



Social Value Toolkit

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1. Introduction

Through the Social Value Policy, the Council intends to increase social, economic and environmental benefits through its procurement process, by working collaboratively with suppliers and anchor institutions to drive positive outcomes for the local area and for society.

This toolkit aims to support businesses understand how they can develop effective proposals to deliver wider community benefits as part of their activities in the borough.

2. Chorley Council's Commitment to Social Value

Chorley Council is committed to going beyond the minimum requirements of the Procurement Act 2023 and will embed Social Value considerations into all aspects of its commercial and procurement activity, wherever it is practicable and proportionate to do so. To achieve this, commissioners must move beyond focusing solely on the core service being delivered. Instead, they must consider the overall value of outcomes, ensuring that procurement decisions contribute meaningfully to the borough's long-term social, economic, and environmental goals.





Chorley Council's Corporate Strategy is at the heart of everything we do and sets out the council's vision for:

"Enabling strong communities, a resilient economy, excellent services, a greener future and successful people."

Implementation of the Social Value Policy and the delivery of Social Value through procurement will help to deliver the Council's refreshed corporate priorities: Housing where residents can live well, A green and sustainable borough, An enterprising economy with vibrant local centres in urban and rural areas, Healthy, safe and engaged communities.

3. Measuring Social Value

Social value is measured through an agreed national set of social value themes, outcomes and measures (TOMs). The table below provides a summary of the TOMs.

Theme	Outcome
 <p>Work: Providing Opportunity for All</p>	Creating local employment opportunities
	Creating equal employment opportunities
	Providing skills and experience for good work
	Providing good work opportunities
 <p>Economy: Inclusive Growth</p>	Building diverse and sustainable supply chains
	Eradicating bad work in the supply chain
 <p>Community: Empowering Communities</p>	Building resilient communities
	Building community wellbeing
 <p>Planet: Safeguarding and Restoring our World</p>	Restoring our climate and improving air quality through decarbonisation
	Restoring our climate and improving air quality through transport
	Protecting and restoring biodiversity and ecosystems
	Transitioning to a regenerative economy
	Managing waste sustainably
Stewardship of water and marine resources	

4. Bidding for Council Contracts

This section is for suppliers or service providers who are considering bidding for large or small public contracts in the Chorley borough. This currently applies to council contracts above £100,000 but that we would encourage all suppliers and service providers to adopt this approach.

As a Local Authority, we want to see a greater variety of companies, regardless of size, deliver on local government contracts. We recognise the important role we can play in enabling social value through procurement activity and have embedded this into our procurement processes. Bidders are actively encouraged to ask if they have any questions about this process, as we would not want any bidders to commit to promises they cannot keep or miss out on opportunities through lack of engagement and understanding.

When tendering to supply goods, services or works, potential suppliers may be asked to provide details and evidence of how they will deliver social value measures through delivery of the contract.

We are using the National Social Value Measurement Framework (the 'National TOMs') to embed Social Value into our procurement processes and have partnered with the Social Value Portal to help support and facilitate this (please see page 7 of the toolkit for a summary of the TOMs). The TOM's framework consists of a variety of measures covering a broad range of Themes and Outcomes, allowing for a comprehensive evaluation of the delivered or committed social value. Chorley Council is committed to supporting communities and residents within the borough who need support the most, and so TOMs available to be chosen within the tendering process may be bespoke to each contract.

The standard weighting for Social Value will be a minimum of 15% of the overall evaluation score for all contracts above £100,000, However, each procurement is considered on a case-by-case basis, and this could be higher or lower according to what is being procured and delivered.

Things to consider when developing your social value submission

Read and follow the guidance and instructions contained within the invitation to tender documentation.

We want you to succeed and are here to help guide you through the process.

Allow yourself the time you need to read all the required documentation and write a good quality submission including time for any queries or technical issues you may encounter.

Make sure you access the specific procurement opportunity by following the instructions in the tender documentation, either through

the Chest or the link in the invitation to Tender documentation – **Do not use a general free portal license as this will not be project specific.**

Register on the Social Value Portal and raise any questions early in the procurement process, well in advance of the tender deadline.

Ensure your submission is relevant, proportionate and achievable for your organisation for this contract

Bidders are not required to submit a Social Value offer against every measure. It is important to choose TOMs that are appropriate for your available resources and set targets that are achievable within the timeframe of the contract.

Example: You are bidding on a contract to build a new play area within Chorley. You are an organisation from outside the area and much of the local work on the contract will be delivered by your subcontractors. You may wish to work with local partners to deliver your social value e.g. working with a mental health charity to provide NT105 Expert Equality, Diversity and Inclusion Training for staff on your contract and from your supply chain.

Your Social Value proposal should be relevant and proportionate to the contract value, and you should feel confident in your ability to deliver. It is important to provide a realistic and evidence-based submission to demonstrate how you will deliver the social value commitments you have made. Please keep in mind that if your bid is successful, you will be contractually obligated to deliver all measures you committed to.

Only report on activities/offer social value that will be delivered as a result of this particular contract

You cannot claim social value delivered from other projects, initiatives or wider corporate social responsibility.

Your Social Value proposal should be specific to your organisation only. Targets should only relate to the Social Value that will be delivered directly by you. Do not offer activities that are required in the core contract. Social Value is what you will provide over and above core contract requirements.

Example: You hold an annual wellbeing session at your head office, you cannot claim social value on this as it is not being delivered specifically for the contract that you are bidding for.

The definition of “local”

Chorley Council defines local for social value commitments as within the boundaries of the Chorley borough.

How can these TOMs be achieved?

Consider how each TOM is measured and what partners you may need to support you in achieving your social value commitments. The list of sources of support above are a useful tool to support with this. Alternatively, the Economic Development Team at Chorley Council can support in signposting you to relevant organisations within the borough you may benefit from your support through social value or can partner with you to achieve your commitments.

Check how each commitment is measured

Some measures ask for the number of hours, some ask for the number of employees, and others may ask for an amount in pounds. Make sure that you are specific in what you are going to deliver. Provide good descriptions and any relevant evidence of how you will deliver your social value offers. Explain in detail how the measures will be delivered, for example show how you intend to promote local employment by taking on an employee who is local to the area.

Make sure you read and understand the units:

Examples:

- Many TOMs, e.g. NT11 Personalised support to help unemployed people into work, show “no. hrs (total session duration*no. attendees)” – This is the number of attendees x session duration in hours and **does not** include prep time.
- Some TOMs associated with training e.g. NT9 accredited training for new employees and NT10 employment of new apprentices are measured in no. of weeks (not no. of people)

Make sure that your evidence is GDPR Compliant. Do not include any personal information within your submission, that should not be shared outside of your organisation.

Example: NT1: Local people employed or retained – evidence required must be anonymised with the first part of their home postcode and first number of the second part, e.g. PR25 1, only and not their names and addresses.

Make sure you only include committed local spend in your supply chain

It is crucial to be accurate about all TOMs, including local spend, and, if successful you will need to meet your proposed targets.

Be sure to account for employment correctly

FTE stands for full-time employment on the contract, for example, if you hire 1 local person on a 12-month contract, but they will dedicate only half of their time to this contract, this equals 0.5 FTE.

Don't double count on your delivery

Double counting is when you count the target / deliverable under two or more measures

Example: If you are completing volunteering hours with a local community group (NT29), these same hours cannot also be claimed on volunteering for biodiversity initiatives (NT34).

Inputting on The Social Value Portal

The measures have a proxy £ value, and the Social Value offer made by bidders through our customised TOM's framework is therefore quantifiable and measurable. There are also a small number of measures with zero proxy value which are included for recording purposes only and will not form part of the tender evaluation process.

Bidders will be asked during the procurement process to access the specific project through the Social Value Portal and input a quantity against each measure on the project Social Value Calculator, that they are able and can commit to deliver, if awarded the contract. Bidders are not required to submit a quantity against every measure, only those that they consider that their organisation is best placed to offer, and which are relevant and proportionate to the specific contract. This will generate a total proxy social value figure in £ which forms the "quantitative" element of their Social Value bid. Bidders will also be required to provide descriptive evidence, and in some cases a Delivery Plan, of how they will deliver each of those measures and this descriptive evidence forms the "qualitative" element of their Social Value bid.

Both the Social Value £ (quantitative) element, and the descriptive evidence (qualitative) element provided by bidders in their bid are evaluated once bids are back, with half of the Social Value weighting going towards each element. This part of the tender evaluation is carried out by the Social Value Portal, and the scores obtained will contribute to the overall tender evaluation score and the council's award decision.

Detailed instructions, guidance and information are included in our invitation to tender documentation to support bidders.

Our [Social Value Policy](#) contains more detail on our approach .

Monitoring Social Value

The council will require the winning bidder to deliver all of the social value commitments made and their social value offer will be incorporated into the contract as a contractual commitment. The winning bidder will be required to upload evidence of delivery of the commitments to the Social Value Portal throughout the contract period and this will be closely monitored and managed. However, we recognise that measuring and delivering social value requires flexibility and a collaborative approach and there may be genuine, justifiable reasons for the non-delivery of a particular social value commitment from the winning contractor during the contract period. In these circumstances the Council will work with the winning contractor to determine what social value, to an equivalent Social Value proxy value, the contractor will deliver instead.

A key requirement is the willingness of the contractor to work openly and transparently with the Council whilst bearing in mind that the overall value of social value commitments made must be delivered.

There is a fee to the winning bidder only to use the Social Value Portal once the contract has been awarded, and this will be clearly stated in the tender documentation so that bidders are fully informed and can take account of this when preparing their bid.

Appendix 1 – Local Needs Analysis

The Chorley and South Ribble Council Social Value Hub hosts all of the insights, policies and resources that can inform Social Value delivery in one place. Information on this page can be used to inform your bid-writing and submissions so that your Social Value commitments align to the needs and priorities of the local community.

The Chorley local needs analysis highlights issues with the borough. It incorporates qualitative and quantitative deprivation analysis of economic, social and environmental data to recognise the needs of the Chorley borough and inform Social Value delivery. The analysis includes key insights in relation to the 4 key themes of social value on the Social Value Portal (as detailed above).

Local Needs Analysis

<https://chorley-and-south-ribble-social-value-hub-socialvalue.hub.arcgis.com/>

Appendix 2 – How Social Value is Calculated Example

The graphic below illustrates some examples of how the themes, outcomes and measures can be applied to calculate the social value.



Social Value TOM System™

	Theme	Example Outcome	Example Measure	Unit
	Work Local skills and employment 'for all'	Creating local employment opportunities	# ex-offenders employed	Number of people FTE
	Economy Supporting responsible local businesses	Promoting a diverse and resilient business community	# Expert support to VCSEs and SMEs	no. staff expert hours
	Community Healthier, safer and more resilient communities	Building resilient communities	# Support for local community projects through volunteering	no. staff volunteering hours
	Planet Cleaner and greener spaces and sustainable procurement	Restoring our climate and improving air quality through transport	Miles driven using Zero Emission Vehicles	miles driven

Proxy value	
£55,922	SV£
=	
£106.34	Quantity (Number of units)
£17.48	X
£0.05	Proxy value
Powered by robust data sources	

Appendix 3 - Sources of support

Below is a list of organisations who can support your businesses to achieve the social value themes, outcomes and measures (TOMs). Each entry shows the area of social value the organisation can support. To access support, please contact the Economic Development Team on: edu@chorley.gov.uk

Name of Organisation	Areas of Social Value that can be supported (TOMs)	Brief Summary of the organisation
Chorley Council's Economic Development Team	<p>More local people in employment through the Jobs and Skills Matching Service</p> <p>More opportunities for disadvantaged people</p> <p>Improved skills</p> <p>Improved skills for disadvantaged people</p> <p>Support reaching the local supply chain</p> <p>Volunteering hours and community donations</p>	<p>The Economic Development Team can support with signposting to appropriate organisations to facilitate each TOM such as schools, colleges and community groups.</p>

<p>Department for Work and Pensions</p>	<p>Help with employing local people who are unemployed or disadvantaged</p> <p>Improved skills for unemployed people</p>	<p>Located within the Jobcentre, work coaches support job seekers who are seeking work trials, voluntary work experience and employment opportunities. They provide a point of contact and support for the individual and employer during placements. They can also facilitate peer-to-peer mentoring sessions with unemployed individuals.</p>
<p>Runshaw College</p>	<p>Improved employability with young people</p> <p>Help with your business delivering careers talks to students.</p> <p>Help with employing local people who are Unemployed</p> <p>Apprenticeships</p>	<p>Runshaw College is a Higher and Further Education college based near to Chorley who have a number of courses including school leaver and adult education as well as apprenticeships and T-Levels. They can facilitate careers talks for students, site visits, work placements and work experience for young people. Runshaw College can also advertise local employment opportunities to their students.</p>
<p>Preston College</p>	<p>Improved employability with young people</p> <p>Help with your business delivering careers talks to students.</p> <p>Help with employing local people who are Unemployed</p> <p>Apprenticeships</p>	<p>Preston College is a further education college based near to Chorley who have a number of courses including school leaver and adult education as well as a large apprenticeship offer and T-Levels. They have a large construction department that can support with several qualifications and employability opportunities in construction and the built environment. They can facilitate careers talks for students, site visits, work placements and work experience for young people within their construction and trades department. Preston College can also advertise local employment opportunities to their students.</p>
<p>Lancashire Levy Transfer Network</p>	<p>Apprenticeships</p>	<p>Apprentice Levy transfer support</p>

<p>Lancashire Constabulary</p>	<p>Creating a healthier, safer and more resilient community</p> <p>Reducing Crime</p>	
<p>Growth Lancashire</p>	<p>Procurement and commissioning of local SMEs, social enterprises & third sector organisations</p> <p>investment in training of employees</p> <p>Investment in leadership skills</p>	<p>They offer support to help Lancashire's businesses grow. The support is offered to start-ups and to large companies. The funded programmes include: - launching a new enterprise, mentoring, product development, leadership, growth strategy development, and accessing finance.</p>
<p>Calico Group</p>	<p>Apprenticeships</p>	<p>Calico run a Shared Apprenticeship Scheme across the North West. They recruit, employ and support local young people to complete apprenticeships within the construction sector. They provide work placements for the apprentices. They can help contractors achieve local labour obligations by ensuring apprentices are recruited locally and rotated from one contractor to another until their apprenticeship is complete.</p>
<p>CITB (Apprenticeships)</p>	<p>Number of apprenticeships (16-18-year-old and Adults)</p>	<p>CITB are the largest provider of apprenticeships for the construction industry which combine learning at a college/training provider with onsite experience to give apprentices the right mix of technical and practical skills. CITB Apprenticeship Officers can assist employers to arrange training for apprentices at a local college/training provider, the paying of college fees, completion of paperwork to access grant support and giving employers and individuals information, advice and guidance. Construction employers can also access a number of grants for apprentices.</p>

<p>CITB (grants)</p>	<p>Commitment to workforce planning and investment in training of employees</p>	<p>CITB grant scheme provides funding for CITB registered employers to train, upskill and qualify their staff (PAYE and NET CIS). This ensures the right skills are available to help the construction industry grow and that standards are maintained on site. All CITB registered employers can claim a grant including those that don't need to pay a levy. In addition to the grant scheme, CITB registered employers can also apply for flexible and structured funding which is focused on the most needed construction training areas. This fund is for training not supported through the grant scheme. For more information please visit Grants & Funding for Training Courses - CITB. There is also a North West Contractors Training Group that employers can join to access information about local opportunities.</p>
<p>Lancashire Skills and Employment Hub</p>	<p>Number of apprenticeships (16-18-year-old and Adults)</p>	<p>The Lancashire Skills and Employment Hub can support employers with recruiting apprentices and information about funding.</p>

<p>Lancashire Skills and Employment Hub: Connect to Work Programme</p>	<p>More local people in employment</p> <p>More opportunities for disadvantaged people</p> <p>Improved skills</p> <p>Improved skills for disadvantaged people</p>	<p>Connect to Work is a voluntary programme that helps individuals to overcome barriers to employment and move closer to finding meaningful, sustainable work. Funded by the Department for Work and Pensions (DWP), it also provides support for those in work but at risk of losing their job, helping them to retain their employment.</p> <p>The team can support employers to find the best match for their vacancy from their pool of candidates.</p>
<p>Lancashire Careers Hub</p>	<p>Working days committed from business volunteers to support careers education and information and/or curriculum development in schools and colleges in Lancashire per year.</p>	<p>Can help schools and colleges throughout Lancashire by brokering links with different sized employers across a wide range of sectors. This will include securing a commitment to carry out inspirational and enriching careers activities within Lancashire schools and colleges.</p>
<p>Lancashire County Council's Employment Support Service</p>	<p>Improved skills for disadvantaged people</p> <p>More opportunities for disadvantaged people</p> <p>More local people in employment</p>	<p>The Employment Support Service can support you to build a more inclusive workforce.</p> <p>They help to match people with disabilities with employers and continue to support candidates and employers in work.</p>
<p>Lancashire Supported Internships</p>	<p>Improved skills for disadvantaged people</p> <p>More opportunities for disadvantaged people</p> <p>More local people in employment</p>	<p>Lancashire has a number of supported internship programmes. They are for young people aged 16-24yrs old with an Education, Health and Care Plan who are looking to transition out of education and into paid work. They are seeking work experience, taster days and paid employment. For more information and to find out where these programmes are located, please visit: Supported internships - Lancashire County Council</p>

	Improving employability for young people	
Youth Futures Lancashire	<p>Work placements for those Not in Education, Employment or Training</p> <p>More opportunities for disadvantaged people</p> <p>Improving employability for young people and those Not in Education, Employment or Training</p>	<p>The Youth Futures team at Lancashire County Council support 16- and 17-year-olds who are at risk of being or are not in education or employment.</p>
STEM First	Working days committed from business volunteers to support careers education and information and/or curriculum development in schools and colleges in Lancashire per year.	Education partners around employability, school engagement and the STEM agenda.

<p>The Lancashire Work Based Learning Executive Forum (LWBLEF)</p>	<p>Number of apprenticeships (16-18-year-old and Adults)</p> <p>Working days committed from business volunteers to support careers education and information and/or curriculum development in schools and colleges in Lancashire per year</p>	<p>The LWBLEF represents the main apprenticeship providers based in Lancashire. Through the LWBLEF, employers can access information about the apprenticeship provision on offer across the County by subject area. Contact details for the providers are also provided on the website, along with links to websites: http://www.lancsforum.co.uk/sorted/</p> <p>The LWBLEF, in collaboration with the Lancashire Skills & Employment Hub, also looks after the network of Lancashire Young Apprentice Ambassadors (LYAAN) – the ambassadors promote apprenticeships to young people and employers through events and activities. Employers can nominate their apprentices to volunteer time to promote apprenticeships via the link to the website below: http://www.lancsforum.co.uk/apprenticeships/lancashireapprentice-ambassadors/</p>
<p>Unlocking Potential</p>	<p>Number of employment opportunities offered to Lancashire residents that are unemployed or at a disadvantage e.g. exoffenders</p>	<p>Unlocking Potential is a consortium of organisations (the Prison Service, National Careers Service, and Novus), which aims to reduce re-offending by helping offenders to find employment on release. Through this programme they can provide well qualified and motivated candidates for job vacancies, particularly in construction, catering, warehousing and distribution and facilities management.</p>

<p>Universities Edge Hill University Lancaster University University of Lancashire University of Cumbria (Lancaster Campus),</p>	<p>Number of undergraduate project placements per year offered to Lancashire's Universities</p> <p>Number of graduate internships per year for graduates living in Lancashire</p>	<p>Each of the universities based in Lancashire are keen to work with employers to offer project placements and internships to both students and graduates across a vast range of disciplines. Businesses can contact each of the universities to discuss requirements for project placements and internship opportunities. Support will be provided to scope the opportunity and to find a suitable student or graduate to match the needs of the business. Areas of specialism and programmes of study can be searched on each the university websites: https://www.edgehill.ac.uk/ www.lancaster.ac.uk/business http://www.lancashire.ac.uk/ http://www.cumbria.ac.uk/business/</p>
<p>The Career Transition Partnership (CTP)</p>	<p>Number of armed forces veterans as employees</p>	<p>The Career Transition Partnership (CTP) is the Ministry of Defence working with Right Management. We are proud to be the official provider of resettlement and have supported leavers of the Armed Forces for over 20 years, as they transition from the military into civilian life. There are huge benefits from registering and accessing the wealth of support we offer, from career transition guidance, skills workshops, vocational training and routes to employment. https://www.ctp.org.uk/contact-us</p> <p>For Employers Looking to Advertise Job Opportunities:</p> <p>Central Support Team (CST) Tel: 0121 236 0058 Email: EmployerSupport@ctp.org.uk</p>
<p>RFEA The Forces Employment Charity</p>	<p>Number of armed forces veterans as employees</p>	<p>RFEA provide life-long, life-changing support, jobs and training opportunities to Service leavers, reservists, veterans and their families. https://www.rfea.org.uk/rfea-contact/</p>

<p>The LOCAL Project (Lancashire Association of CVS) More opportunities for disadvantaged people</p>	<p>Improved skills</p> <p>Improved skills for disadvantaged people</p> <p>Support reaching the local supply chain</p> <p>Volunteering hours and community donations</p> <p>Creating a healthier, safer and more resilient community</p> <p>Procurement and commissioning of local social enterprises & third sector organisations</p>	<p>The Lancashire Association of CVS (LACVS) is a registered charity and partnership of independent, not-for-profit infrastructure organisations across Lancashire. We provide practical support to voluntary, community, faith and social enterprise (VCFSE) organisations and help people to volunteer in their communities. We support voluntary action that empowers communities and changes lives.</p> <p>We have links to thousands of VCFSE sector groups in neighbourhoods, localities and districts across Lancashire. We also work with a range of partners in the public and private sectors.</p> <p>Website: https://www.localancashire.org.uk/</p> <p>LinkedIn: https://www.linkedin.com/company/lacvs-the-local-project/</p>
<p>Construction Skills People</p>	<p>Employer fairs which encourage local employment and Meet the Buyer Events</p> <p>Recruiting long-term unemployed people, employees who are Not in Education, Employment or Training or ex-offenders 18yrs old +</p> <p>Recruitment programmes for ethnic minority groups or for women</p> <p>Accredited training for new or existing employees</p>	<p>Construction Skills People (CSP) provide high-quality, industry-focused training that helps people start, grow, or advance their careers in construction.</p> <p>We deliver a full range of programmes across the UK, beginning with Introduction to Construction courses at our Skills Academies and Pop-Up locations throughout England. These short, and often practical courses help learners build confidence, gain core skills, and take their first steps into the industry.</p> <p>For those looking to specialise or progress, our Skills Bootcamps offer intensive, employer-led training in key trades, Civil Engineering, Groundworks, and other high-demand construction areas. These programmes are designed to lead directly into employment or support career progression for those already in work.</p>

	<p>Personalised support to help unemployed people into work or improving career and life skills</p> <p>Meaningful paid work placements and taster days</p> <p>Expert Support for commitments to achieve Net Zero/Decarbonisation and sustainability waste practices</p>	<p>Through our Free Courses for Jobs offer, learners can upskill in Construction Operations, supervisory skills, and other priority areas at no cost, helping them move into better roles or return to work.</p> <p>CSP also delivers a wide range of NVQs – from operative to advanced supervisory and management levels – enabling workers to gain the qualifications they need for CSCS compliance, promotions, or new responsibilities.</p> <p>Alongside our funded provision, we offer wide ranging commercial training for employers and individuals, providing flexible, high-quality courses that can be delivered on site, at our centres, or online to meet workforce needs.</p>
<p>Renewed Horizons CIC</p>	<p>More local people in employment</p> <p>More opportunities for disadvantaged people</p> <p>Improved skills for disadvantaged people</p> <p>Building diverse and sustainable supply chains</p>	<p>Renewed Horizons is a locally based Community Interest Company providing professional commercial cleaning and garden maintenance services. We create supported employment pathways for people from underserved communities and those facing hurdles to employment, offering fairly paid, structured roles with training, supervision and a clear progression route into wider employment.</p> <p>Every business needs cleaning. By choosing Renewed Horizons, contractors can turn an everyday operational requirement into measurable community impact — evidencing local employment, inclusive hiring and social value delivery without any additional burden on their team.</p> <p>Council contractors working with Renewed Horizons can meet their Social Value obligations through a single, locally accountable and fully transparent partner, making impact simple, credible and reportable.</p>