



East Renfrewshire Council

Community Benefits Guidance Note - Suppliers

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1. INTRODUCTION

This Community Benefits guidance has been developed to align with East Renfrewshire Council's Sustainable Procurement Strategy and Economic Development Strategy. The community benefits strategy provides the following key commitments:

- A consistent approach, terminology and clauses for community benefits will be used across all ERC contracts.
- Community benefits shall be incorporated either by ERC adopting a contractual or voluntary approach into **all** relevant contracts.
- A voluntary approach may be applied to maximise the benefits delivered.
- A points based evaluation model will be used to assess community benefit proposals for all contractual evaluated community benefits.
- A community benefits menu has been developed and is used to obtain community benefit commitments from tenderers. This menu aims to ensure community benefits secured are aligned to the key priorities for economic development across East Renfrewshire.
- A Community Benefits wish list has been developed that can be accessed by community groups and supplier via the East Renfrewshire Council website.
- All tier 1 contractors are required to advertise relevant sub-contracting opportunities in a fair and transparent manner. This can be done using the PCS portal or with the assistance of East Renfrewshire Councils Chamber of Commerce.
- Regular reporting of community benefits will be undertaken.



2. SUPPLY CHAIN OPPORTUNITIES

ERC encourages contractors to engage with the local supply chain and to maximise sub contract opportunities for Small to Medium Sized businesses (SMEs), Supported Businesses and Third Sector organisations.

The Economic Development team performs a local supply chain interface role, engaging with larger businesses operating in the area to keep local business informed of opportunities. They aim to link up larger businesses with the local supply chain via supplier development activities such as Meet the Buyer events and workshops. For further information on how to get involved with ER Chamber of Commerce email business@eastrenfrewshire.gov.uk.

3. PROMOTION OF SUCCESSFUL COMMUNITY BENEFITS

On successful delivery of Community Benefits the Council will work with suppliers to celebrate success. Suppliers are required to provide case studies of outcomes achieved, these may be uploaded to the ERC Community Benefits Wish List on the ERC website. This gives suppliers the chance to promote their good work to the Council, community and their peers. The Council will access promotional channels including social media and local news networks to share good news stories and will arrange photo calls where appropriate. The Council also arranges and takes part in Community Benefits themed events at a local and regional level, suppliers may be invited to take part to promote best practice and create PR opportunities.



4. COMMUNITY BENEFIT APPROACHES

Community benefits can be incorporated into contracts in two ways:

A. CONTRACTUAL

All contractual community benefits form part of the contract and suppliers have a contractual obligation to deliver these commitments. Appropriate contract conditions will be included to provide a remedy for failure to deliver contractual community benefits.

Contractual community benefits can be incorporated in the following ways:

- **Evaluated**

Community benefit proposals are assessed as part of the tender evaluation using Community Benefit criterion as specified within the Invitation to Tender (ITT).

- **Mandatory**

These may be delivered in 2 ways:

1. Non Evaluated

Community benefit proposals offered by the tenderer but do not form part of the assessment under Community Benefit criterion as part of tender evaluation.

2. Specific requirements

Specific requirements may be stipulated within the specification, e.g. advertising sub contracting opportunities.

B. VOLUNTARY

Voluntary community benefits may be offered from a supplier, typically post award, but do not form part of their contractual obligations to deliver. Voluntary community benefits cannot form part of considerations at the tender evaluation stage.



5. COMMUNITY BENEFITS MENU & WISH LIST

A menu of preferred community benefits outcomes has been developed in consultation with key partners, including East Renfrewshire employability partnership, education, community planning colleagues and the Construction Industry Training Body.

The community benefits menu targets (appendix A) delivery of, but does not restrict delivery of outcomes in relation to:

- Targeted Recruitment and Employment Initiatives
- Targeted Skills and Training Initiatives
- Vocational Training/Qualifications
- Supply Chain Development
- Community Engagement

The Community Benefits Menu attached to the ITT provides a definition and details of the points attributed to each outcome. This menu highlights the key priorities across East Renfrewshire.

The value and duration of the contract is taken into consideration when calculating the minimum number of points applicable to a particular procurement exercise (Appendix A). The associated ITT will detail the number of community benefit points and a statement may also be included by ERC advising which target group that benefits are to be applied to e.g. long term unemployed, people with convictions.

When offering community benefit proposals, the menu attached to the ITT should be considered. Your offer should clearly state how you are proposing to achieve the minimum number of community benefits points with an outline method statement being provided to explain how all community benefit outcomes will be delivered. It is important that your outline method statement is clear and demonstrates your ability in this area.

Community Benefits Hub

The community benefits hub has been developed to allow communities to make requests directly to companies working in East Renfrewshire.

The Glasgow City Region Community Benefits Hub aims to make it easier for businesses to deliver community benefits that will have a real impact on local people and communities. As a business, you can use the website to find local causes and requests that align with your business goals, live projects, and contribute to Corporate Social Responsibility. Not-for-profit organisations such as schools and constituted community groups can make requests for specific goods, services or resources that businesses delivering public sector contracts can view and deliver. Both suppliers and community groups need to register to join the website, provide the required details and meet certain conditions. Suppliers are actively encouraged to review the community benefits hub and note within their ITT response if they are able to meet any of the requests noted by our community groups. Suppliers should not try to match with community wishes until after contract award.

A link to the community benefits hub can be located via the following website page:

<https://www.benefitsforcommunities.co.uk/>

6. COMMUNITY BENEFITS EVALUATION MODEL

This section is only relevant where community benefits criterion forms part of the tender evaluation.

The ITT will detail the anticipated community benefit points to be delivered, however it is up to each Tenderer to decide what Community Benefit Outcomes they wish to offer from this list and the number of points they will provide in doing so. There is no limit on the Community Benefits that a Tenderer may offer and the total Community Benefits Points for these may exceed the stated expectation. However, please note that the maximum score that can be achieved for Community Benefits Outcomes is based on evaluation of the Community Benefit Points in conjunction with accompanying method statements.

Each Community Benefit Outcome must be supported with an outline Community Benefits method statement setting out how the Community Benefits offered will be achieved. It is expected that tenderers will propose a named individual who will have responsibility for delivery of community benefits and they should also be assessed as part of the evaluation of community benefits.

The evaluation of Community Benefit Outcomes offered by tenderers will be assessed using a point based model as detailed within the ITT. Tenderers offering less than the stated expectation of Community Benefit Points will be scored down on a pro-rata basis. Scoring is then adjusted following evaluation of Community Benefits method statements.

The evaluation of the Community Benefit Outcomes offered by tenderers will be assessed using a point based model as detailed within the ITT. The evaluation will be based on the number of community benefit outcomes being offered and the accompanying method statement.

7. COMMUNITY BENEFITS DELIVERY SUPPORT

There are a variety of support organisations that may be able to assist in delivery of community benefit commitments including employability agencies, volunteer organisations and education department..

ERC offers support to contractors from a dedicated Community Benefits Lead Officer. For all City Deal contracts or any ERC contracts of significant value, the officer will contact winning tenderers post award to finalise their CB Method Statement and monitor benefits realisation.

Contractors can receive a wide range of support to facilitate their community benefits obligations, including:-

- Free recruitment service for job ready new entrants from *Work East Ren* and their employability partners
- Access to targeted candidates through the council employability databases
- Tailored recruitment and training packages
- Links to school and college partners looking for industry input.
- Information on local third sector organisations, community initiatives and charities.
- Access to the local SME supply chain via business engagement partners including ER Chamber of Commerce.

Noted below is support available from partners in the East Renfrewshire area:

East Renfrewshire Contacts		
Work East Renfrewshire	Email: worker@eastrenfrewshire.gov.uk	0141 577 8438

Employability Service		
Community Benefits Lead for ERC	Email: lorna.wallace@eastrenfrewshire.gov.uk	0141 577 3773
Young Enterprise Scotland, Rouken Glen	admin@yes.org.uk	0141 638 3576
Developing the Young Workforce West	info@dywwest.co.uk	07710 715536
East Renfrewshire Chamber of Commerce	info@eastrenchamber.org.uk	0141 637 9358
Voluntary Action East Renfrewshire	reception@va-er.org.uk	0141 876 9555
Chamber of Commerce – http://www.scottishchambers.org.uk/		
Skills Development Scotland - http://www.skillsdevelopmentscotland.co.uk/ - 0800 7836000		

8. COMMUNITY BENEFITS DELIVERY – points to note

Remuneration

Trainees and recruits must, as a minimum, be paid in accordance with National Minimum Wage rates and industry norms and must have terms and conditions of employment that are at least equivalent to those provided to workers that have equivalent skills and experience.

Employers are encouraged to increase the remuneration of trainees in line with their experience and productivity.

Contractor and Sub-contractor Compliance

It is the Contractor's responsibility to develop a working method that will deliver the targeted recruitment and training requirements and related monitoring and verification data, and obtain the full co-operation of contractors and subcontractors in delivering these requirements for the full duration of the contract

Equal Opportunities



The successful Contractor will be required to ensure that it complies with equal opportunities and non-discrimination legislation in relation both to the delivery of the service and to employment and demonstrate the policies and practices which it will put in place to achieve this.

Insurances

The successful Contractor must ensure that insurance cover includes people aged 16 and over and staff from employment and training organisations when on site.

Sustained employment

The time required in employment for a job to be considered ‘sustainable’ shall be 26 weeks, at that time that job will be considered as permanent.

9. MONITORING and REPORTING

The Suppliers’ success in meeting the Community Benefit targets forms part of the contracts’ Key Performance.

All suppliers should provide an update of community benefits delivered on a regular basis; this should also include details of any amendments to the planned targets and detail of the achievement of outcomes. This should include comments to provide detail of any remedial action the supplier proposes to undertake where planned targets have not been met. This information should be provided by the supplier to their designated officer as agreed in their final CB Method Statement. The relevant ERC contact will discuss this with suppliers as part of their ongoing contract and supplier management process.

The supplier may be required to provide case studies summarizing progress of delivery of the Community Benefits, highlighting examples of success.

The outcomes of the monitoring and reporting may be used to inform targets being set for future procurement exercises to ensure sustainable outcomes

10. GLOSSARY

Term	Definition
Community Benefit	An activity undertaken by a supplier to achieve sustainability in the contract. This could include targeted recruitment and training, small business and social enterprise development and community engagement.
Community Benefits Menu	A list of community benefits that may be offered by a tenderer / supplier.
Community Benefit Points	The points attributed to each community benefit listed within the community benefit menu. The community benefit points are only used for the purposes of tender evaluation and are not considered after the contract has been awarded. All reporting is based on community benefit activities and outcomes.
Contractual approach	Community benefits which form part of the contract and place a contractual obligation on the supplier to deliver the commitments.

	<p>These may form part of the contract specification or the tenderer's proposal.</p> <p>The contractual approach may consider community benefits as part of the tender evaluation award criteria.</p>
Delivery issues	Any issues relating to the delivery of community benefits.
Evaluation Model	The approach applied when evaluating community benefits as part of the award criteria during a tender evaluation.
Fair Working Practices	Considers the remuneration package and environment offered to an organisation's employees. Fair working practices may form part of the tender award criteria considerations where it has a direct impact on the quality of contract outputs.
Invitation to Tender (ITT)	The document(s) issued by the Procuring Authority seeking offers from Tenderers.
Public Contracts Scotland portal	The national procurement portal (http://www.publiccontractsscotland.gov.uk/)
SME	A small to medium sized enterprise.
Supplier	May also be referred to as Consultant, Contractor or Service Provider who has been awarded an ERC Contract.
Sustainable Procurement Tools	Sustainability test and prioritisation tool which are available from Scottish Government.
Tenderer	The firm or organisation completing and offering the Tender Submission.
Tier 1 contractors	Contractors who are directly awarded a contract these contractors will typically have sub-contract elements of the contract to other members of their supply chain.
Voluntary approach	An approach to securing delivery of community benefits by suppliers. This approach will not form part of their contractual obligations. This approach will not inform the tender evaluation process.
Whole life costing	A price evaluation model which considers the total cost of an asset over its whole life, including acquisition, operation and disposal.

Appendix A



Community Benefits
Menu and Matrix - FIN

Version Control

Date of change	Amendment	Owner
22.10.2024	Benefits Matrix amended – Appendix 1	D.Hill / L.Wallace