

# **West Lothian Council**

# **Community Benefits in Procurement Procedure**

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## Community Benefits In Procurement Procedure

### 1.0 INTRODUCTION

- 1.1 West Lothian Council is committed to maximising Community Benefits from its procurement activities. This will be achieved through the inclusion of specific clauses within procurement contracts known as Community Benefit Clauses.
- 1.2 Community Benefit Clauses are contractual requirements which deliver wider benefits in addition to the core purpose of the contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of council contracts. Such social, economic and environmental benefits are hereinafter referred to as “Community Benefits”. The officer to whom the task of carrying out each procurement exercise is delegated is referred to as the “Procurement Professional”.
- 1.3 The Local Government in Scotland Act 2003, the Public Contracts (Scotland) Regulations 2012 and European Procurement Directives enable public bodies to include Community Benefits in the procurement process, in certain circumstances. This procedure provides guidance for Procurement Professionals within West Lothian Council to legally incorporate Community Benefits within the tendering process. In line with the council’s [Corporate Procurement Procedures](#), Legal Services must always be consulted prior to incorporating Community Benefits within any tender.
- 1.4 This procedure outlines the council’s two approaches to incorporating Community Benefits; one process for construction projects and one process for non-construction projects. A Community Benefits Flowchart and a Community Benefits Checklist has been prepared for both processes. The Community Benefits Contact List in Appendix K provides contact details for the Community Benefits Lead Officer and other relevant officers involved in both Community Benefits processes.
- 1.5 In line with the council’s Corporate Procurement Procedures, Community Benefits information must be recorded in accordance with ‘Section Four’ of the ‘Corporate Contract Strategy’ (See Appendix D of the council’s [Corporate Procurement Procedures](#)).

### 2.0 COMMUNITY BENEFITS COMMITMENT

- 2.1 The council is committed to maximising Community Benefits from its procurement activities and all Community Benefits will be considered in line with the council’s [Corporate Plan](#) priorities.
- 2.2 In accordance with Standing Orders, any supplies, services or works contract with an estimated aggregate purchase value of £50,000 and over must be tendered. Procurement Professionals must consider the inclusion of Community Benefits on a case by case basis from the outset of each tendering process for all Category C and C1 contracts.
- 2.3 Procurement Professionals will aim to obtain Community Benefits in Category A and Category B contracts where Community Benefits have been included in the tender process. Procurement Professionals will continue to work with the Scottish Procurement and Commercial Directorate and Scotland Excel to incorporate Community Benefits into as many Category A and Category B contracts as possible.
- 2.4 There is no formal requirement for the consideration of Community Benefits in contracts with an estimated aggregate purchase value of less than £50,000. However non-evaluated Community Benefits may still be sought where Procurement Professionals are satisfied that the requirement to achieve Best Value can still be met.

## Community Benefits In Procurement Procedure

### **Construction Projects**

- 2.5 For construction projects, Procurement Professionals should note that the council has adopted the [National Skills Academy for Construction Client Based Approach](#). The National Skills Academy guidance provides a toolkit to deliver targeted recruitment and training Community Benefits (e.g. apprenticeships, jobs, leadership training etc.) across a variety of construction project values and construction project types (e.g. residential houses, highways and roads, schools, house repairs etc.).
- 2.6 A flowchart, checklist and supporting documentation for achieving Community Benefits via the National Skills Academy approach is provided in Appendices A to E of this procedure.

### **Non-Construction**

- 2.7 For non-construction projects, Procurement Professionals should always aim to evaluate Community Benefits proposals as part of contract award criteria and include Community Benefits as a contractual requirement for all Category C and C1 contracts. A flowchart, checklist and supporting documentation for achieving this aim is provided in Appendices F to J of this procedure.

## **3.0 IDENTIFYING POTENTIAL COMMUNITY BENEFITS**

### **Construction Projects**

- 3.1 Procurement Professionals should complete Section One of the Community Benefits Checklist in Appendix B when identifying potential Community Benefits for construction projects.
- 3.2 Procurement Professionals should liaise with the Community Benefits Lead Officer to implement the National Skills Academy approach and identify relevant targeted recruitment and training Community Benefits for the construction project.
- 3.3 Procurement Professionals should ensure that all Community Benefits being considered are in line with at least one of the council's [Corporate Plan](#) priorities and represent Best Value for the council.

### **Non-Construction**

- 3.4 Procurement Professionals should complete Section One of the Community Benefits Checklist in Appendix G when identifying potential Community Benefits.
- 3.5 Procurement Professionals should consider the various examples of Community Benefits provided within Appendix L.
- 3.6 Potential Community Benefits should always be discussed in the first instance with the Community Benefits Lead Officer.
- 3.7 Procurement Professionals should ensure that all Community Benefits being considered are in line with at least one of the council's [Corporate Plan](#) priorities and represent Best Value for the council.

## **4.0 TRANSPARENCY AND NON-DISCRIMINATION**

- 4.1 The principles of transparency and non-discrimination are critical to ensuring that Community Benefits are legally incorporated within the tendering process. These overriding principles apply to both construction and non-construction procurement projects.

## Community Benefits In Procurement Procedure

- 4.2 The aim of achieving Community Benefits as part of the council's tendering processes must be made clear from the outset. Procurement Professionals should issue a Community Benefits statement within the Contract Notice indicating that the contract to be awarded may include provisions to achieve Community Benefits. A sample Contract Notice for construction projects is provided in Appendix D and a sample Contract Notice for non-construction projects is provided in Appendix I.
- 4.3 Procurement Professionals should also ensure that the inclusion of Community Benefits does not directly or indirectly disadvantage or discriminate against tendering suppliers outwith West Lothian. It is also essential that Community Benefits do not directly or indirectly discriminate against individuals and groups covered under the protected characteristics of the Equality Act 2010.

### **5.0 INCLUSION OF COMMUNITY BENEFITS**

#### **Construction Projects - National Skills Academy Approach**

- 5.1 Once suitable targeted recruitment and training Community Benefits have been identified via the National Skills Academy guidance, Procurement Professionals should aim to complete Section Two (a) of the Community Benefits Checklist in Appendix B.
- 5.2 Procurement Professionals should liaise with the Community Benefits Lead Officer to implement the National Skills Academy approach and include Community Benefits requirements within the construction project tender documentation.
- 5.3 It is essential that Community Benefits are directly related to the 'core purpose' of the contract. For example, it is not appropriate to include Community Benefits requiring suppliers to provide training across all of their operations when only one of their operations is relevant to the delivery of the contract.
- 5.4 Sample wording guidance for construction projects is provided in Appendix C of this procedure. As per Corporate Procurement Procedures, Legal Services must always be consulted prior to incorporating Community Benefits within the tender process.

#### **Construction Projects - Proposals Approach**

- 5.5 In some circumstances, implementing the National Skills Academy guidance may not be appropriate for a construction project. For example, where requirements in Section Two (a) of the Community Benefits Checklist in Appendix B cannot be met.
- 5.6 As an alternative, the council will seek non-evaluated Community Benefits proposals from bidders as part of the tendering documentation. Sample wording for non-evaluated Community Benefits in construction projects is provided in Appendix E.
- 5.7 For this process, Procurement Professionals should ensure that Community Benefits proposals within a bidders submission are not scored, evaluated or taken into account when determining the winning tender. However, where a contract is awarded to a bidder whose Tender Submission includes Community Benefits, these will be enforceable as part of the contract.

#### **Non-Construction – Evaluation or Non-Evaluation Approaches**

- 5.8 Once suitable Community Benefits have been identified, Procurement Professionals must then decide how best to include them within the tendering process by choosing from one of the following two options:

## Community Benefits In Procurement Procedure

- **(a)** Evaluate Community Benefits proposals as part of contract award criteria and include as a contractual requirement.
- **(b)** Do not evaluate Community Benefits proposals as part of contract award criteria. However Community Benefits proposals offered will be accepted and included as a contractual requirement.

5.9 The Community Benefits Checklist in Appendix G should be completed in order to aid this decision.

### **Non-Construction: Option (a) Community Benefits Proposals – Evaluated**

5.10 For each tender, Procurement Professionals should aim to complete Section Two (a) of the Community Benefits Checklist in Appendix G and evaluate Community Benefits proposals as part of contract award criteria.

5.11 When evaluating Community Benefits as part of the tendering process, Procurement Professionals should set a specific weighting for Community Benefits proposals within the defined contract award criteria (e.g. 10% Community Benefits). Further guidance regarding contract award criteria is detailed in Section 11 of the council's [Corporate Procurement Procedures](#).

5.12 In order for Community Benefits to be evaluated against objective criteria, Procurement Professionals should stipulate specific and quantifiable Community Benefits proposals within the tendering documentation. This will also ensure that performance against these proposals is measurable during contract monitoring post award.

5.13 It is essential that Community Benefits are directly related to the 'core purpose' of the contract. For example, it is not appropriate to include Community Benefits requiring suppliers to provide training across all of their operations when only one of their operations is relevant to the delivery of the contract.

5.14 Sample wording guidance for Community Benefits is provided in Appendix H of this procedure. As per [Corporate Procurement Procedures](#), Legal Services must always be consulted prior to incorporating Community Benefits within the tender process.

5.15 Procurement Professionals should also discuss any decision to evaluate Community Benefits proposals with the Community Benefits Lead Officer.

### **Non-Construction: Option (b) Community Benefits Proposals – Not Evaluated**

5.16 The decision to evaluate Community Benefits as part of contract award criteria should be considered on a case by case basis. In some circumstances, the evaluation of Community Benefits proposals may not be appropriate. For example, where requirements in Section Two (a) of the Community Benefits Checklist in Appendix G cannot be met.

5.17 As an alternative, the council will seek to include contractual Community Benefits provisions without evaluating these as part of contract award criteria. Sample wording for the non-evaluation of Community Benefits is provided in Appendix J.

5.18 For this process, Procurement Professionals should ensure that Community Benefits proposals within a bidders submission are not scored, evaluated or taken into account when determining the winning tender. However, where a contract is awarded to a bidder whose Tender Submission includes Community Benefits, these will be enforceable as part of the contract.

## Community Benefits In Procurement Procedure

### 6.0 IMPLEMENTATION OF COMMUNITY BENEFITS

6.1 Procurement Professionals must ensure that robust arrangements are in place in order to monitor the Community Benefits element of the contract. The following monitoring information should be requested and included in the contract documentation:

- a single point of contact within the contracting organisation who will be responsible for ensuring the delivery of the Community Benefit proposal;
- a clear statement of the actual outputs to be monitored;
- the frequency of monitoring information arrangements;
- the format of monitoring information arrangements;
- a means of verifying the monitoring information.

6.2 Procurement Professionals may contact the relevant officers within the Community Benefits Contact List in Appendix K to seek assistance with monitoring the implementation of Community Benefits. For example, Procurement Professionals should contact the Access 2 Employment service for assistance with monitoring all targeted recruitment and training Community Benefits.

6.3 The approach to monitoring the Community Benefits requirements should be no less rigorous than that applied to other core elements of the contract. Without robust monitoring arrangements in place, the council will be unable to track progress or check whether the contractor has fulfilled their obligations. Subsequently, the council may be open to legal challenge from bidders that were not awarded the contract if procedures are not in place to monitor the winning contractor's performance on the Community Benefits element of the contract.

### 7.0 MONITORING THE DELIVERY OF COMMUNITY BENEFITS

7.1 The Corporate Procurement Unit will record all Community Benefits information for each contract within the Corporate Contract Management System. This will include details of the targeted Community Benefits and the achieved Community Benefits for each contract.

7.2 The council is committed to maximising Community Benefits from its procurement activities. However, taking into account the overriding procurement principles of transparency and non-discrimination, West Lothian Council cannot specify that Community Benefits be delivered only within West Lothian. For example, Procurement Professionals cannot stipulate within tendering documentation that only West Lothian residents be employed or only West Lothian sub-contractors be utilised.

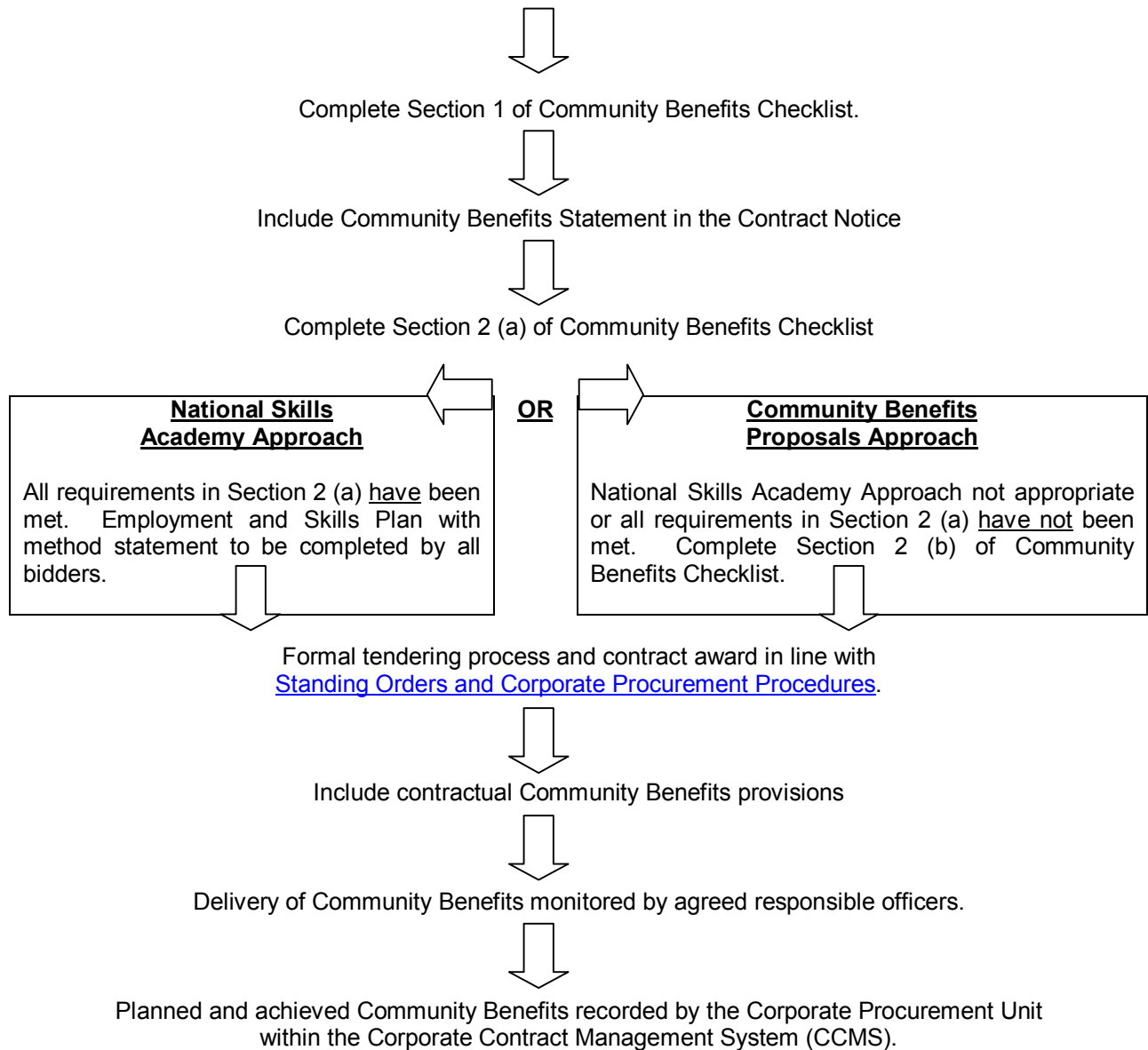
7.3 The impact of Community Benefits to the area of West Lothian will be monitored by the Community Benefits Lead Officer by recording separately within the Corporate Contract Management System the number of achieved Community Benefits that are specific to West Lothian.

7.4 Progress on Community Benefits achieved against target will be reported as part of the quarterly Procurement Monitoring Report to Council Executive. This will also include information on the direct impact of achieved Community Benefits to the area of West Lothian.

## COMMUNITY BENEFITS FLOWCHART (CONSTRUCTION PROJECTS)

**OVERALL AIM: Include Community Benefits as a contractual requirement**

Community Benefits to be considered from the outset of the tendering process for Construction projects  
(estimated Aggregate Purchase Value ≥ £50,000)





## COMMUNITY BENEFITS CHECKLIST (CONSTRUCTION PROJECTS)

### **Section 1**

Procurement Professionals should complete the checklist below. Assistance can be sought at any time from the Community Benefits Lead Officer and Legal Services.

<b>1. Identifying Community Benefits</b>	✓
Contact the Community Benefits Lead Officer to discuss targeted recruitment and training Community Benefits as outlined in the National Skills Academy guidance.	
Potential Community Benefits are in line with the council's <a href="#">Corporate Plan</a> priorities.	
Consider Best Value implications to the council for all potential Community Benefits.	
Record Community Benefits information in accordance with 'Section Four' of the 'Corporate Contract Strategy'.	
Issue a Community Benefits statement within the Contract Notice. (See sample – Appendix D)	

### **Section 2**

If suitable targeted recruitment and training Community Benefits have been identified via the National Skills Academy guidance then Procurement Professionals should complete Checklist 2(a) below:

<b>2 (a) National Skills Academy Approach</b>	✓
Contact the Community Benefits Lead Officer to set Target outputs in line with the 'Benchmark' appendices within the National Skills Academy guidance.	
An Employment and Skills Plan template, including target outputs, has been included within the tender documentation for completion by all bidders.	
Requirement for a detailed Method Statement on how the Employment and Skills Plan will be delivered has been included within the tender documentation.	
Community Benefits proposals are directly related to the 'core purpose' of the contract.	
Community Benefits proposals do not, directly or indirectly, disadvantage or discriminate against any bidder.	

Where implementing the National Skills Academy guidance is not appropriate or where requirements in Checklist 2(a) cannot be met, Procurement Professionals should complete Checklist 2(b) below:

<b>2 (b) Community Benefits Proposals Approach</b>	✓
Request proposals for social, economic and environmental Community Benefits within the tendering documentation. (See sample – Appendix E)	
Community Benefits proposals will not be scored, evaluated or taken into account, in any way, when determining the winning tender.	
Community Benefits proposals within the winning tender will be enforced as part of the contract.	
Consult with the Community Benefits Lead Officer and Legal Services.	

## SAMPLE WORDING GUIDANCE (CONSTRUCTION PROJECTS)

Documented guidance for the National Skills Academy Client Based Approach is held by the Community Benefits Lead Officer.

The guidance is the intellectual property of CITB-ConstructionSkills and has been released to West Lothian Council under agreed conditions and is protected by copyright. Subsequently, sample extracts from the guidance cannot be included within this procedure.

Please contact the Community Benefits Lead Officer who will be able to provide extracts specific to your construction project. The guidance includes benchmark appendices for the following categories of construction projects and maintenance projects:

Construction Projects		Construction Maintenance Projects
Residential	Offices and Commercial	Housing Repairs and Maintenance
Retail, Sports, Leisure, and Entertainment	Regeneration	Non-Housing Repairs and Maintenance
Highways and Roads	Refurbishment/Scottish Quality Housing Standard	Highways
Infrastructure (excl. Highways)	Water Supply and Waste Disposal	Courts, Young Offenders Institutes and Prisons Refurbishment
Factories and Warehouses	Off-Site Structures	
Education	Courts, Young Offenders Institutes and Prisons	
Health		

The National Skills Academy guidance also includes:

- Pre-Qualification Questionnaire template clauses;
- Invitation to Tender Template clauses;
- Template contract clauses;
- A Template Employment and Skills Plan

Sample Contract Notice wording for construction projects is provided separately in Appendix D and sample wording for the non-evaluation of Community Benefits in construction projects is provided separately in Appendix E.

Procurement Professionals should always liaise with the Community Benefits Lead Officer and Legal Services for assistance with the wording of Community Benefits within contract documentation. The samples set out in the National Skills Academy guidance are provided as examples only and may not be appropriate for every construction project. It is vital that Procurement Professionals seek legal advice as to the clauses which they intend to use on a project by project basis to ensure they are appropriate. Note also that the law changes from time to time and so legal advice is necessary to ensure that clauses reflect the current legal position.

**SAMPLE CONTRACT NOTICE**  
(CONSTRUCTION PROJECTS)

Procurement Professionals must make clear, from the outset of the tendering process, the council's aim of achieving Community Benefits. Therefore a Community Benefits statement should be included within the Contract Notice.

A sample Contract Notice is provided below:

*“West Lothian Council is committed to maximising Community Benefits from its procurement activities. Under this procurement, the contractor, and its supply chain, will be required to support the authority’s social objectives relating to participation in skills development, training and employment initiatives and other added value contributions. Accordingly, contract performance conditions may relate in particular to social, economic and environmental considerations.”*

**SAMPLE NON-EVALUATION COMMUNITY BENEFITS CLAUSE**  
(CONSTRUCTION PROJECTS)

- x.1 West Lothian Council is committed to maximising Community Benefits from its procurement activities in order to build economic, social or environmental conditions into the delivery of council contracts.
- x.2 In the Tender Submission, the bidder will be required to detail any social, economic and environmental benefits associated with contract performance during the contract term in the event of their appointment, in particular, within any of the following areas:

<b>Social Benefits</b>	e.g. jobs, work experience, training, apprenticeships and mentoring.
<b>Economic Benefits</b>	e.g. use of Small, Medium Enterprises, promotion of opportunities to Social Enterprises and the Voluntary Sector, community consultation, young person engagement, and community sponsorship.
<b>Environmental Benefits</b>	e.g. public art projects, community improvement projects, resources for community environmental initiatives and physical infrastructure.

- x.3 Such social, economic and environmental benefits are hereinafter referred to as “Community Benefits”.
- x.4 If there will be no Community Benefits, the bidder should state this in the submission. If there will be Community Benefits, the Tender Submission should include a methodology/plan/statement as to how this will be delivered.
- x.5 The information included in the Tender Submission in terms of this clause is hereinafter referred to as the “Community Benefits Information”.
- x.6 Under this procurement exercise, the Community Benefits Information will in no way be scored/evaluated/taken into account beyond the requirement that the Community Benefits Information is included in the bidder's Tender Submission.
- x.7 While the Community Benefits Information will in no way be scored/evaluated/taken into account beyond the requirement that it is included in the bidder’s Tender Submission, if the Community Benefits Information contains any Community Benefits, these will be enforceable as part of the contract. Accordingly, where a contract is awarded to a bidder whose Tender Submission included Community Benefits, the bidder will be required to deliver those Community Benefits as part of the contract.

## COMMUNITY BENEFITS FLOWCHART (NON-CONSTRUCTION)

**OVERALL AIM: Include Community Benefits as a contractual requirement**

Community Benefits to be considered from the outset of the Category C or C1 contract tendering process  
(estimated Aggregate Purchase Value ≥ £50,000)



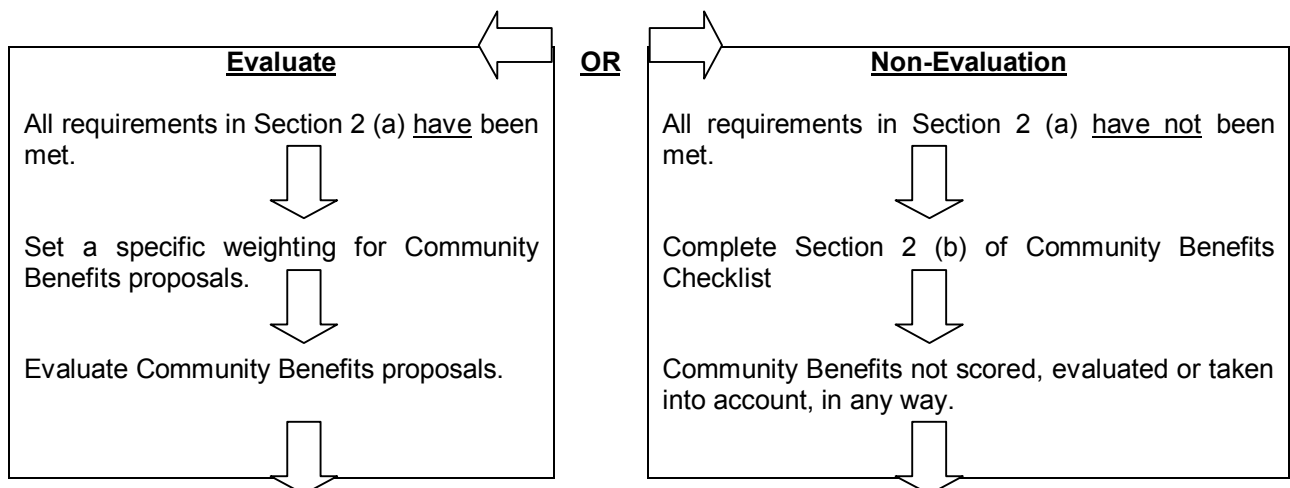
Complete Section 1 of Community Benefits Checklist and identify potential Community Benefits



Include Community Benefits Statement in the Contract Notice



Complete Section 2 (a) of Community Benefits Checklist



Formal tendering process and contract award in line with  
[Standing Orders and Corporate Procurement Procedures](#).



Include contractual Community Benefits provisions



Delivery of Community Benefits monitored by agreed responsible officers.



Planned and achieved Community Benefits recorded by the Corporate Procurement Unit  
within the Corporate Contract Management System (CCMS).

## COMMUNITY BENEFITS CHECKLIST (NON-CONSTRUCTION)

### **Section 1**

Procurement Professionals should complete the checklist below. Assistance can be sought at any time from the Community Benefits Lead Officer.

<b>2. Identifying Community Benefits</b>	✓
Consider the various examples of Community Benefits (see Appendix L)	
Discuss potential Community Benefits with the Community Benefits Lead Officer.	
Potential Community Benefits are in line with the council's <a href="#">Corporate Plan</a> priorities.	
Consider Best Value implications to the council for all potential Community Benefits.	
Record Community Benefits information in accordance with 'Section Four' of the 'Corporate Contract Strategy'.	
Issue a Community Benefits statement within the Contract Notice. (See sample – Appendix I)	

### **Section 2**

Once suitable Community Benefits have been identified, Procurement Professionals should aim to complete Checklist 2(a) below and evaluate Community Benefits proposals as part of contract award criteria.

<b>2 (a) Contractual Community Benefits Proposals – Evaluated</b>	✓
Set a specific weighting for Community Benefits proposals within the defined contract award criteria.	
Stipulate specific and quantifiable Community Benefits proposals within the tendering documentation.	
Community Benefits proposals are directly related to the 'core purpose' of the contract.	
Community Benefits proposals do not, directly or indirectly, disadvantage or discriminate against any bidder.	
Consult with the Community Benefits Lead Officer and Legal Services.	

Where requirements in Checklist 2(a) cannot be met, Procurement Professionals should complete Checklist 2(b) below and include contractual community benefits provisions without evaluating these as part of contract award criteria.

<b>2 (b) Contractual Community Benefits Proposals - Not Evaluated</b>	✓
Request proposals for social, economic and environmental Community Benefits within the tendering documentation. (See sample – Appendix J)	
Community Benefits proposals will not be scored, evaluated or taken into account, in any way, when determining the winning tender.	
Community Benefits proposals within the winning tender will be accepted and enforced as part of the contract.	
Consult with the Community Benefits Lead Officer and Legal Services.	

## SAMPLE WORDING GUIDANCE (NON-CONSTRUCTION)

Please note that the samples set out in this procedure are provided as examples only and may not be appropriate for every project. It is vital that Procurement Professionals seek legal advice as to the clauses which they intend to use on a project by project basis to ensure they are appropriate. Note also that the law changes from time to time and so legal advice is necessary to ensure that clauses reflect the current legal position.

Procurement Professionals should always liaise with the Community Benefits Lead Officer and Legal Services for assistance with the wording of Community Benefits within contract documentation.

The following links include many examples of sample wording for incorporating Community Benefits. Sample Contract Notice wording is provided separately in Appendix I and sample wording for the non-evaluation of Community Benefits is provided separately in Appendix J.

### **Ready For Business** ([www.readyforbusiness.org](http://www.readyforbusiness.org))

Ready for business can provide practical support with the development and implementation of Community Benefit Clauses in procurement as well assistance with scoring and evaluation of tender responses and monitoring of impact.

- [Community Benefit Clauses - A Guide for Public Sector Procurement Agencies](#)
- [Community Benefit Clauses - Frequently Asked Questions](#)
- [Sample Clauses – Waste Example](#)
- [Buying for Good](#)

### **Scottish Government** ([www.scotland.gov.uk](http://www.scotland.gov.uk))

Special note should be given to Section 5 of the Scottish Government's Community Benefits in Public Procurement Report. This section includes model clauses for Contract Notices, Pre-Qualification Questionnaires (PQQ), tender specifications and contract conditions.

- [Community Benefits in Public Procurement – Report](#)
- [Community Benefits in Public Procurement - Guidance Note](#)
- [Community Benefits - Leaflet](#)

### **The Improvement Service** ([www.improvementservice.org.uk](http://www.improvementservice.org.uk))

The Improvement Service report presents the findings of their Targeted Recruitment and Training in Procurement project. The report brings together a collection of case studies showing practical applications of Targeted Recruitment and Training clauses.

- [Targeted Recruitment and Training Clauses in Procurement](#)

**SAMPLE CONTRACT NOTICE**  
(NON-CONSTRUCTION)

Procurement Professionals must make clear, from the outset of the tendering process, the council's aim of achieving Community Benefits. Therefore a Community Benefits statement should be included within the Contract Notice.

A sample Contract Notice is provided below:

*“West Lothian Council is committed to maximising Community Benefits from its procurement activities. Under this procurement, the contractor, and its supply chain, will be required to support the authority’s economic and social regeneration objectives. Accordingly, contract performance conditions may relate in particular to social, economic and environmental considerations.”*



## SAMPLE NON-EVALUATION COMMUNITY BENEFITS CLAUSE (NON-CONSTRUCTION)

- x.1 West Lothian Council is committed to maximising Community Benefits from its procurement activities in order to build economic, social or environmental conditions into the delivery of council contracts.
- x.2 In the Tender Submission, the bidder will be required to detail any social, economic and environmental benefits associated with contract performance during the contract term in the event of their appointment, in particular, within any of the following areas:

<b>Social Benefits</b>	e.g. jobs, work experience, training, apprenticeships and mentoring.
<b>Economic Benefits</b>	e.g. use of Small, Medium Enterprises, promotion of opportunities to Social Enterprises and the Voluntary Sector, community consultation, young person engagement, and community sponsorship.
<b>Environmental Benefits</b>	e.g. public art projects, community improvement projects, resources for community environmental initiatives and physical infrastructure.

- x.3 Such social, economic and environmental benefits are hereinafter referred to as “Community Benefits”.
- x.4 If there will be no Community Benefits, the bidder should state this in the submission. If there will be Community Benefits, the Tender Submission should include a methodology/plan/statement as to how this will be delivered.
- x.5 The information included in the Tender Submission in terms of this clause is hereinafter referred to as the “Community Benefits Information”.
- x.6 Under this procurement exercise, the Community Benefits Information will in no way be scored/evaluated/taken into account beyond the requirement that the Community Benefits Information is included in the bidder's Tender Submission.
- x.7 While the Community Benefits Information will in no way be scored/evaluated/taken into account beyond the requirement that it is included in the bidder's Tender Submission, if the Community Benefits Information contains any Community Benefits, these will be accepted by the Authority via the contract variation process and will be enforceable as part of the contract. Accordingly, where a contract is awarded to a bidder whose Tender Submission included Community Benefits, the bidder will be required to deliver those Community Benefits as part of the contract.

## COMMUNITY BENEFITS CONTACT LIST

Contact	Service	Community Benefits Remit	Contact No.
<a href="#">Stuart Saunders</a>	Corporate Procurement Unit	Community Benefits Lead Officer	01506 281574
<a href="#">Clare Summers</a>	<a href="#">Access 2 Employment</a> <a href="#">West Lothian Working Together</a>	Community Benefits - Targeted Recruitment and Training	01506 281100
<a href="#">Martin Thomson</a>	Planning and Economic Development (Business Gateway)	Community Benefits - Supply-Chain Initiatives	01506 283089
<a href="#">Kerri Murphy</a>	Legal Services	Community Benefits Legal Advice	01506 281615
<a href="#">Roddy Stewart</a>	<a href="#">Ready For Business</a>	Public Sector Support for Community Benefits	0141 425 2940

## EXAMPLES OF COMMUNITY BENEFITS

Procurement Professionals should consider the following example areas of Community Benefits:

- **Targeted Recruitment and Training** - offering individuals and young people training, apprenticeships, jobs and work experience as part of a contract.
- **Supply Chain Initiatives** - offering Small and Medium Enterprises and Voluntary Sector organisations opportunities to provide goods and/or services as part of a contract.
- **Social Enterprise** - where a local social enterprise can either be established to service a contract, or an existing social enterprise be supported to deliver on part of a contract.
- **Community Consultation** - giving the local community an opportunity to express an opinion and possibly influence the design and delivery of a project or service in an area.
- **Young Person Engagement** - giving young people in the area an opportunity to engage in a project. The engagement can range from young people learning about a project to giving them the opportunity to shape and influence a project thus giving them more say in and connection to the future of their area.
- **Educational Support** - giving school children an opportunity to learn about a project by providing educational presentations or arranging school visits.
- **Community Endowment Fund/Development Trust** - where a financial sum may be made available to implement projects that the community considers to be a priority. This often ensures ownership, participation and support at a very local level.
- **Public Art Projects** - a tangible project that a community can focus on and be involved in either as a standalone activity or part of a wider regeneration initiative.
- **Local Events** - local ownership of a project or service.
- **Physical Infrastructure** - often delivered by the private sector as part of a Section 75 agreement in relation to a planning consent. Examples would be infrastructure required to enable a new development to be implemented for example roads and footpath/cycleway improvements, schools and libraries and play areas and open space.
- **Local Sponsorship** - private companies are often asked to sponsor organisations local to the area in which they are developing/delivering a service.
- **Mentoring** - private sector suppliers can offer support, normally as part of their Corporate Responsibility activity, where they can offer support and guidance to local organisations and individuals.