



## 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) of our commitment to maximise Community Benefits from our procurement activities.

The Local Government in Scotland Act 2003, the Public Contracts (Scotland) Regulations 2015 and European Procurement Directives enable public bodies to include Community Benefits in the procurement process in certain circumstances.

On 4 June 2013, the council implemented a Community Benefits in Procurement procedure which outlines the approaches the council will follow to include specific clauses within procurement contracts known as Community Benefit Clauses.

The Community Benefits in Procurement procedure can be accessed on the council's internet website. A link is provided below:

<http://www.westlothian.gov.uk/article/3090/Community-Benefits-in-Procurement>

### West Lothian Council's Commitment

The council will carry out a tendering exercise for all supplies, services and works contracts with an estimated value of £50,000 and over.

The council has made a commitment to consider the inclusion of Community Benefits from the outset of each tendering process.

### What are Community Benefit Clauses?

Community Benefit 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 economic, social or environmental conditions into the delivery of council contracts.

### Examples of Community Benefits

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 such as event sponsorship, presentations and school visits.</li> <li>• Voluntary Sector support</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.

### **Transparency**

The council will issue a Community Benefits statement within the Contract Notice giving suppliers a clear indication that the contract to be awarded may include provisions to achieve Community Benefits.

### **Non-Discrimination**

The council will also ensure that the inclusion of Community Benefits will never directly or indirectly disadvantage or discriminate against tendering suppliers outwith West Lothian.

The council has two approaches to incorporating Community Benefits; one process for Construction Projects and one process for Non-Construction Projects.

### **Approach for Construction Projects**

The council has adopted the National Skills Academy for Construction Client Based Approach. The National Skills Academy guidance provides a toolkit to deliver employment and skills Community Benefits (e.g. apprenticeships, jobs, subcontractor training etc.) across a variety of construction project values and construction project types (e.g. residential houses, highways and roads, schools, house repairs etc.).

A suppliers guide summarising the National Skills Academy for Construction Client Based Approach can be accessed on the 'Tenders and Contracts' page of the council's internet website. A link is provided below:

<http://www.westlothian.gov.uk/article/3090/Community-Benefits-in-Procurement>

### **Approach for Non-Construction Projects**

#### Evaluate

For non-construction projects the council will aim to evaluate Community Benefits proposals as part of contract award criteria. The council will stipulate to suppliers the Community Benefits required within the tendering documentation. These Community Benefits will be directly related to the 'core purpose' of the contract.

#### Non-Evaluation

As an alternative to stipulating specific Community Benefits requirements, the council may instead seek Community Benefits proposals from suppliers. In such cases the Community Benefits proposals provided by suppliers will not form part of contract award criteria and will not be evaluated when determining the winning tender.

Should you wish further information in relation to Community Benefits please contact:

- Sadie Trivett- [sadie.trivett@westlothian.gov.uk](mailto:sadie.trivett@westlothian.gov.uk) - Tel: 01506 281811

For further procurement information please visit the 'Doing Business with the Council' page of the council's internet website. A link is provided below:

<http://www.westlothian.gov.uk/article/2023/Doing-Business-With-the-Council>

## COMMUNITY BENEFITS POINTS OF CONTACT

**PLEASE NOTE THAT SUPPLIERS ARE IN NO WAY REQUIRED OR OBLIGATED TO USE THE FOLLOWING COUNCIL SERVICES IN ANY WAY.**

### Local Suppliers

West Lothian Council encourage all contracted suppliers to consider West Lothian Businesses when subcontracting opportunities are available. Please use the West Lothian Business Directory to search for a suitable business:

- West Lothian Business Directory:  
[http://www.westlothian.com/Home/search\\_for\\_a\\_business/](http://www.westlothian.com/Home/search_for_a_business/)

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### School Educational Support Activities

West Lothian Council encourage all contracted suppliers to consider offering educational support activities to schools such as school excursions, delivering presentations or supporting school projects.

Main point of contact is:

- **Elsie Aitken**, Education Development
  - West Lothian Civic Centre, Livingston
    - 01506 281646
      - [Elsie.Aitken@westlothian.gov.uk](mailto:Elsie.Aitken@westlothian.gov.uk)

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### Work Placements for Schools

West Lothian Council encourage all contracted suppliers to consider offering work placements to school (children less than 16 years old). We have a single point of contact to coordinate work placements across all the schools in West Lothian.

Main point of contact is:

- **Michelle Robertson**, Education for Work Officer
  - St David House, Bathgate
    - 01506 281941
      - [Michelle.Robertson@westlothian.gov.uk](mailto:Michelle.Robertson@westlothian.gov.uk)

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### Work Placements (Over 16yrs)

West Lothian Council also encourage contracted suppliers to consider offering work placements to individuals who are no longer at school.

Main point of contact is:

- **Miriam Georgeson**, Vocational Training Coordinator
  - St David House, Bathgate
    - 01506 281943
      - [Miriam.Georgeson@westlothian.gov.uk](mailto:Miriam.Georgeson@westlothian.gov.uk)

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### Employment Opportunities

West Lothian Council encourage all contracted suppliers to consider working with the council when further employment opportunities such as jobs or apprenticeships are required.

Main point of contact is:

- **Clare Summers**, Regeneration and Employability Co-ordinator

- West Lothian Civic Centre, Livingston
  - 01506 281100
    - [Clare.Summers@westlothian.gov.uk](mailto:Clare.Summers@westlothian.gov.uk)