



## Community Benefits in Procurement

### Note for Suppliers

#### Background

The purpose of this note is to inform all potential suppliers to West Lothian Council (the council) that the council is committed to working with communities and businesses to secure Community Benefits in council contracts where it is proportionate and relevant to do so.

Community Benefits clauses are contractual requirements which deliver wider Social, Economic or Environmental benefits in addition to the core purpose of the contract, requiring suppliers to commit to social benefit without imposing any additional cost to the council.

As part of the wider [Sustainable Procurement Duty](#), the [Procurement Reform \(Scotland\) Act 2014](#), section 24, defines a Community Benefit as a contractual requirement imposed by a Contracting Authority relating to:

- i) Training and Recruitment, or the availability of Sub-Contracting Opportunities, or,
- ii) Which is otherwise intended to improve the economic, social or environmental wellbeing of the authority's area in a way additional to the main purpose of the contract in which the requirement is included.

The Community Benefits in Procurement procedure can be access on the council's internet page: [WLC Community Benefits in Procurement](#).

West Lothian will carry out a tender exercise for Goods, Services contracts with a value of £50,000 and over, and £250,000 and over for Works contracts where there is not already a contract or framework available to procure requirements.

#### What are Community Benefit Clauses?

Community Benefits Clauses are contractual requirements with suppliers to deliver wider benefits in addition to the core purpose of the contract. These clauses can be used to build a range of Social, Economic or Environmental conditions into the delivery of council contracts.

Social Benefits	Economic Benefits	Environmental Benefits
<ul style="list-style-type: none"> <li>• Jobs;</li> <li>• Work Experience;</li> <li>• Training;</li> <li>• Apprenticeships;</li> <li>• Educational Support Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Sourcing from Small or Medium Enterprises;</li> <li>• Promotion of Opportunities to Social Enterprises;</li> <li>• Promotion of Opportunities to the Voluntary Sector;</li> <li>• Subcontractor training and skills development.</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Initiatives;</li> <li>• Community Improvement Projects;</li> <li>• Public Art Projects;</li> <li>• Physical Infrastructure.</li> </ul>

The principles of transparency and non-discrimination are critical to ensuring that Community Benefits are legally incorporated within the council's tendering process.

The council will issue a Community Benefits statement within the Contract Notice, and tender documentation, giving suppliers a clear indication of what Community Benefits clauses are included within the tender. Tenderers are encouraged to ensure they review all tender documentation as part of any tender process.

### **Community Benefits Approaches**

There are three types of Community Benefit;

**Contractual Community Benefits** are mandatory requirements which are legally enforceable and establish the council's procurement requirements, using clear definitions, unambiguous language and are measurable with the tenderer's response and tender evaluation criteria.

**Voluntary Community Benefits** place no contractual obligation on the tenderer to submit any Community Benefits as part of the tender process, and are not evaluated. Should any Community Benefits be offered as part of the submission, these will be incorporated into the award contract as contract conditions. Voluntary Community Benefits are particularly beneficial where contracts may be of low value and deemed not proportionate to consider contractual benefits.

**Construction Project Community Benefits** are slightly different from the standard types of Community Benefits. West Lothian Council has adopted the National Skills Academy for Construction Client Based Approach

The Community Benefit clause to be selected is dependent on the value and nature of the contract. Further information on the types of Community Benefits can be found within the WLC Community Benefits in Procurement Procedure.

### **Community Benefits Matrix / Community Benefits List & Community Wish List**

To assist procurers to select relevant and proportionate Community Benefits for tenderers to review, a points-based Community Benefits Matrix has been developed. This ensures a consistent approach is adopted throughout the council to deliver and realise Community Benefits.

This methodology will be used as part of the contract award criteria within tenders to determine the extent to which tenderers commit to delivering Community Benefits as part of the main tender opportunity.

Each tender will be allocated a minimum number of points per Total Estimated Contract Value, correlating to the number of Community Benefits to be achieved throughout the lifetime of the contract, with awarded contracts having these implemented as contract conditions. The points matrix can be found below;

Band Ref	Total Estimated Contract Value	Community Benefits Points to be delivered
1	£0 - £49,999	30
2	£50,000 - £99,999	50
3	£100,000 - £199,999	80
4	£200,000 - £299,99	100
5	£300,000 - £399,999	200
6	£400,000 - £499,999	300
7	£500,000 - £999,999	400
8	£1,000,000 - £1,999,999	500
9	£2,000,000 plus	600

WLC Community Benefits Points Matrix

e.g. if the total estimated contract value was £120,000, then the minimum number of Community Benefit points to be achieved by the contracted supplier throughout the lifetime of the contract would be 80.

To maximise the benefit aligned to community need, this approach is supported by the inclusion of a list of example standard Community Benefits; [WLC Community Benefits List](#) and a list of relevant local community benefits that Service areas will support via the [WLC Community Wish List](#). Each benefit has an allocated number of points, which would be the points achieved by the supplier if that Community Benefit was delivered.

The Wish List will enable local community organisations and community groups to request help for projects and initiatives and to be support through highlighting any activities or support that could be provided to them. Organisations will be able to request for additions to the Wish List via an online form, which will be reviewed and published on the Wish List if accepted. Support for organisations to ensure their requirements can be advertised on the Wish List will be provided. Each item on the Wish List is allocated points and delivery of these will count towards the total number of community benefits points to be achieved by suppliers.

Tenderers are encouraged to review the Community Benefits List and Community Wish List and confirm any requests that could be included as part of their tender response, in line with the relevant number of Community Benefits Points to be achieved by contracted suppliers.

Responses will be evaluated in line with the scoring methodology detailed at Appendix 1 – Scoring Methodology.

The Community Benefits Matrix and link to the Wish List, will be subject to regular review.

A flowchart and supporting documentation for achieving Community Benefits via the National Skills Academy approach is provided here: [CITB Community Benefits Toolkit](#)

Should you require further information in relation to Community Benefits or any other aspect of Procurement, please contact the Corporate Procurement Unit:

[CPU@westlothian.gov.uk](mailto:CPU@westlothian.gov.uk)

Tel: 01506 281814

[Doing Business with the Council](#)

[Community Benefits in Procurement](#)

[Community Benefits List / Community Wish List](#)

**Appendix 1 – Scoring Methodology**

Score	Category	Description
0	Unsatisfactory	<p>No response provided, or the response demonstrates no understanding of the Community Benefits requirements.</p> <p>The response does not address how the bidder will meet the required Community Benefits points attributed to the contract and provides no, or insufficient information to enable evaluation.</p>
1	Poor	<p>The response demonstrates limited understanding of the Community Benefits requirements.</p> <p>The response partially addresses how the bidder will meet the Community Benefits points attributed to the contract and provides minimal supporting detail. The approach is unclear and gives little assurance that the required Community Benefits points will be delivered.</p> <p>The response does not commit to delivering all required Community Benefits points.</p>
2	Acceptable	<p>The response demonstrates an adequate understanding of the Community Benefits requirements.</p> <p>The response provides an explanation of how the bidder will meet the Community Benefits points attributed to the contract and provides basic supporting detail. The approach is broadly credible but lacks detail in key areas, resulting in only moderate assurance that all Community Benefits points will be successfully delivered.</p> <p>The response commits to delivering all required Community Benefits points.</p>
3	Good	<p>The response demonstrates a good understanding of the Community Benefits requirements.</p> <p>The response provides clear and credible details of how the bidder will meet the Community Benefits points attributed to the contract. The approach is well defined in most areas and provides good assurance that all Community Benefits points will be successfully delivered, although some elements could benefit from further detail.</p> <p>The response commits to delivering all required Community Benefits points.</p>
4	Excellent	<p>The response demonstrates a comprehensive understanding of the Community Benefits requirements.</p> <p>The response provides a clear, detailed and measurable delivery plan of how the bidder will meet the Community Benefits points attributed to the contract. The approach includes defined implementation arrangements, timescales, monitoring arrangements and measurable outcomes, providing a high level of assurance that all Community Benefits commitments will be successfully delivered.</p> <p>The response commits to delivering all required Community Benefits points.</p>