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| **Tender reference: TC1067**  **Tender Title:**  **The Provision of the Under 18’s Physical Activity on Referral Service (PARS)**  **Date: August 2020** |  |

**Documents to be returned**

**Social and Ethical Values**

TC1067 – The Provision of the Under 18’s Physical Activity on Referral Service (PARS)

|  |  |
| --- | --- |
| **Contact Name** |  |
| **Name of Organisation** |  |
| **Role in Organisation** |  |
| **Phone Number** |  |
| **E-mail address** |  |
| **Postal address** |  |
| **Signature (electronic is acceptable)** |  |
| **Date** |  |

**‘Our Manchester’ – the Council’s strategy**

In winter 2015 the Council asked people “What does your Manchester of the future look like? What are your hopes and dreams for this city?” The responses oozed ambition.

The Our Manchester strategy is an ambitious statement of where Manchester people, businesses and public services want to get to. You can [download the full strategy](http://www.manchester.gov.uk/downloads/download/6426/the_manchester_strategy), which is also printable from the Council website.

**8 things you should know about it:**

* Sets out the 10-year vision for Manchester
* Took two years to produce
* Had very detailed public consultation and support
* It’s not the Council’s vision – it’s the whole city’s vision
* Overseen by the [Our Manchester Forum](http://www.manchesterpartnership.org.uk/manchesterpartnership/info/2/our_manchester_forum) from public, private and community organisations
* Spells out 64 things we're committed to do to make Our Manchester happen (our ‘we-wills')
* Progress is checked in a yearly snapshot report called [State of the City](http://www.manchester.gov.uk/info/200088/statistics_and_census/6469/state_of_the_city_report)

It's got five themes. See them in detail below.

**Summary of what people want Our Manchester to be:**

[**Thriving**](http://www.manchester.gov.uk/info/500313/the_manchester_strategy/7172/a_thriving_and_sustainable_city) – with great jobs and the businesses to create them  
[**Full of talent**](http://www.manchester.gov.uk/info/500313/the_manchester_strategy/7174/a_highly_skilled_city) – both home-grown and from round the world  
[**Fair**](http://www.manchester.gov.uk/info/500313/the_manchester_strategy/7173/a_progressive_and_equitable_city) – so everyone has an equal chance to contribute and to benefit  
[**A great place to live**](http://www.manchester.gov.uk/info/500313/the_manchester_strategy/7175/a_liveable_and_low_carbon_city) – with a good quality of life: a clean, green, safe city  
[**Connected**](http://www.manchester.gov.uk/info/500313/the_manchester_strategy/7176/a_connected_city) – both physically, with world-class transport, and digitally, with brilliant broadband.

'Our Manchester' is more proactive, pre-emptive and creative than business-as-usual public service, focussing on a person's or community's strengths and opportunities.

It asks: how can you make things different and what could you do to make things better?

This new kind of partnership of local people, professionals and organisations is developing new answers; some as yet unthought-of and all different.

Like each and every one of the 7,000 staff who work for the Council, our suppliers, service providers and contractors are essential to delivering the future our strategy has set out.**"** You can [download the full strategy](http://www.manchester.gov.uk/downloads/download/6426/the_manchester_strategy), which is also printable from the Council website.

**‘Our Vision’**

* Have a competitive, dynamic and sustainable economy that draws on our distinctive strengths in science, advanced manufacturing, culture and digital business – cultivating and encouraging new ideas.
* Possess highly skilled, enterprising and industrious people.
* Be connected internationally and within the UK
* Play its full part in limiting the impacts of climate change
* Be a place where residents from all background feel safe, can aspire, succeed and live well
* Be clean, attractive culturally rich outward-looking and welcoming.

**‘A thriving and sustainable City’**

* Have a diverse, distinctive and well-connected economy creating jobs and opportunities for all.
* Have good support for businesses – established and growing.
* Aim to be a leading digital city, rich in culture.
* Build on our strengths such as life sciences and ‘advanced materials’ like graphene, at top business hubs like Airport City and Corridor Manchester.
* Workforce has the skills needed: we'll grow the economy, but with serious commitment to protect the environment and reduce the impact of climate change.

**‘A highly skilled City’**

* All workers will earn a real Living Wage.
* School results will be above average in science, tech, and maths, digital and creative subjects.
* The next generation will be inspired by opportunities to upskill and succeed, and every young person will have a good work placement.
* Older people will continue to make major contributions to the city and be valued.
* People's skills will match the economy's needs and clear pathways will help residents reach their full potential.
* Higher education and Business will, together, connect graduates to good jobs and support new ideas.
* Companies will develop and train staff through their working life, so there will be fewer people without qualifications.

**‘A progressive and equitable City’**

* Everyone will have the same opportunities and life chances no matter where they're born or live.
* Health will improve and residents will have the right care at the right place at the right time.
* More young children will arrive at school ready to learn to get the best start in life.
* Voluntary and community groups will find new ways to reach those as yet untouched by Manchester’s success to create resilient and vibrant communities.
* Continue to be an Age-friendly city and also aim to be the UK’s youth capital.
* Devolution will expand our support for people with complex problems to get their lives back on track.
* Support people into work and to progress so all can enjoy the opportunities of economic growth and can provide for their children.
* Shelter and support for homeless people. We'll tackle fuel poverty, improve energy efficiency in existing homes, build new homes to the highest standards, and locally generate increasing levels of affordable, low- and zero-carbon energy.

**‘A liveable and low carbon City’**

* Have broad base of good jobs and diverse, good quality housing in clean, safe, attractive and cohesive neighbourhoods.
* Encourage walking, cycling and public transport with more investment in the infrastructure needed.
* Be a cleaner, litter-free city, recycling more, with better-quality parks, green spaces and waterways.
* Harness technology to improve the city’s liveability, sustainability and connectivity.
* Invest in culture and sport – for residents' benefit and to increase the city’s international attractiveness.
* Manchester people will be proud of their cultural institutions which will reflect and celebrate diversity and engage a broad audience.
* Our artistic and creative community will benefit from more commissioning, production and performances.
* Have more volunteering and by 2050 we will be a one hundred percent clean-energy city, encouraging a low-carbon culture, with our communities are protected from a changing climate.

**‘A connected City’**

* An integrated, smart, clean transport network will reflects the city's changing shape and the way people move around.
* More cycling and walking, with the improved infrastructure and signage needed.
* The city will be at the centre of first class networks – locally, regionally, nationally and internationally.
* The momentum created by high-speed rail network 'HS2' developments will drive growth and investment, and work as part of Transport for the North on long term investment to radically improve transport connections across the North.
* Capitalise on the increased airport capacity and the connectivity and logistics benefits of Airport City to boost the economy.
* Create a framework for action as a 'digital city' and use digital technology to transform how we live in the city – looking, for example, at how it could reduce energy bills and carbon emissions.

**Social and Ethical Value**

The Council since 2014 has been embedding the Greater Manchester’s Social Value Policy;

and since 2016 its own Ethical ‘Procurement’ Policy.

A link to both these policies are below and we encourage you to read through both documents before completing your response to the questions in this section:

[GMCA Social Value Policy | GMCA](https://www.greatermanchester-ca.gov.uk/downloads/file/336/gmca_social_value_policy)

[Ethical (procurement) policy | Manchester City Council](http://www.manchester.gov.uk/downloads/download/6446/ethical_procurement_policy)

**The aim of these Policies is:**

Not to alter the commissioning and procurement processes, but to ensure that as part of these processes, the Council gives consideration to the wider impact of the service’s delivery. It allows the authority to, for example, choose a supplier under a tendering process who not only provides the most economically advantageous service, but one which goes beyond the basic contract terms and secures wider benefits and improvement to the lives of people in Manchester and the environment.

All suppliers, service providers and contractors to Manchester City Council must commit to employing the highest ethical standards in every area listed in all sections of the Ethical (Procurement) Policy, in their own operatives and those within their supply chain. In addition social value principles and practices apply to suppliers, service providers and contractors and their supply chain as required in the Council’s Social Value Policy ensuring maximum benefits are gained for improving economic, social and environmental well-being.

**Key objectives of the GMCA Social Value Policy are:**

1. Promote employment and economic sustainability – tackle unemployment and facilitate the development of skills

2. Raise the living standards of local residents – working towards living wage, maximise employee access to entitlements such as childcare and encourage suppliers to source labour from within Greater Manchester

3. Promote participation and citizen engagement - encourage resident participation and promote active citizenship

4. Build the capacity and sustainability of the voluntary and community sector– practical support for local voluntary and community groups

5. Promote equity and fairness – target effort towards those in the greatest need or facing the greatest disadvantage and tackle deprivation across the borough

6. Promote environmental sustainability – reduce wastage, limit energy consumption and procure materials from sustainable sources

**Key objectives of the Ethical Policy:**

* Improve labour conditions in the supply chain
* Freedom of association and the right to collective bargaining are respected
* Equalities
* Blacklists
* Employment is freely chosen
* Working conditions are safe
* Good health is promoted
* Working hours are not excessive
* Minimum wages
* Regular employment is provided
* Training is provided
* Disputes procedure
* Child labour is eliminated
* No inhumane treatment is allowed
* Acting with integrity and transparency
* ‘Modern Slavery Act 2015
* Responsible supply chain
* Small to Medium Enterprises (SMEs)
* Environment
* Citizen Engagement
* Fair Payments throughout the Supply Chain

**Social and Ethical Deliverables**

Tenderers are asked to consider how they would embed and deliver the ‘Our Manchester’ Strategy, Social and Ethical Values through this contract making real and identifiable changes to the City. We know this is not an easy task and not all of the ‘Our Manchester’ Strategy, Social and Ethical Values will be easily delivered through this contract however we think this contract and you as a contractor has the potential to deliver on some really key areas, such as:

* Training
* Apprenticeships
* Working with SME’s
* Working in the Community.
* Working with young and older ones
* Working with those hard to reach
* Reducing our Carbon Footprint and improvement the environment

Guidance on Social value can be found in the Social Value tool kit which can be found using the following link. This can also find this in the ‘Chest Portal’ as a public attachment when you open the Standard Questionnaire:

**‘Our Manchester’ Strategy**

**Responses to be placed in space provided under question**

|  |  |
| --- | --- |
|  | **Question** |
| **Q1.1 20%** | **Our Manchester**  The vision for Manchester and the strategy's five themes can be accessed via the link below:  <http://www.manchester.gov.uk/MCRstrategy>  Please detail how across your organisational brand you will meet the 5 themes of the Our Manchester values:   1. A thriving and sustainable city 2. A highly skilled city 3. A progressive and equitable city 4. A liveable and low carbon city 5. A connected city |
|  | **Response** |

**Social and Ethical Values**

**Responses to be placed in space provided under question**

|  |  |
| --- | --- |
|  | **Question** |
| **Q2.1**  **20%** | **Experience**:  A) Please describe your organisation’s current approach to delivering social value, covering:   * How social value is embedded in the aims of the organisation * How it is embedded in the governance of the organisation * How it is measured by the organisation overall * What evidence do you have that this approach is working? Please include any statistics, or case studies to illustrate your work to date. * How will you continue to and increase your work in the future. |
|  | **Response** |
| **Q2.2**  **50%** | **Service Delivery**:  The table below sets out the Council’s social value objectives and those outcomes relevant to this contract. Using this table, describe how you will deliver additional social value through this contract. You do not need to list a commitment against each outcome however, please include commitments against the highlighted outcomes. Where you do, please make these as specific as possible, including numbers and timeframes where appropriate. We welcome you adding your own outcomes.   |  |  |  | | --- | --- | --- | | **Social Value Objective** | **Outcomes** | **Commitment** | | Employment & Economic sustainability | New Jobs |  | | Traineeships |  | | Apprenticeships |  | | Work Experience |  | | Support back into work |  | | Mentoring |  | | Support new business |  | | Support local economy |  | | Support local supply chain |  | | Attract inward investment |  | | Fair and ethical trading in the supply chain |  | | Investment to initiatives i.e. fuel and family poverty |  | | Other – please state outcome |  | | Raising the living standard  and  Promote Equity and Fairness | Manchester Living Wage |  | | Increase pay rates for lowest paid |  | | Improve skill levels |  | | Improve health, wellbeing and support for staff |  | | Flexible working |  | | Work alongside residents/organisation |  | | Encourage membership / recognition of trade union |  | | Other – please state outcome |  | | Participation and citizen engagement | Self help |  | | Isolation for older people |  | | Other – please state outcome |  | | Capacity and sustainability in the voluntary and community sector | Employer supported voluntary scheme |  | | Other – please state outcome |  | | Environmental sustainability | Provide facilities |  | | Create/support volunteer opportunities |  | | Support through supply chain |  | | Waste |  | | Waste and landfill |  | | Carbon emission |  | | Energy and water consumption |  | | Renewable energy |  | | Community generated energy |  | | Support to residents to manage energy demands |  | | Other – please state outcome |  | |
| **Q2.3**  **10%** | Based on your responses above, detail how you will monitor and manage Social Value effectively throughout this contract and how you will use this to improve and increase your work in the future.  Please provide any example progress reports you will use. |
|  | **Response** |

**3.0 Ethical Values**

Your response to the following questions will inform the Council of your commitment to preventing slavery and human trafficking within your own organisation and the supply chain you use to support your activities. KPI’s will be set for monitoring compliance and improvement in Ethical Practices during the contract period.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Please tick the following as applicable and provide information where requested:** | | |
| **Slavery and Human Trafficking**  The Council is absolutely committed to preventing slavery and human trafficking in its corporate activities and to ensuring that its supply chains are free from slavery and human trafficking. The Council requires that all its direct suppliers, service providers and contractors to the Council adhere to the highest possible ethical standards in employment and are absolutely committed themselves to preventing slavery and human trafficking within their own activities and through their supply chain which includes manufacturers, and producers. All should be committed to preventing slavery and human trafficking. | | | |
| **Employment** | | **TICK AS APPLICABLE** | |
| **YES** | **NO** |
| **Q3.1** | In November, 2019 Manchester City Council became a Real Living Wage Accredited Organisation (RLW).  Does your organisation / business currently pay employees the equivalent or higher of the Real Living Wage currently, set at £9.30 per hour  If working towards paying the Real Living Wage please provide date when this will completed: |  |  |
| **DATE:** | |
| **Q3.2** | Does your organisation / business operate Zero Hours Contracts?  (Please provide reasons for operating this) |  |  |
|  | **Response:** | | |
| **Q3.3** | Does your organisation / business currently have a program to assure that slavery and human trafficking do not exist in your operations and supply chain? If Yes, please describe your program. |  |  |
|  | **Response:** | | |
| **Q3.4** | Does your organisation / business:  (i) Recognise Trade Unions in your organisation / business?  (ii) Accept persons that have membership of a trade union into your work force?  (iii) Encourage employees to join a trade union of their own choosing? |  |  |
|  |  |
|  |  |
| **Q3.5** | Does your organisation / business operate a whistle blowing process which is actively promoted within the organisation and suppliers (where applicable) to report any incidents of breaches or suspected breaches of the Modern Slavery Act 2015? If Yes please describe your process |  |  |
|  | **Response:** | | |
| **Q3.6** | If your organisation / business has 250 or more employees in accordance with The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 have you published and reported your gender pay gap data on your public facing website and to government online? |  |  |
| **Q3.7** | If your organisation / business has fewer than 250 employees have you voluntarily published and reported your gender pay gap data on your:  (i) Public facing website?  (ii) Government online? |  | |
|  |  |
|  |  |
| From 2017, any organisation that has 250 or more employees must publish and report specific figures about their gender pay gap.  The gender pay gap is the difference between the average earnings of men and women, expressed relative to men’s earnings. For example, ‘women earn 15% less than men per hour’.  Employers must both:  ·  publish their [gender pay gap data and a written statement](https://www.gov.uk/guidance/gender-pay-gap-reporting-what-employers-must-publish) on their public-facing website  ·  report their data to government online - using the [gender pay gap reporting service](https://www.gov.uk/report-gender-pay-gap-data).  If your organisation has fewer than 250 employees, it can publish and report voluntarily but is not obliged to do so. | | | |

**4.0 Supply Chain Management**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Please tick the following as applicable and provide information where requested:** | | | |
| **Employment** | | **TICK AS APPLICABLE** | | |
| **YES** | **NO** | |
| **Q4.1** | Does your supply chain (suppliers/providers/contractors) currently pay employees the equivalent or higher of the Real Living Wage (RLW) currently, set at £9.30 per hour?  Provide detail of how you manage this within your supply chain. |  | |  |
|  | **Response:** |  | | |
| **Q4.2** | Does your supply chain (suppliers/providers/contractors) operate Zero Hours Contracts? (Please provide reasons for operating this) |  |  | |
|  | **Response:** | | | |
| **Q4.3** | If you use sub-contractors or suppliers of goods and services, does your organisation / business have processes in place to check whether any of these have been convicted or had a notice served upon them for infringement of The Modern Slavery Act 2015?  If Yes please describe your process |  |  | |
|  | **Response:** | | | |
| **Q4.4** | If you use sub-contractors and suppliers, does your organisation / business have processes in place to check whether any of these operate a whistle blowing process which is actively promoted within their organisation / business to report any incidents of breaches or suspected breaches of the Modern Slavery Act 2015?  If Yes please describe your process |  |  | |
|  | **Response:** | | | |
| **Q4.5** | Does your supply chain:  (i) Recognise Trade Unions  (ii) Accept persons that have membership of a trade union into their work force.  (iii) Encourage their employees to join a trade union of their own choosing |  |  | |
|  |  | |
|  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Environment** | | **TICK AS APPLICABLE** | |
| **YES** | **NO** |
| **Q4.6** | Do you have arrangements in place for ensuring that your supply chain apply environmental protection measures that are appropriate for the activity for which they are being engaged?  Please provide details of your arrangements. |  |  |
|  | **Response:** | | |

**5.0 Environment**

|  |  |  |
| --- | --- | --- |
| **Ref No.** | **Question** | **WEIGHTING** |
| **Q5.1** | Please provide details of the steps you are already taking and what further plans you have to reduce your organisation's carbon emissions including within the following three scopes (see guidance) and evidence to support your reductions in emissions:    Scope 1 – carbon emissions associated with your buildings and your fleet  Scope 2 – changing the type of energy you use, and/or  Scope 3 – the embodied carbon in your products and the materials you use, your supply chain, reducing emissions from your waste, and changing the approach to business travel    What are the specific actions you will undertake through delivering the activities of this contract in Manchester, during the lifetime of the contract, for each of the above three scopes? |  |
|  | **Response:** | |
| **Q5.2** | How do you currently monitor your carbon emissions and how do you propose to do so in future?  What reports/monitoring information will you be able to provide to show reductions in the emissions of your organisation overall, and progress reducing these during the lifetime of this contract in Manchester?    Please articulate in a method statement how you will address these issues, including specific actions and key performance indicators that can be monitored through contract management.    This could include, for example:  -       reductions in carbon dioxide emissions  -       monitoring improvements in air quality  -       purchasing of sustainable materials, goods and services in your supply chain  -       adoption of environmental methods and management systems within your organisation (e.g. ISO14001, ISO50001, EMAS, BS8555)  -       reduction in waste produced and reduction in waste sent to landfill  -       training of staff and suppliers to reduce your environmental impact  -       contribution to local green infrastructure projects in Manchester including supporting biodiversity  -       any other innovative environmental projects you will undertake |  |
|  | **Response:** | |

**Q6.0 Payments**

**Payment by Main Supplier/Subcontractor to supplier/subcontractor**

The Council has signed up to the Prompt Payment Code

This means that we have made a commitment to pay our suppliers or vendors on time:

within the terms agreed at the outset of our contract with you (if one exists)

without attempting to change payment terms retrospectively

without changing practice on length of payments for smaller companies on unreasonable grounds.

The Council’s standard terms of payment are 30 days from receipt of invoice but is committed to paying its suppliers as promptly as possible and will try to do so within 10 days of invoice date wherever possible. The Council also offer payment by Purchase card enabling suppliers to be paid within 4 days.

In view of MCC’s commitment to prompt payment please provide your standard terms of payment to your suppliers and subcontractors.

|  |
| --- |
| Payment Terms |
|  |

Where the Contractor enters into a sub-contract with a supplier or Sub-Contractor for the purpose of performing its obligations under the Contract, it shall ensure that such sub-contract includes a provision which requires payment to be made of all sums due by the Contractor to the supplier or Sub-Contractor within a specified period not exceeding 30 days from receipt of a valid invoice

|  |  |
| --- | --- |
| Supplier/Subcontract Name:  Contact Details: |  |
| Supplier/Subcontract Name:  Contact Details: |  |
| Supplier/Subcontract Name:  Contact Details: |  |
| Supplier/Subcontract Name:  Contact Details: |  |
| Supplier/Subcontract Name:  Contact Details: |  |