value commitment from a council procurement, but is a great example of a local company carrying out a team challenge and contributing to the local community.

Who to contact for support

Leicestershire Cares
Voluntary Action LeicesterShire (VAL)
Leicester City Council – governor service

Purchasing and sponsorship

Many local community organisations often trade services – for example, room or conference hire or catering. Using these traded services is a sustainable, viable way of supporting this network.

There are facilities and charities which would welcome your sponsorship of a programme or facility – everything from a farm park to a training programme might offer mutual benefit of income and publicity. Leicester City Council would be happy to broker any such interest.

In kind support – resources and materials

Charities often find it hard to secure funding for buildings or equipment due to public funding restrictions. If your organisation has excess materials or furniture/equipment, such as ICT hardware, it no longer requires, this could be used to support local community groups/projects. There may also be a valuable contribution in allowing some of these organisations the opportunity to use your facilities or equipment and expertise in other ways (for example, making your meeting rooms/vehicles available to them when you don't need them, using spare capacity within your facilities management team to carry out small repairs or auditing/inspecting a charity's accounts).

We have created CrowdFund Leicester, where you can find well-deserving innovative projects within the city which would benefit from your social value support, whether financial or in-kind. You can also offer your support by creating a new fund or offering material support/resources for good causes.

Case study

Highcross is supporting CrowdFund Leicester by including some of its projects in their own publicity spaces (physical, digital and online) and by having CrowdFund Leicester join in some of its special promotions (for example, Student Night). We have had the offer of Highcross accommodating appropriate projects within vacant shop units and of putting the digital beacons in St Peter's Square at the service of some of the more creative and artistic dimensions of CrowdFund Leicester.

Who to contact for support

Voluntary Action Leicestershire (VAL)
Leicestershire Cares
Crowdfund Leicester – funds and support



The city's environment

What Leicester needs

Like all cities, Leicester faces big pressures to provide the homes, jobs, facilities and transport systems that people need, while also offering a green and healthy environment with clean air, space to relax and a home for wildlife. It also needs to run sustainably – using resources efficiently, cutting down waste and helping tackle wider environmental problems such as climate change. For these reasons Leicester needs to reduce the amount of greenhouse gases and air pollution it generates, making better use of clean technologies and renewable energy. It needs to reduce waste and reuse or recycle more. It also needs to maintain and improve its network of parks and open spaces, its heritage and its historic treasures.

How you can help

You can help us improve Leicester's environment and make it a more sustainable city by:

- running your business with the environment in mind, so that you can offer us and your other customers greener goods or services. This is important to us because we want to lead by example in what we buy.
- providing practical help towards environmental improvement projects in the city, for example through volunteers, funds or help in kind.

Environmentally responsible sourcing

For relevant contracts, we will specify green standards we expect providers to meet and we may also include green criteria when we evaluate tenders. We will always make any green requirements or criteria clear, and you can read our Sustainable Procurement Guidance on our website before you tender. Any green standards or requirements will always be relevant to the type of goods, works or service we're buying. Below are some examples of what we look for.

- Less emissions from any transport, delivery or collection services, or from travel by your staff when they deliver the service to us for example, using cleaner vehicles such as electric or high Euro Standards, travel by walking, cycling or public transport, or use of latest technology/systems to cut journeys.
- Less waste, more recycling. For example, reduced, recyclable or returnable packaging – and less or no single-use plastics.
- Sustainably sourced timber and peat-free horticultural or landscaping products.
- Energy-saving and low carbon technologies used in goods and services.

Case study

We have committed to play our part in protecting forest biodiversity worldwide by joining a WWF scheme to buy timber from legal and sustainably managed forests. The impressive timber beams supporting the food hall at Leicester Market – as well as all the other timber used in the scheme including the hoardings used during construction – were all checked before purchase. The beams came with Forest Stewardship Council (FSC) certification, one of several ways that companies can prove that their timber comes from a sustainably managed forest.

Who to contact for support

From time-to-time as funding allows, we can offer help to local companies to cut their energy costs or benefit from clean vehicle technologies and sustainable travel options.

Green BELLE – for information about help cutting your energy costs

Choose How You Move – see Leicester Business Engagement for information about support with sustainable travel options

leicester.gov.uk/businesswithus – for more detail on our sustainable procurement policies

Environmental improvement projects

Businesses can add considerable value to environmental improvement projects in the city, for example through staff volunteering, funding for materials or help in kind such as the loan of equipment or offering expertise. We also welcome our suppliers coming forward with their own ideas for projects. The types of projects you could support include:

- tree planting, nature conservation and clean-up days
- community food growing projects
- school projects including nature or food growing areas, litter-picks or – if your business has environmental expertise: supporting environmental careers events, work experience opportunities or school talks
- sustainable travel projects cycling, walking or electric vehicles promotions or events

Case study

In 2016, the council procured Arcadis to provide project management and consultancy services to support our construction projects. Arcadis committed to several social value outcomes and activities which so far have included the following.

- In 2017, volunteers from the company took time out to assist with meadow management at Welford Road Cemetery as part of the Wild About Leicester project
- In March 2018, eight interactive environmental education sessions were organised for primary schools and in May 2018 Arcadis organised an Eco Summit for schools held at De Montfort University
- In June and July 2018, the company organised clean-up days on the River Soar and the Grand Union Canal, with volunteers from the company working with Leicester environmental volunteers to clear two truck-loads of rubbish.

Who to contact for support

Leicester City Council – environmental volunteering and improvement projects

Leicester City Council – Eco-Schools scheme

Crowdfund Leicester – for community-led environmental projects you could support. See funds and support

What next?

You are likely to have received this guide as part of a package of tender documents. The invitation to tender, and the specification and conditions of contract, will make clear what our minimum requirements in terms of social value are. We may also have asked you to complete method statements to state how you will deliver this social value and seek your proposals for additional social value you will create as part of the contract.

We recognise that some contracts have more potential than others to deliver social value and we will ensure our demands are as relevant as possible to the contract and proportionate to the scale of the contract. In doing this, we do not want to add significant cost to contracts given the financial constraints the council (and all other public-sector organisations) are currently working within.

When responding to our questions, we want you to be as innovative and ambitious as possible. Please try to consider and maximise the impact your social value will have on the city – we will consider this when evaluating your tender:

- short-term interventions, (for example, one-off volunteering, work experience) will clearly contribute to our objectives and should be of minimal cost to your organisation
- longer-term more sustainable social value, such as apprenticeships and employment, will however be looked upon more favourably as a greater contribution
- where you can focus social value on particularly disadvantaged groups; such as looked after children, the disabled or ex-offenders; we will acknowledge this in our evaluation as a special contribution to our priority objectives.

Please look at your own organisation and what it has to offer the community and the city. Please make firm social value commitments as part of your tender submission, alongside the core goods or services the contract is for. We will monitor your delivery of the commitments you make.

All businesses and organisations trading in and around the city can deliver social value as part of their everyday activity – you don't have to do this as part of a council contract. Working with the city and community around you is the right thing to do.

Contact Leicester City Council's procurement service

W: leicester.gov.uk/businesswithus

E: procurement@leicester.gov.uk

T: 0116 454 4020

Links in the guide

Leicester City Council Social Value Charter: leicester.gov.uk/businesswithus

Leicester Employment Hub: leicesteremploymenthub.co.uk

Voluntary Action LeicesterShire (VAL): valonline.org.uk

Leicestershire Cares: leicestershirecares.co.uk

CrowdFund Leicester: spacehive.com/movement/crowdfundleicester

Leicester City Council volunteering with parks and open spaces: leicester.gov.uk/volunteering

Chose How You Move: choosehowyoumove.co.uk

Environmental education (Eco Schools):
schools.leicester.gov.uk/environmentaleducationcoordinator

Leicester City Council schools governor service: leicester.gov.uk/schools-and-learning/school-and-colleges/performance-inspections-and-reports/school-governors

Leicester City Council Living Wage through procurement:
leicester.gov.uk/your-council/our-jobs-and-careers/working-for-us/living-wage

Source Leicestershire: sourceleicestershire.co.uk

Employment Hub: leicesteremploymenthub.co.uk

Neighbourhood improvement scheme news story: news.leicester.gov.uk/news-articles/2018/june/award-for-council-scheme-that-helps-get-people-into-work

Leicestershire Cares Flying Fish project: leicestershirecares.co.uk/flying-fish

Leicester Jobs Fund: leicesteremploymenthub.co.uk/employers/leicester-jobs-fund-grants

Positive Action provisions: citizensadvice.org.uk/work/discrimination-at-work/what-doesn-t-count-as-discrimination-at-work/discrimination-at-work-positive-action

Leicester-Shire and Rutland Sport (LRS) Workplace Challenge: workplacechallenge.org.uk/lrspport

Time to Change Employer Pledge:
time-to-change.org.uk/get-involved/get-your-workplace-involved/employer-pledge

Defibrillators at our parks: leicester.gov.uk/leisure-and-culture/parks-and-open-spaces/using-our-parks/defibrillators-at-our-parks

Leicester City Council sustainable procurement policies: leicester.gov.uk/businesswithus

Leicester City Council procurement team: leicester.gov.uk/businesswithus