

Glasgow City Region City Deal

Sustainable Procurement Suppliers Guide

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Contents

1. Introduction	3
2. Contract and Supplier Management (CSM)	5
3. Promoting Opportunities for Suppliers	7
4. Community Benefit Approaches	8
5. Community Benefit Menu	10
6. Community Benefit Evaluation Model	12
7. Community Benefit Delivery Support	14
8. Monitoring and Reporting	15
Appendix A – Community Benefit Menu	16
APPENDIX B – Sample Benefit Outcome Evidence Reports (BOER)	39
APPENDIX C - Member Authority Community Benefit Delivery Support	44
APPENDIX D - Glossary	47

1. Introduction

Generic Overview

This Sustainable Procurement Supplier's Guide has been developed to reflect the Glasgow City Region (GCR) City Deal Procurement Strategy and Community Benefit Strategies. This is a document that is intended for use as a single point of reference for suppliers to use in order to adopt and follow a consistent, standard approach to the City Deal contracts and the delivery of City Deal Community Benefit Outcomes based on good practice and lessons learned to date.

This guidance note aims to support Tenderers to offer and deliver community benefits and sustainable outcomes across City Deal contracts.

The City Deal Community Benefit Strategy

The Community Benefit Strategy provides the following key commitments:

- A consistent approach, terminology and clauses for community benefits will be used across all City Deal contracts.
- Community Benefits must be considered for incorporation either by adopting a contractual or voluntary approach into all City Deal contracts:
 - A contractual approach will be considered for adoption, to target specific Community Benefit Outcomes for all contracts over £50,000, where it is considered proportionate and relevant; and
 - A voluntary approach will be considered to maximize the benefits delivered from all contracts. This approach will be adopted to encourage additional Community Benefits to be offered as a consequence of the aggregated level of City Deal spend with a supplier.
- A points based evaluation model will be used to assess community benefit proposal for all contractual evaluated community benefits.
- Standard contractual clauses utilised to place an obligation on tier 1 contracts to advertise relevant sub-contracting opportunities. These may be inserted into the Scope, specification of services / works / supplies or conditions of contract as appropriate for the Member Authority (MA).
- Quarterly monitoring and reporting of contract Community Benefits will be undertaken at contract, project and City Deal Programme level, forming part of the quarterly progress reports provided by MAs.
- Sets out clear responsibilities for regular monitoring and reporting of the achievement and outcome of Community Benefits for the City Deal Programme. Achievements will be recorded within a shared portal (currently Cenefits system).
- Appropriate measures will be implemented to ensure fair working practices and, where lawful, exclusion of companies who engage or have historically engaged, in blacklisting unless they can demonstrate that appropriate remedial action has been taken.
- Encourage ethical and fairly traded products and materials.
- Appropriate contract conditions will be included to provide a remedy for failure to deliver contractual Community Benefits.
- Failure to comply with Community Benefit contractual obligations will entitle a MA to pursue remedies for breach of contract.



The City Deal Procurement Strategy

The Procurement Strategy sets out a range of Strategic Objectives within the following key themes:

- City Deal Governance;
- Working in Partnership;
- City Deal – A Unified Approach;
- Shared Policies;
- Shared Tender Documents; and
- Sustainability.

Examples of objectives set out within the themes above include the following:

- We will provide guidance and experience on how to establish best value Community Benefits policies, work force matter principles; and make sure they match the City Deal longer term priorities.
- Requirement to be innovative and provide sustainable products and solutions throughout all supply chains where possible and relevant.
- There is partnership working to support the requirements of each MA's client teams.
- There is a joined up approach to all supply bases and their sub-contractors.
- We will select fair or ethically sourced and produced goods and services. Where possible, we will use the voluntary and not for profit sector to supply our requirements.
- We will work with the Supplier Development Programme (SDP) and other local agencies to maximise the opportunities available to Small Medium Enterprises (SMEs) and local enterprises to encourage bidding for City Deal tenders or sub contracts.

The Community Benefit Strategy 2015 – 2020 and the Procurement Strategy can be accessed via the following link:

<http://www.glasgowcityregion.co.uk/Procurement>

Community Benefit Menu

A community benefits menu has been developed and is used to obtain community benefit commitments from tenderers.

This menu will ensure Community Benefits being secured are aligned with key priorities across the Glasgow City Region and to make a contribution wherever possible to the objectives included within the following themes:

- Inclusive Economic Growth;
- Community Wealth Building;
- Equality Outcomes; and
- National Performance framework (Scotland) accessed via the link below:

www.nationalperformance.gov.scot





2. Contract and Supplier Management (CSM)

The CSM process will ensure standards are maintained throughout the term of the contract and the standards detailed within the tender process must be maintained throughout the term of the contract. Alongside Community Benefits, Sustainable Working Practices will form part of the standard agenda for CSM review meetings for the following sustainability factors:

- Fair Working;
- Fairly Traded Products and Materials; and
- Ethically Traded Products and Materials.

3. Sustainable Outcomes

Fair Working Practices – Statutory

The Scottish Government provided statutory guidance addressing 'Fair Work Practices', including 'Living Wage in Procurement' under the Procurement Reform (Scotland) Act 2014. This statutory guidance applies to regulated procurements (works contracts with an estimated value over £2M and supplies and services contracts with an estimated value over £50k, including OJEU tenders). The full statutory guidance can be accessed [here](#)

All local authorities in Scotland are legally obliged to give regard to this statutory guidance when awarding new contracts. The statutory guidance explains the requirements of local authorities to address fair work practices, including the Living Wage, when undertaking regulated procurements.

To ensure the delivery of high quality services the Glasgow City Region City Deal expects suppliers to provide evidence of fair work practices and compliance with relevant employment, equality and health and safety law and human rights standards.

Fair Working Practices - GCR City Deal Programme

The Glasgow City Region City Deal member authorities are committed to achieving best value through contracts by:

- securing continuous improvement in the performance and delivery of its functions;
- maintaining an appropriate balance between quality and whole life cost;
- having regard to efficiency, economy, effectiveness and equal opportunities; and
- contributing to sustainable development.

To help ensure the delivery of high quality services in the performance and delivery of City Deal contracts and to assist in achieving the strategic aims of the City Deal, the member authorities expect to award contracts to employers who's workforce is well rewarded, well-motivated, well led, has access to appropriate opportunities for training and skills development, are diverse and engaged in decision making. These factors are also important for workforce recruitment and retention, and thus continuity of service.

The member authorities have adopted policies which help to meet these requirements for their own workforces. These include:

- Fair and equal pay policy that includes a commitment to supporting the Living Wage.
- Clear managerial responsibility to nurture talent and help individuals fulfil their potential, including for example, a strong commitment to Modern Apprenticeships and the development of Scotland's young workforce.



- Promoting equality of opportunity and developing a workforce which reflects the population of Scotland in terms of characteristics such as age, gender, religion or belief, race, sexual orientation and disability.
- Support for learning and development.
- Stability of employment and hours of work, and avoiding exploitative employment practices, including for example no inappropriate use of zero hours contracts.
- Flexible working (including for example practices such as flexi-time and career breaks) and support for family friendly working and wider work life balance.
- Support progressive workforce engagement, for example Trade Union recognition and representation where possible, otherwise alternative arrangements to give staff an effective voice.
- Offering a range of employee assistance schemes.

In order to ensure the highest standards of service quality in this contract we expect contractors to take a similarly positive approach to fair work practices as part of a fair and equitable employment and reward package.

The Invitation to Tender (ITT) will detail how fair working practices will be assessed as part of the tender evaluation. The discussions at CSM Review meetings may include information to validate the pay and terms & conditions of the bidder's workforce to ensure they are compliant with the fair working practices committed to as part of their tender submission. MAs expect tenderers to provide evidence of fair work practices and compliance with relevant employment, equality and health and safety law and human rights standards.

Fairly Traded Products and Materials

Fairly trading aims to create opportunities for producers, in the developing world, to receive a fair price for their products, in turn this will help the developing world to work out of poverty.

City Deal will consider fairly traded products when developing specifications and selecting products and services, where appropriate. Contractual clauses will be included where relevant to ensure fairly traded products are considered throughout the supply chain.

Ethically Traded Products and Materials

The supply chains that will provide the goods, services and works required to deliver the City Deal come from a range of commodities which include global companies employing millions of people worldwide. The procurement of these products and services will ensure ethical treatment of employees by adopting the fair working practices approach contained within the Scottish Government Sustainable Procurement Guidance that can be accessed here:

<http://www.gov.scot/collections/sustainable-procurement-guidance/>

This will involve inclusion of contractual clauses to ensure the supply chain treat employees in an ethical manner. Consideration of ethical treatment will be taken during tender evaluations and will be monitored on an ongoing basis through effective CSM.

Information and tools for Sustainable Development can be accessed via the following link:

<https://sustainabledevelopment.un.org/>

3. Promoting Opportunities for Suppliers

Advertising

The Public Contracts Scotland (PCS) portal has a dedicated area for the City Deal and suppliers can register for email alerts to contract opportunities advertised for City Deal:

(www.publiccontractsscotland.gov.uk/).

To improve accessibility of contract opportunities for small and medium sized businesses within the GCR all sub-contracting opportunities must be advertised by the main supplier on the Public Contracts Scotland portal.

The exception to this is where a supply chain already exists and can be demonstrated through the tender response, where details of proposed subcontractors are to be provided.

Where proportionate and relevant, and to improve accessibility of contract opportunities for social enterprises and supported businesses within the GCR, appointed contractors are encouraged to directly appoint supported businesses or third sector organisations.

For further information on the above please see link below:

<https://www.gov.scot/policies/public-sector-procurement/sme-access-to-public-contracts/>

Successful bidders will be required to complete a Benefit Outcome Evidence Report (BOER) before the contract end date with the details of each sub contract awarded regardless of whether the sub contract award was made via an existing supply chain or PCS advertising. The Tier 2 award BOER to be completed is provided at Appendix B.



4. Community Benefit Approaches

All contract strategies will consider Community Benefits and, where appropriate, how they will be secured for a City Deal contract.

Community benefits can be incorporated into contracts in two ways:

Contractual Benefits

Contractual benefits form part of a supplier's contractual obligations to deliver in the same way as any other element of the contract. Supplier's commitments to deliver the Community Benefit Outcomes may specifically form part of the contract award tender evaluation, or form part of the contract specification, or a negotiated contract variation, providing contractual benefits to be delivered by the supplier.

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). A weighting of 10% of the overall weighting (or other weighting considered proportionate and relevant by the MA) evaluation criteria will be attributed to Evaluated Community Benefit.

- **Mandatory (Non Evaluated)**

These may be delivered in 2 ways:

- *Specific requirements*

Mandatory Community Benefits may be stipulated by the MA council within the tender specification. There may be particular requirements which have been identified for inclusion in individual contracts such as the delivery of specific Recruitment and Employment outcomes. Alternatively, these may be generic requirements which are applied to all contracts such as the requirement to advertise sub-contracting opportunities on Public Contracts Scotland (where relevant). As these requirements are Mandatory, bidders must confirm that they will meet these obligations in full and these will form part of the contractual terms. They will not be evaluated as part of the tender evaluation, but will be considered on a pass/fail basis.

- *Supplier Proposals*

Bidders are invited to review the contract's Community Benefits Menu along with the required Community Benefits points for the contract, and submit proposals on the type and volume they will commit to deliver. Community Benefits proposals offered by the supplier will not be evaluated as part of the tender evaluation. Community Benefits offered and accepted by the MA will however form part of a supplier's contractual obligations to deliver.

Voluntary Benefits

Any voluntary Community Benefits offered by a supplier will have no contractual effect and places no legal obligation on the supplier to deliver these benefits offered. Voluntary Community Benefits cannot form part of the tender evaluation process. Typically voluntary Community Benefits will be discussed post contract award, however depending on the approach taken by each MA, they may be discussed prior to contract award.

Where the monitoring and reporting of Community Benefits identifies a supplier delivering on the City Deal Programme across multiple contracts and MAs, this aggregated City Deal spend may be used to secure additional voluntary Community Benefits that had not been captured at contract level.

5. Community Benefit Menu

A Menu of Community Benefit Outcomes that should be delivered has been developed by the Community Benefit Support Group in consultation with:

- Procurement Support Group;
- Scottish Government;
- Glasgow City Region Skills and Employment Portfolio Group; and
- Construction Industry Training Board (CITB)

The Community Benefits Menu contains the four key themes with potential outcomes for delivery noted under each of the following themes:

- Recruitment and Employment
- Skills and Training
- 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 (details provided at Appendix A). This Menu reflects key priorities across the Glasgow City Region and is aligned to the priorities of the City Deal MAs as set out within their Local Outcome Improvement Plans (LOIPs), and in line with the Child Poverty Action Plan. The priority Groups are set out in Table 1.0 below.

Table 1.0

Priority Group	Priority Group
Affected by Homelessness	Mother aged <25 years
Unemployed (6 months +)	School Leaver / Attainment Gap / Pre NEET / NEET
Care Experienced	Women Returners
Ex-Offender	Affected by Mental Health Issues
Lone Parent	Affected by Neurological Condition
Person with Disability	Parent – Term Time/Flexible Hours
Person with Learning Disability	Under-represented Gender
Parent with 3+ Children	Ex Service Personnel
Parent with a Child with a Disability	Affected by Substance Misuse
Minority Ethnic	People over 50
Mother with youngest child <1 year old	Unemployed (No Qualifications)

The total Community Benefit Points (CBPs) are determined by using the contract type, value and duration.

The priority group to benefit from specific outcomes will be confirmed by the supplier via use of a Benefit Outcome Evidence Report (BOER) template. The relevant BOER should then be completed and uploaded to the Benefits online portal by the date agreed with the MA. An example of an Employment Outcome BOER is provided at Appendix B.



When offering community benefit proposals, the menu attached to the ITT should be considered. Bidders are required to provide a supporting methodology for each relevant Theme in the Community Benefit Menu where outcomes have been offered. These methodologies should clearly outline how you propose to deliver the outcomes offered in the Community Benefits Menu. Community Benefits offered in the Menu will not be considered without a supporting methodology for the relevant Theme. The following sections provide an outline of the type of content required within a methodology (method statement):

Recruitment and Employment

Please outline the processes and methodologies you will follow to achieve the Community Benefits outcomes outlined in the Community Benefits Menu for this Theme.

Your response should include, but not be limited to, details of the following:

- how opportunities will be identified, publicised and managed;
- the type and duration of recruitment and training opportunities that will be offered; and
- proposed engagement with partners, support organisations and educational establishments

Skills and Training

Please outline the processes and methodologies you will follow to achieve the Community Benefits outcomes outlined in the Community Benefits Menu for this Theme.

Your response should include, but not be limited to, details of the following:

- proposals for engagement with schools, colleges and other partner and support organisations;
- proposals and content for school workshops and career events; and
- details of the type and duration of any work experience placements to be offered.

Supply Chain Development

Please outline the processes and methodologies you will follow to achieve the Community Benefits outcomes outlined in the Community Benefits Menu for this Theme.

Your response should include, but not be limited to, details of the following:

- proposals for engagement with local Small-Medium Enterprises (SME), Social Enterprises, Third Sector Organisations and Supported Businesses;
- details of the support and mentoring activity proposed; and
- details of the duration, frequency and delivery methods of proposed support and mentoring.

Community Engagement

Please outline the processes and methodologies you will follow to achieve the Community Benefits outcomes outlined in the Community Benefits Menu for this Theme.

Your response should include, but not be limited to, details of the following:

- proposals for engaging with local communities;
- details of activities to be undertaken and any support offered; and
- details of engagement with local community and partner organisations.



6. Community Benefit Evaluation Model

This section is only relevant where community benefits criterion forms part of the tender evaluation. The evaluation will be conducted as per each MAs procurement Process and in an open and transparent manner.

Procurement process

Prior to issuing a tender document, the procurement officer using the points value matrix, their experience, consultation with other stakeholders and industry information of delivery of Community Benefit from similar contracts, will calculate the type and total points values of Community Benefit they expect to be delivered under their City Deal contract. This will be clearly stated within the ITT.

Tenderer requirements

Tenderers will provide specific Community Benefit Outcomes based on the Community Benefit Menu. This should be supported with a Community Benefit Method Statement / Methodology setting out how you intend to deliver the Community Benefit Outcomes being proposed. It is up to each Tenderer to decide what Community Benefit Outcomes they wish to offer from this list taking into account the fixed points value of each outcome and the total points value they will provide in doing so.

Tenderers will propose a named individual who will have responsibility for delivery of Community Benefit.

There is no limit to the Community Benefit that a Tenderer may offer and the total Community Benefit Points for these may exceed the minimum requirements. However, please note that the maximum score / weighting that can be achieved for the Community Benefit Outcomes is the figure stated in the ITT.

Evaluation

The evaluation of the Community Benefit Outcomes offered by tenderers will be assessed using a point based model and evaluation of Method Statements / Methodologies.

Outcome Menu Points

All points allocated will be added together to calculate a tenderer's Total Community Benefit Points achieved. Tenderers submitting the minimum requirements of Community Benefit Points will achieve 100% of the maximum score available. Tenderers offering less than the minimum requirements of Community Benefit Points will be scored on a pro-rata basis.

Method Statements / Methodologies

Tenderers Method Statements / Methodologies will be scored as per each MAs scoring criteria as detailed in the ITT. Where the response does not meet the criteria of the outcome then the evaluator will score accordingly.

The overall score is then adjusted to take account of the outcome menu points and the evaluation of Community Benefits Method Statement / Methodology.

Each Authority will determine their own evaluation scoring criteria and include this in the Contract Notice and/or Procurement Documents. Table 2.0 below provides an example of the evaluation scoring process.



Table 2.0

			Supplier 1				Supplier 2			
COMMUNITY BENEFITS (THEMES)	Max CBPs Available	% Weighting	CBPs Offered (via CB Menu)	Methodology Score	Adjusted CBPs	%	CBPs Offered (via CB Menu)	Methodology Score	Adjusted CBPs	%
Targeted Recruitment and Employment	50	5.00%	50	100	50.00	5.00	50	80	40.00	4.00
Targeted Skills and Training	40	4.00%	40	100	40.00	4.00	40	80	32.00	3.20
Vocational Training / Qualification	0	0.00%		0	0.00	0.00	0	0	0.00	0.00
Supply Chain Development	0	0.00%		0	0.00	0.00	0	0	0.00	0.00
Community Engagement	10	1.00%	10	100	10.00	1.00	10	80	8.00	0.80
TOTAL	100.00	10.00%	100	-	100.00	10.00	100	-	80.00	8.00

Supplier 1 – offered the maximum 100 CBPs in total, and scored the maximum of 100 for each Theme methodology. The total adjusted CBPs is 100, which gives an overall 10% score (i.e. the maximum available).

Supplier 2 – offered the maximum 100 CBPs in total, but only scored 80 for each Theme methodology. The total adjusted CBPs is 80, which gives an overall 8% score (2% less than the maximum 10% available).

7. Community Benefit 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 departments within member authorities. Details are provided at Appendix C.

Employability in Scotland

Employability Scotland Website provides information on the partnership infrastructure for employability in Scotland along with links to various groups and can be accessed via the link below:

<http://www.employabilityinscotland.com/participants-and-barriers/>

8. Monitoring and Reporting

The Glasgow City Region City Deal has introduced a web-based software service solution used to monitor and manage Community Benefit obligations derived from contracts. A pilot of the Cenefits system, developed from an initial platform built for City of Edinburgh Council, is underway. The system is the 'Single Point of Truth' for City Deal Contracts and Benefit Outcomes and is used for reporting on the delivery of Community Benefit across the GCR City Deal programme and serves as a real time Contract Register.

Suppliers should accept the invite to Cenefits system that is issued to them by the MA. The MA's Community Benefits lead will liaise with the supplier and agree on delivery dates for Community Benefit outcome commitments. Suppliers will then be responsible for providing evidence of benefit delivery as agreed with the MA and uploading a Benefit Outcome Evidence Report (BOER) to Cenefits for each outcome at the agreed time. The BOER will be reviewed by the MA and approved if the evidence meets the necessary criteria.

All Community Benefits committed, whether voluntary or contractual, will be monitored and reported through the Cenefits platform.

The Cenefits system supplier user guide is available at the link provided below:

<https://support.cenefits.com>

The supplier's nominated point of contact will be responsible for updating and reporting delivery of the Community Benefits and supplying the associated evidence required for each benefit outcome on the Cenefits platform at agreed intervals.

It is possible for suppliers and delivery partners to upload personal data as part of the process of submitting evidence or explaining scores for Community Benefits. There is a checkbox on Cenefits system that allows the supplier / delivery partner to specify whether or not personally identifiable information is being submitted about a data subject, and whether the supplier / delivery partner can confirm that they have the data subject's freely given, specific, informed and unambiguous consent to do so.

It is the supplier's responsibility to ensure they have data sharing permissions necessary to ensure that information contained within evidence submitted on the Cenefits system fully complies with GDPR. Contract managers will only approve files that have been uploaded containing any personal data when the supplier has checked the tickbox on Cenefits that states:

"I am submitting personally identifiable information about a data subject. I confirm that I have the data subject's freely given, specific, informed and unambiguous consent to do so".

Otherwise any evidence uploaded by suppliers / delivery partners must contain anonymised data only and evidence that contains personal data will be rejected due to data protection and deleted from the system.

Appendix A – Community Benefit Menu

Glasgow City Region Priority Groups

Glasgow City Region City Deal (GCRCD) Member Authorities are under a duty to advance equality of opportunity between those who share a protected characteristic and those who do not. In addition, many of our citizens face disadvantages arising from other circumstances. The revised GCR Community Benefits Menu below supports the delivery of outcomes which can have a positive impact on individuals within the region who are at a disadvantage.

A list of Priority Groups has been identified with reference to the findings of the Tackling Child Poverty Delivery Plan 2018-22 and through consultation with the Scottish Government, GCRCD Member Authorities, Supplier Development Programme and Construction Industry Training Board (CITB). GCRCD is required to include details of the number of individuals within these Priority Groups who have benefited from suppliers’ Community Benefits activities within the Themes detailed below.

Suppliers are therefore required to record which of the Priority Groups the individuals benefiting from the outcomes self-identify as belonging to. Where an individual belongs to more than one group, each should be recorded on the Benefit Outcome Evidence Template (BOER) that is to be completed for benefits delivered.

The information will be used by the GCRCD for the purpose of monitoring the supplier’s Community Benefits delivery performance.

NOTE: Glasgow City Region City Deal covers the areas of the eight participating member authorities of East Dunbartonshire Council, East Renfrewshire Council, Glasgow City Council, Inverclyde Council, North Lanarkshire Council, Renfrewshire Council, South Lanarkshire Council and West Dunbartonshire Council.

The Priority Groups are set out below:

<ul style="list-style-type: none"> a Affected by Homelessness b Unemployed (6 months +) c Care Experienced d Ex-Offender e Lone Parent f Person with Disability g Person with Learning Disability h Parent with 3+ Children i Parent with a Child with a Disability j Minority Ethnic k Mother with youngest child <1 year old 	<ul style="list-style-type: none"> l Mother aged <25 years m School Leaver / Attainment Gap / Pre NEET / NEET n Women Returners o Affected by Mental Health Issues p Affected by Neurological Condition q Parent – Term Time/Flexible Hours r Under-represented Gender s Ex Service Personnel t Affected by Substance Misuse u People over 50 v Unemployed (No Qualifications)
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EMP – Theme Recruitment and Employment			
Benefit Reference	Benefit Outcome	Points Value	Definition and Criteria
EMP01	New Employee Full Time Job (from Priority Group)	30	<p>Must be from a Priority Group as specified in the Community Benefits Menu.</p> <p>Must be supported by an Employability Provider (i.e. an organisation providing support to people seeking employment and funded via, for example, local authority, Scottish Government, DWP, etc. working with Priority Groups as specified in the Community Benefits menu)</p> <p>Must be agreed by the council's Employability Lead Officer</p> <p>Only full time positions will count towards this outcome</p> <p>A full time position relates to a job that is at least 30 hours per week</p> <p>The job must be expected to last a minimum of 26 weeks</p> <p>The unit of measurement is the post itself, rather than the person or persons that fill the post</p> <p>To avoid double counting, a job is not counted again if it is filled over time by different people</p> <p>It is expected that the new employee will be resident within the Glasgow City Region City Deal Member Authority boundary</p> <p>You will be required to advise whether the job created is with a main contractor, or sub-contractor/supply chain</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

EMP – Theme Recruitment and Employment			
Benefit Reference	Benefit Outcome	Points Value	Definition and Criteria
EMP02	<p>New Employee Full Time Job (non-Priority Group)</p> <p>Note: This benefit outcome can be substituted for outcome ref. no. EMP01 above, and points value amended if a supplier or delivery partner becomes aware that the beneficiary experiences one or more of the Priority Group barriers (as detailed in EMP01 definition) over the lifetime of the benefit delivery.</p>	20	<p>Employee does not fall within the Priority Groups as specified in the Community Benefits menu</p> <p>Recipient must be unemployed with no relevant experience</p> <p>Only full time positions will count towards this outcome</p> <p>A full time position relates to a job that is at least 30 hours per week. The job must be expected to last a minimum of 26 weeks</p> <p>The unit of measurement is the post itself, rather than the person or persons that fill the post</p> <p>To avoid double counting, a job is not counted again if it is filled over time by different people</p> <p>It is expected that the new employee will be resident within the Glasgow City Region City Deal Member Authority boundary</p> <p>You will be required to advise whether the job created is with a main contractor, or sub-contractor/supply chain</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

EMP – Theme Recruitment and Employment			
Benefit Reference	Benefit Outcome	Points Value	Definition and Criteria
EMP03	New Employee Part Time Job (from Priority Group)	15	<p>Must be from a Priority Group as specified in the Community Benefits menu</p> <p>Must be supported by an Employability Provider (i.e. an organisation providing support to people seeking employment and funded via, for example, local authority, Scottish Government, DWP, etc. working with Priority Groups as specified in the Community Benefits menu)</p> <p>Must be agreed by the council's Employability Lead Officer</p> <p>Only part time positions will count towards this outcome</p> <p>A part time position relates to a job that is less than 30 hours per week</p> <p>The job must be expected to last 26 weeks</p> <p>The unit of measurement is the post itself, rather than the person or persons that fill the post</p> <p>To avoid double counting, a job is not counted again if it is filled over time by different people</p> <p>It is expected that the new employee will be resident within the Glasgow City Region City Deal Member Authority boundary</p> <p>You will be required to advise whether the job created is with a main contractor, or sub-contractor/supply chain</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

EMP – Theme Recruitment and Employment			
Benefit Reference	Benefit Outcome	Points Value	
EMP04	Apprentice New Start - Full Time (from Priority Group)	20	<p>Must be from a Priority Group as specified in the Community Benefits menu</p> <p>An apprentice is a new entrant to the industry who is working towards gaining a nationally recognised qualification equivalent to SVQ level two or above, including up to graduate level</p> <p>Apprenticeships must be accredited by a nationally recognised professional institution or awarding body</p> <p>Apprenticeships must be created as a direct result of the awarded contract. General recruitment related to other areas of the business or other contracts will not be counted.</p> <p>Apprenticeships must be created and filled within the timescale of project delivery</p> <p>Apprenticeships must be full time – minimum 30 hours per week for a minimum of one year</p> <p>The unit of measurement for this outcome is the post, not the individual(s) recruited - i.e. where one post is filled by multiple individuals over time, it will only be counted as one single outcome.</p> <p>For each outcome offered, the supplier must provide one Apprentice new start post</p> <p>It is expected that the new employee will be resident within the Glasgow City Region City Deal Member Authority boundary</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

EMP – Theme Recruitment and Employment			
Benefit Reference	Benefit Outcome	Points Value	
EMP05	Apprentice New Start - Part Time (from Priority Group)	15	<p>Must be from a Priority Group as specified in the Community Benefits menu</p> <p>An apprentice is a new entrant to the industry who is working towards gaining a nationally recognised qualification equivalent to SVQ level two or above, including up to graduate level</p> <p>Apprenticeships must be accredited by a nationally recognised professional institution or awarding body</p> <p>Apprenticeships must be created as a direct result of the awarded contract. General recruitment related to other areas of the business or other contracts will not be counted.</p> <p>Apprenticeships must be created and filled within the timescale of project delivery</p> <p>Apprenticeships must be full time – less than 30 hours per week for a minimum of one year</p> <p>The unit of measurement for this outcome is the post, not the individual(s) recruited - i.e. where one post is filled by multiple individuals over time, it will only be counted as one single outcome.</p> <p>For each outcome offered, the supplier must provide one Apprentice new start post</p> <p>It is expected that the new employee will be resident within the Glasgow City Region City Deal Member Authority boundary</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

EMP – Theme Recruitment and Employment			
Benefit Reference	Benefit Outcome	Points Value	
EMP06	New Entrant Graduate - Full Time (from Priority Group)	10	<p>Must be from a Priority Group as specified in the Community Benefits menu</p> <p>Unemployed or under employed Graduate employed as a result of a Glasgow City Region City Deal Member Authority contract</p> <p>It is expected that the new employee will be resident within the Glasgow City Region City Deal Member Authority boundary</p> <p>Underemployed graduates are graduates with skills who are employed in jobs that do not require those skills to perform the required work</p> <p>Full time for a minimum of one year</p> <p>Minimum of 30 hours per week</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

EMP – Theme Recruitment and Employment			
Benefit Reference	Benefit Outcome	Points Value	
EMP07	New Entrant Graduate - Part Time (from Priority Group)	5	<p>Must be from a Priority Group as specified in the Community Benefits menu</p> <p>Unemployed or under employed Graduate employed as a result of a Glasgow City Region City Deal Member Authority contract</p> <p>It is expected that the new employee will be resident within the Glasgow City Region City Deal Member Authority boundary</p> <p>Underemployed graduates are graduates with skills who are employed in jobs that do not require those skills to perform the required work</p> <p>Post must be part time (less than 30 hours per week) for a minimum of one year</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

EMP – Theme Recruitment and Employment			
Benefit Reference	Benefit Outcome	Points Value	
EMP08	Apprentice Transferred - Full Time	10	<p>An Apprentice transferred from another project/business area or recruited to continue/complete an on-going apprenticeship on a Glasgow City Region City Deal Member Authority project to promote sustainable employment from a previous Community Benefit related project</p> <p>Apprenticeships must be accredited by a nationally recognised professional institution or awarding body</p> <p>Post must be full time – minimum 30 hours per week</p> <p>It is expected that the transferred apprentice will be resident within the Glasgow City Region City Deal Member Authority boundary</p> <p>The unit of measurement for this outcome is the post, not the individual(s) recruited - i.e. where one post is filled by multiple individuals over time, it will only be counted as one single outcome</p> <p>For each outcome offered, the supplier must provide one Transferred Apprentice new start post</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

EMP – Theme Recruitment and Employment			
Benefit Reference	Benefit Outcome	Points Value	
EMP09	Apprentice Transferred – Part Time	5	<p>An Apprentice transferred from another project/business area or recruited to continue/complete an on-going apprenticeship on a Glasgow City Region City Deal Member Authority project to promote sustainable employment from a previous Community Benefit related project</p> <p>Apprenticeships must be accredited by a nationally recognised professional institution or awarding body</p> <p>Post must be part time – less than 30 hours per week</p> <p>It is expected that the transferred apprentice will be resident within the Glasgow City Region City Deal Member Authority boundary</p> <p>The unit of measurement for this outcome is the post, not the individual(s) recruited - i.e. where one post is filled by multiple individuals over time, it will only be counted as one single outcome</p> <p>For each outcome offered, the supplier must provide one Transferred Apprentice new start post</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

SKL – Theme - Skills and Training			
Benefit Reference	Benefit Outcome	Points Value	Definitions and Criteria
SKL01	MCR Pathways 1-2-1 Mentoring Programme (or equivalent Programme)	25	<p>Suppliers will provide a member of staff to become a 1 to 1 mentor in the MCR Pathways school mentoring programme (or equivalent programme) supported by the contracting authority's delivery partner</p> <p>Mentors will support care experienced and disadvantaged young persons within one of the council's secondary schools</p> <p>No special skills are required to become a mentor</p> <p>Training and full support for mentors is provided by MCR Pathways or Delivery Partner</p> <p>Mentors are matched with 13 to 18 year olds and meet for one school period per week (around 50 minutes) for a minimum of one academic year</p> <p>All meetings are within the school and during term time only</p> <p>Mentoring activity must be validated by MCR Pathways / Delivery Partner</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

SKL – Theme - Skills and Training			
Benefit Reference	Benefit Outcome	Points Value	Definitions and Criteria
SKL02	School Mentoring or Enterprise Programme	10	<p>The programme must work with a group of students aged 11 -18 years old to raise their aspirations and provide them with the life skills to achieve success</p> <p>A minimum commitment of 16 hours per academic year (2-3 sessions per term) is required</p> <p>The programme must use positive role models to improve students’ confidence, self-efficacy and employability</p> <p>An effective package of mentoring support for young people should be developed that can be tailored to students’ needs and includes group mentoring, workplace visits, inspirational speeches and competitions</p> <p>Structure and content of programme must be agreed with the council's lead officer</p> <p>It is expected that the mentoring programme will support students based within the Glasgow City Region City Deal Member Authority boundary</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

SKL – Theme - Skills and Training			
Benefit Reference	Benefit Outcome	Points Value	Definitions and Criteria
SKL03	Work Experience Placement - Foundation Apprenticeship	15	<p>About the Foundation Apprenticeship: The Foundation Apprenticeship (FA) delivery model is designed to provide senior students with knowledge of their chosen sector, which is then followed up by offering extensive work based learning, developing skills and practical competencies. To achieve the FA at SCQF level 6 young people will spend time out of school and complete the Foundation Apprenticeship alongside their other subjects such as National 5s and Highers.</p> <p>Assessment: colleges are responsible for managing the assessment process, conducting regular visits to the work place to meet with the student and employer within a pre-determined schedule.</p> <p>Supplier's Role: to support the work-based element of the programme which is approximately 240-300 hours, typically covered by attendance one day per week across up to 32 weeks. During the placement, participants should be assigned real-work activities designed to support achievement of their vocational units for assessment.</p> <p>It is expected that the student will be from a school within the Glasgow City Region City Deal Member Authority boundary</p> <p>The supplier will be required to liaise with the council's lead officer from the outset.</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

SKL – Theme - Skills and Training			
Benefit Reference	Benefit Outcome	Points Value	Definitions and Criteria
SKL04	Taster Sessions (Council or Delivery Partner Programmes)	5	<p>Provision of Talent Tasters to support a Council or Delivery Partner Programme, such as MCR Pathways, targeted at participating school pupils or Priority Groups</p> <p>It is expected that the participants will reside within the Glasgow City Region City Deal Member Authority boundary</p> <p>Talent Taster will provide concentrated 2 to 3 hours of high quality opportunities for groups of 7 to 10 participants</p> <p>Tasters are designed to motivate the participants, build aspirations and help them make positive choices about their future careers</p> <p>Organisations must be fully supported by the Delivery Partner to design and develop the sessions and thereafter Delivery Partner staff accompany the groups participating in the programme</p> <p>The supplier develops, together with the Delivery Partner, a 2 to 3 hour Talent Taster programme within their organisation for up to 10 participants</p> <p>Programme must be validated by the Delivery Partner</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

SKL – Theme - Skills and Training			
Benefit Reference	Benefit Outcome	Points Value	Definitions and Criteria
SKL05	Work Experience Placement - School	5	<p>For each outcome offered, the supplier must provide a minimum of 5 days work experience (consecutive or non-consecutive days)</p> <p>Placements and the individuals recruited must be validated by the council's lead officer</p> <p>Structure and content of placements must be agreed with the council's lead officer</p> <p>It is expected that the student will be from a school within the Glasgow City Region City Deal Member Authority boundary</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

SKL – Theme - Skills and Training			
Benefit Reference	Benefit Outcome	Points Value	Definitions and Criteria
SKL06	Work Experience Placement - Non School	5	<p>For each outcome offered, the supplier must provide a minimum of 5 days work experience (consecutive or non-consecutive days)</p> <p>Placements and the individuals recruited must be validated by the relevant council lead officer</p> <p>Structure and content of placements must be agreed with the council's lead officer</p> <p>It is expected that the participant will reside within the Glasgow City Region City Deal Member Authority boundary</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

SKL – Theme - Skills and Training			
Benefit Reference	Benefit Outcome	Points Value	Definitions and Criteria
SKL07	Career Event	5	<p>Engagement with a minimum of 10 individuals</p> <p>Event must provide insight into what it is like to work within the industry, highlighting opportunities and offering advice on how to get into and pursue careers in the industry</p> <p>Using specific knowledge and experience to engage with pupils/students to support learning</p> <p>It is expected that the event will be provided to pupils/students who reside within the Glasgow City Region City Deal Member Authority boundary</p> <p>Structure and content of career event must be agreed with the council's lead officer</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

SKL – Theme - Skills and Training			
Benefit Reference	Benefit Outcome	Points Value	Definitions and Criteria
SKL08	Workplace Visit	5	<p>For each outcome offered, the supplier must provide one half day (minimum) workplace visit for at least five individuals</p> <p>It is expected that the school/college pupils will be from an educational establishment within the Glasgow City Region City Deal Member Authority boundary</p> <p>Visit must offer experience of the working environment, provide insight into what it is like to work within the industry, highlighting opportunities and offering advice on how to get into and pursue careers in the industry</p> <p>Structure and content of the visit must be agreed with the council's Education lead officer</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

SKL – Theme - Skills and Training			
Benefit Reference	Benefit Outcome	Points Value	Definitions and Criteria
SKL09	Volunteering Opportunity - City Deal Priority Group	5	<p>For each outcome offered, the supplier must provide a minimum of 5 days volunteering opportunity (consecutive or non-consecutive days)</p> <p>The volunteer recruited must be validated by the council's lead officer</p> <p>It is expected that the volunteer will reside within the Glasgow City Region City Deal Member Authority boundary</p> <p>Structure and content of the volunteering opportunity must be agreed with the council's lead officer</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

CHN- Theme – Supply Chain Development			
Benefit Reference	Benefit Outcome	Points Value	Definitions and Criteria
CHN01	Supply Chain Briefings	10	<p>Supply chain briefings should be hosted or supported through attendance and representation by the supplier, and should be provided for "new" or "upcoming" opportunities, to encourage and provide opportunities for local businesses to become new entrants to their supply chain.</p> <p>It is expected that supply chain briefings will be provided to local businesses based within the Glasgow City Region City Deal Member Authority</p> <p>Briefings should be aimed at engaging with a minimum of 10 local Small-Medium Enterprises (SME), Social Enterprises, Supported Businesses and Third Sector Organisations (or a mix of these) to develop awareness of supply chain opportunities.</p> <p>Minimum 3 hours per session per outcome offered</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

CHN- Theme – Supply Chain Development			
Benefit Reference	Benefit Outcome	Points Value	Definitions and Criteria
CHN02	Business Mentoring	10	<p>Provide mentoring support to help build capacity in local Small-Medium Enterprises (including Micro-Businesses), Social Enterprises, Third Sector Organisations and Supported Businesses based within the Glasgow City Region City Deal Member Authority boundary</p> <p>Mentoring to help businesses grow in confidence and knowledge - covering areas such as, but not limited to, new markets, business objectives, emerging opportunities, business growth, tendering (joint ventures), Human Resources, etc.</p> <p>This may be delivered as: one to one mentoring, group mentoring, training event or seminar</p> <p>Structure and content must be agreed by the council’s business support lead officer</p> <p>Minimum 5 hours per outcome</p> <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

COM – Theme – Community Engagement			
Benefit Reference	Benefit Outcome	Points Value	Definitions and Criteria
COM01	Community Engagement - Financial Support (minimum £1k)	5	<p>Financial support provided to an organisation/community based within the Glasgow City Region City Deal Member Authority boundary</p> <p>Must be a minimum value of £1,000 per outcome offered</p> <p>Following contract award, the successful supplier must engage with the council's lead officer or delivery partner, who will determine how best to utilise the financial support offered.</p> <p>Support may consist of the following activities:</p> <ul style="list-style-type: none"> a - Community Investment b - Breakfast Club Sponsorship c - Community Endowment Fund d - Local Community Event e - Sponsorship of Local Organisations f - Food Bank Donations - or may involve alternative proposals <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.</p>

COM – Theme – Community Engagement			
Benefit Reference	Benefit Outcome	Points Value	Definitions and Criteria
COM02	Community Engagement - Non-Financial Support (minimum 5 hours)	5	<p>Non-financial support provided to an organisation/community based within the Glasgow City Region City Deal Member Authority boundary</p> <p>Must be a minimum of 5 hours of community support per outcome offered</p> <p>Innovative and creative activities are encouraged</p> <p>Following contract award, the supplier must engage with the council's lead officer or delivery partner who will determine how best to utilise the hours of community support offered</p> <p>Support may consist of some of the following activities:</p> <ul style="list-style-type: none"> a - Area Tidy Up Campaign b - Community Enhancement c - Local Community Charitable d - Supplier Staff Voluntary Support Projects/Events e - Third Sector Mentoring / Support f - Community Investment g - Enhance Health and Wellbeing - or may involve alternative proposals <p>Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery</p>

APPENDIX B – Sample Benefit Outcome Evidence Reports (BOER)

**EMP01 - Community Benefits
Benefit Outcome Evidence Report**

OUTCOME DEFINITION

EMP01

New Employee - Full Time Job (from Priority Group)

Supplier to Complete Information Below

- Must be from a Priority Group as specified in the Community Benefits menu.
- Must be supported by an Employability Provider (i.e. an organisation providing support to people seeking employment and funded via, for example, local authority, Scottish Government, DWP, etc. working with Priority Groups as specified in the Community Benefits menu)
- Must be agreed by the council's Employability Lead (or nominated Officer)
- Only full time positions will count towards this outcome
- A full time position relates to a job that is at least 30 hours per week
- The job must be expected to last a minimum of 26 weeks
- The unit of measurement is the post itself, rather than the person or persons that fill the post
- To avoid double counting, a job is not counted again if it is filled over time by different people
- It is expected that the new employee will be resident within the Glasgow City Region City Deal Member Authority boundary
- You will be required to advise whether the job created is with a main contractor, or sub-contractor/supply chain
- Upon delivery of the outcome, you will be required to complete a Benefit Outcome Evidence Report (BOER). Any additional supporting evidence (photos, etc.) may also be submitted to support confirmation of outcome delivery.

CONTRACT & SUPPLIER INFORMATION

Contract Title		Contract Number	
Supplier		Supplier's Nominated Contact	
Contact Tel. No.		Contact Email Address	

JOB INFORMATION	
Employability provider used	
Title of job created	
Start date of job	
End date of job	
Full time (minimum of 30 hours per week)	
Minimum 26 weeks duration	
If not 26 weeks duration, please detail reason	
Was the job created by you, the main contractor	
If 'No', detail name of sub-contractor/supply chain contractor the job was created through	
EMPLOYEE'S INFORMATION	
Name of person taken on for this job	
Home postcode of this person	
Is the person from a Priority Group (see list below)	
Using the table below, please confirm the specific Priority Group(s) that are relevant to the new employee	
Priority Group	Confirm by selecting 'Yes' against the relevant Priority Group(s)
a Affected by Homelessness	
b Unemployed (6 months +)	
c Care Experienced	
d Ex-Offender	
e Lone Parent	

f Person with Disability	
g Person with Learning Disability	
h Parent with 3+ Children	
i Parent with a Child with a Disability	
j Minority Ethnic	
k Mother with youngest child <1 year old	
l Mother aged <25 years	
m School Leaver / Attainment Gap / Pre NEET / NEET	
n Women Returners	
o Affected by Mental Health Issues	
p Affected by Neurological Condition	
q Parent – Term Time/Flexible Hours	
r Under-represented Gender	
s Ex Service Personnel	
t Affected by Substance Misuse	
u People over 50	
v Unemployed (No Qualifications)	

EMPLOYEE'S HISTORY (provide synopsis of employee's background, length of previous employment, etc.)

EMPLOYEE'S PROGRESS (towards qualification, training courses, positive outcomes, etc.)

EMPLOYEE'S COMMENTS (key milestones, achievements, etc.)

EMPLOYER'S COMMENTS (progress, satisfaction, future training, employment plans, etc.)

VALIDATION

Please note this report will be passed to the council lead officer for review and validation.

NOTES

- 1) The information provided in this template may be further supplemented with relevant images.**
- 2) Images will be stored electronically by the council and may be reproduced in council publications/internet/intranet sites. Please ensure you comply with GDPR rules and obtain permission from the recipient/group prior to sharing any images. When submitting your evidence please also ensure you tick the GDPR box in Cenefits to confirm compliance.**
- 3) Glasgow City Region City Deal covers the areas of the eight participating member authorities of East Dunbartonshire Council, East Renfrewshire Council, Glasgow City Council, Inverclyde Council, North Lanarkshire Council, Renfrewshire Council, South Lanarkshire Council and West Dunbartonshire Council.**

**TIER2 - Community Benefits
Benefit Outcome Evidence Report (BOER)**

OUTCOME DEFINITION

TIER 2	Supply Chain Requirements (Contracts Awarded to Sub-contractors)	GCR Outcome Points Value	0
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During the tender process, contractors were advised that if they did not have an established supply chain and were proposing to enter into a sub-contract arrangement, they would be required to advertise all relevant sub-contracting opportunities through Public Contracts Scotland (PCS).

Before the contract end date, the contractor must confirm any sub-contract arrangements by completing the information below.

Supplier to Complete Information Below

CONTRACT & SUPPLIER INFORMATION

Contract Title		Contract Number	
Supplier		Supplier's Nominated Contact	
Contact Tel. No.		Contact Email Address	

SUB-CONTRACTING INFORMATION

Did you enter into any sub-contracting arrangements during this contract? *(please select from the Yes/No dropdown)*

If Yes, please complete the following table detailing all sub-contracting arrangements:

Name of Sub-Contractor	Full Address of Sub-Contractor (including Postcode)	Sub-Contract Value (£)	Existing Supply Chain or Advertised through PCS Yes / No?	If Advertised through PCS, please detail PCS Project No.

NOTE: This completed Tier 2 BOER must be uploaded to Cenefits regardless of whether you did or did not sub-contract during the contract. Thank you.

The information provided will be used to identify where our contracts have facilitated the involvement of local businesses, Small-Medium Enterprises, Social Enterprises and Supported Businesses, thus leading to an improvement in the social, environmental and economic wellbeing of the area.

APPENDIX C - Member Authority Community Benefit Delivery Support

East Dunbartonshire Council

Name	Organisation / Company	Role	Title	Telephone Number	Email
Graeme Gamble	East Dunbartonshire Council	Single Point of Contact Officer	Team Leader - Technical Procurement	0141 777 3311 Ext. 6013236	Graeme.Gamble@eastdunbarton.gov.uk

East Renfrewshire Council

Name	Organisation / Company	Role	Title	Telephone Number	Email
Lorna Wallace	East Renfrewshire Council	Single Point of Contact Officer	Senior Development Officer – Place and Benefits Realisation	0141 577 8425	Lorna.Wallace@eastrenfrewshire.gov.uk

Inverclyde Council

Name	Organisation / Company	Role	Title	Telephone Number	Email
Brendan Hurrell	Inverclyde Council	Single Point of Contact Officer	Procurement, Regeneration and Building Services Manager	01475 712654	Brendan.Hurrell@inverclyde.gov.uk

Glasgow City Council

Name	Organisation / Company	Role	Title	Telephone Number	Email
Alison McCrae	GCC Development and Regeneration Services - Employability	Adult Employability & Training	Economic Development Manager	0141 287 6492	Alison.McCrae@glasgow.gov.uk
Allison Gallagher	GCC Development and Regeneration Services – Employability	Adult Employability & Training	Development Officer	0141 287 8005	Allison.Gallagher@glasgow.gov.uk
Rosh Campbell	Jobs & Business Glasgow	Recruitment & Training	Strategic Operations Manager (South)	0141 274 3779	Rosh.Campbell@jbg.org.uk
Gary Condie	GCC Education Services	Educational Engagement	Principal Officer	0141 276 5343	gary.condie@glasgow.gov.uk
Michelle Kershaw	GCC Education Services	Employment and Skills Partnership	Principal Officer	07881 282547 (Mob) 0141 287 6218 (Office)	Michelle.Kershaw@glasgow.gov.uk
Donna Cunningham	GCC Education Services	MCR Pathways	Principal Officer	0141 287 8106	Donna.Cunningham@glasgow.gov.uk
Pauline Wallace	Development and Regeneration Services	Business Support	Development Officer	07884 254 322 (Mob) 0141 287 7216 (Office)	pauline.wallace2@glasgow.gov.uk

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John Flynn	Development and Regeneration Services	Economic & Social Employability	Economic Development Officer	0141 287 7230	john.flynn@glasgow.gov.uk
Evelyn O'Donnell	Community Planning	Community Engagement	Community Engagement Officer	0141 276 9901	Evelyn.ODonnell@glasgow.gov.uk
Gerry Quinn	Tackling Poverty	Poverty	Poverty Leadership Panel Officer	0141 287 6445	Gerry.Quinn@glasgow.gov.uk

North Lanarkshire Council

Name	Organisation / Company	Role	Title	Telephone Number	Email
David McCaig	NLC Employability Services	Contact for TRE (Working)	Engagement Officer	01236 638573	McCaigDa@northlan.gov.uk
Pauline O'Neill	NLC Education, Youth & Communities	Contact for TRE (School Leavers)	Continuous Improvement Officer	01236 812559	oneillpauline@northlan.gov.uk
Pauline O'Neill	NLC Education, Youth & Communities	Contact for TRE (School Age)	Continuous Improvement Officer	01236 812559	oneillpauline@northlan.gov.uk
Pauline O'Neill	NLC Education, Youth & Communities	Contact for TRE (School Age)	Continuous Improvement Officer	01236 812559	oneillpauline@northlan.gov.uk
McKee Gail	NLC Enterprise & Housing Resources	Contact for ASN (School Age)	Supported Employment Co-ordinator	01698 274500	McKeeG@northlan.gov.uk
Donella Duff	NLC Enterprise & Housing Resources	Contact for ASN (School Age)	Supported Enterprise Manager	01698 524852	duffd@northlan.gov.uk
Graeme Shaw	NLC Education, Youth & Communities	Contact for TRE (School Age) - winter leavers	Active Schools Co-ordinator	07966 865786	Shawgr@northlan.gov.uk
Paul Kane	NLC Education, Youth & Communities	Contact for TST (16+)	Employability Resources Manager	01236 632867	KanePaul@northlan.gov.uk
Cat Leatherby	Routes to work	Employability Resources	Operations Manager	01698 846810 or 07748441223	cleatherby@routestowork.co.uk
Pauline O'Neill	NLC Education, Youth & Communities	Contact for TST (Careers Events)	Continuous Improvement Officer	01236 812559	oneillpauline@northlan.gov.uk
Jonathan Smith	NLC Community Regeneration Manager (Bellshill / Wishaw/Motherwell)	Contact for CCE (1 st)	Community Partnership Manager	01236 812357	smithl@northlan.gov.uk
Leanne Pollock	NLC Community Regeneration Manager (Cumbernauld / Kilsyth)	Contact for CCE (1 st)	Community Partnership Manager	01236 812359	DelaneyL@northlan.gov.uk
Matt Costello	NLC Community Regeneration Manager (Airdrie / Coatbridge)	Contact for CCE (1 st)	Community Partnership Manager	01236 812356	CostelloM@northlan.gov.uk
Mark Houston	NLC Enterprise & Housing Resources	Contact for CCE (2 nd)	Enterprise Development Officer	01236 632862	houstonma@northlan.gov.uk

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Ellen Archibald	NLC Enterprise & Housing Resources	Contact for CCE (2 nd)	Enterprise Officer	Development	01236 632855	archibalde@northlan.gov.uk
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Renfrewshire Council

Name	Organisation / Company	Role	Title	Telephone Number	Email
Rebecca Park	Renfrewshire Council	Single Point of Contact Officer	Category Manager	0141 618 5346	rebecca.park@renfrewshire.gov.uk

South Lanarkshire Council

Name	Organisation / Company	Role	Title	Telephone Number	Email
Anne McGrath	South Lanarkshire Council	Single Point of Contact Officer	Procurement Officer	01698 454913	anne.mcgrath@southlanarkshire.gcsx.gov.uk

West Dunbartonshire Council

Name	Organisation / Company	Role	Title	Telephone Number	Email
David Aitken	West Dunbartonshire Council	Single Point of Contact Officer	Procurement Officer	01389 737881	David.Aitken2@west-dunbarton.gov.uk

Employability in Scotland

Employability Scotland Website provides information on the partnership infrastructure for employability in Scotland along with links to various groups and can be accessed via the link below:

<http://www.employabilityinscotland.com/participants-and-barriers/>

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APPENDIX D - Glossary

Term	Definition
Benefit Outcome Evidence Report	The Benefit Outcome Evidence Report (BOER) is an evidence document that facilitates the reporting of delivered outcomes and Tier 2 information. It assists by signposting the supplier to input the necessary information that will allow the outcome to be approved by the Benefits contract manager and confirmed as delivered.
City Deal Contracts	A contract awarded by a City Deal local authority which relates to delivery of the City Deal objectives.
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. The menu will be tailored by the Procuring Authority to ensure it meets the current requirements relative to the City Deal Contract, before being included in a tender document or to inform discussions with suppliers when adopting a voluntary approach.
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.
Community Benefits Strategy	The City Deal Community Benefits Strategy which has been approved by the City Deal Cabinet.
Contractual approach	Community benefits which form part of the contract and place a contractual obligation on the supplier to deliver the commitments. These may form part of the contract specification or the tenderer's proposal. The contractual approach may consider community benefits as part of the tender evaluation award criteria.
Council/member authority/ procuring authority	Council - one or more of the following Scottish local authorities, in the relevant context: East Dunbartonshire Council, East Renfrewshire Council, Glasgow City Council, Inverclyde Council, North Lanarkshire Council, Renfrewshire Council, South Lanarkshire Council and West Dunbartonshire Council. A member authority is the above listed Council's who collectively entered into the Glasgow City Region City Deal agreement with Scottish Government and UK Government. Procuring authority is the Council who are tendering the relevant contract to which this guidance note is being considered in relation to.
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.
Procurement Strategy	The City Deal Procurement Strategy that has been approved by Cabinet that sets out a range of strategic objectives and key themes.

Programme level	A view of all City Deal contracts.
Public Contracts Scotland portal	The national procurement portal (http://www.publiccontractsscotland.gov.uk/)
Sub Contract	A contractor who carries out work for a company as part of a larger project.
SME	A small to medium sized enterprise.
Supplier	May also be referred to as Consultant, Contractor or Service Provider within the ITT. A supplier is any organisation who has been awarded a City Deal Contract by a Procuring Authority.
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 from a City Deal Council, these contractors will typically have sub-contract elements of the contract to other members of their supply chain.
Tier 2 Contractors	Contractors who are sub contracted by the Tier 1 contractor.
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.