



Socially Responsible Procurement Policy

CARDIFF COUNCIL EDITION

JUNE 2025

The Ardal Councils are Cardiff, Torfaen, Monmouthshire &
Vale of Glamorgan Councils who have developed this Guide.



This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg.



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INTRODUCTION

The Ardal procurement service, run by Cardiff Council, delivers the collaborative procurement partnership across Cardiff, Monmouthshire, Torfaen, and the Vale of Glamorgan Councils. Ardal's aim is to deliver value for money and socially responsible procurement for our Ardal partners through shared resources, knowledge, learning and expertise.

Cardiff Council spends £783 million per annum on purchasing a diverse range of goods, services, and works. The Council remains committed to achieving value for money through its procurement processes but also recognises the wider well-being impact its decisions can have. So, the Council will use its purchasing power to reduce both our, and our suppliers, carbon footprints, to support our local economy and local jobs, to help to address poverty and inequality through fair work and ethical employment practices, and to support our local communities by creating

employment, skills growth and supporting the most vulnerable within our society.

To this end Cardiff Council has worked with Monmouthshire, Torfaen and the Vale of Glamorgan Councils within the Ardal Procurement collaboration to develop and commit to the eight Socially Responsible Objectives in this Socially Responsible Procurement Policy. Although this policy will reflect our commitment to and progress against this agenda, we believe that we can make a difference by aligning our practice to allow us to learn from each other but also to make it easier for the suppliers and contractors who we rely upon to deliver much of our aspiration and priorities.

Each Ardal Council will adopt its own Socially Responsible Procurement Policy built around the same eight Socially Responsible Objectives but setting out their local priorities.



Our Shared Procurement Objectives



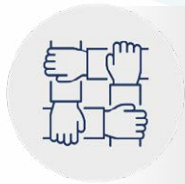
Contributing to being carbon neutral by 2030.



Making procurement spend more accessible to local small businesses and the third sector.



Increasing community well-being benefits delivered by suppliers.



Improving fair work and safeguarding practices adopted by suppliers.

The Ardal procurement service run by Cardiff Council delivers the collaborative procurement partnership across Cardiff, Monmouthshire, Torfaen, and the Vale of Glamorgan Councils. Our aim is to deliver value for money and socially responsible procurement for our Ardal partners through shared resources, knowledge, learning and expertise.

During 2024/25 the four Authorities spent over £1.3 billion buying a diverse range of goods, services and works from over 15,000 suppliers and contractors.

All four Local Authorities recognise the key role procurement will play in accelerating the move to net zero, ensuring fair work and ethical employment throughout our supply chains, and maximising the local economic and social impact of our spend to help tackle poverty and inequality. This is reflected in **Our Shared Procurement Objectives** contained within the Procurement Strategy for each Authority.

To support this, all four authorities have supported the development of an aligned **Socially Responsible Procurement Policy**. As well as addressing the legislative requirements summarised within this document, it also reflects the strong policy commitment that all four authorities have made through their own corporate plans, policies, and public statements.

By working together, we believe that we can embed these priorities into the way we manage our procurement activity and importantly provide those who work with us a consistency in expectation and requirement.

PURPOSE

This policy document contains a Well-being Policy framework, aligned to the Well-being of Future Generations (Wales) Act 2015, for achieving **environmental, social, economic, and cultural Well-being** and for maximising our contribution to achieving the Well-being goals.

It sets out what steps the four Ardal authorities will take to implement **Socially Responsible Procurement** and, importantly, sets out a clear expectation of what we require from our suppliers and contractors.

In conjunction with the Ardal **Selling to the Council guide**, potential and existing suppliers and contractors should be aware of the requirements contained within this policy. Some of these will be minimum requirements for all contracts, whereas others will only be applicable to contracts over a particular contract value or where a contract has specific potential Well-being impact.

To ensure our procurement process is proportionate, and does not create any unnecessary barriers to participation, the actual requirements you will be expected to meet and / or comply with will vary for each tender. However, if you are considering, or actively, bidding for contracts, we would expect you and your supply chains to be able to respond positively against the requirements set out within this policy.

Even if you are one of the many suppliers and contractors that already work with us, we still expect you to consider how you can support us in the delivery of this policy during the term of any contract.

Although primarily an external facing document, the expectation is that this policy is understood and followed by Council officers to ensure that requirements and commitments are being secured to achieve the priorities set by the Ardal partner authorities.

What do we mean by Socially Responsible Procurement?

The Social Partnership and Public Procurement (Wales) Act 2023 places a socially responsible procurement duty on all Welsh councils to seek to improve the economic, social, environmental, and cultural Well-being of their area by carrying out public procurement in a socially responsible way.

This means acting in accordance with the sustainable development principle which the Well-being of Future Generations (Wales) Act 2015 defines as **'acting in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs'**.

OUR POLICY FRAMEWORK

This policy provides a Well-being framework to ensure a joined up consistent approach to the delivery of 'Socially Responsible Procurement' that encapsulates UK and Welsh Government legislative requirements and the Ardal partners priorities. Our policy framework contains eight Socially Responsible objectives aligned to the four Well-being Outcomes. Underpinning these is our commitment to be globally responsible.

WELL-BEING OUTCOMES	ENVIRONMENTAL			SOCIAL			ECONOMIC	CULTURAL
OUR EIGHT SOCIALLY RESPONSIBLE OBJECTIVES	REDUCING CARBON EMISSIONS	ENHANCING THE NATURAL ENVIRONMENT AND BIODIVERSITY	EMBEDDING FAIR WORK AND ETHICAL EMPLOYMENT	CREATING SUSTAINABLE EMPLOYMENT AND SKILLS GROWTH	WORKING WITH OUR COMMUNITIES	PROTECTING THE WELL-BEING OF YOUNG PEOPLE AND VULNERABLE ADULTS	SUPPORTING OUR LOCAL ECONOMY	PROMOTING A VIBRANT CULTURE, HERITAGE AND WELSH LANGUAGE
OUR FOCUS WILL BE ON	Challenging our need to buy. Working with our suppliers and contractors to reduce the carbon impact of our purchased goods, services, and works to support our commitment to be Net Zero by 2030.	Using circular economy principles to protect the natural environment, minimise waste, and reduce the consumption of natural resources by using them efficiently and effectively.	Embedding the highest ethical standards across our supply chain, ensuring fair work, and promoting equality, diversity, and inclusion.	Creating employment and training opportunities for local people to reduce unemployment and raise the skills level, especially for local people from disadvantaged groups.	Working with our communities, schools, and community support organisations, especially in those areas and communities with the greatest need.	Improving the Well-being of young people and vulnerable adults by ensuring they are safe, promoting their rights, and creating opportunities to fulfil their potential.	Promoting circular economy principles and supporting our local economy by using our purchasing power to help local businesses and voluntary and community organisations to thrive and drive more local employment.	Promoting Welsh culture, Welsh heritage, and the Welsh language.

Further detail on each Socially Responsible objective is included in pages 11 to 29. For each Socially Responsible objective this policy provides detail on the wider policy context, clear statements of our ambitions in terms of we will do and what we expect from suppliers and contractors. This Policy will be applied in a proportionate way to reflect the value and type of contract.

This policy has been informed and shaped by UK and Welsh legislation, national policy, and the local policy priorities of our Ardal partners. Although throughout this policy we reference and provide links to relevant legislation, [Welsh Procurement Policy Notes](#), wider national/local policy and guidance, the following are key UK and Welsh legislation:

The Well-being of Future Generations (Wales) Act

Wales is the only country in the world with a Well-being of Future Generations Act. It sets out seven Well-being goals for Wales:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales.

The Act also puts in place a “sustainable development principle” made up of the “five ways of working” for public bodies in Wales to follow to deliver the seven Well-being goals and improve the environmental, economic, social, and cultural Well-being of Wales.

INTEGRATION

COLLABORATION

LONG TERM

INVOLVEMENT

PREVENTION

Social Partnership and Public Procurement (Wales) Act 2023

The Act recognises that Procurement is an important lever to support the creation of a more equal, more sustainable, and more prosperous Wales.

It requires Local Authorities to carry out procurement in a socially responsible way by taking positive action, in accordance with the “sustainable development principle”, as defined by the Well-being of Future Generations Act. We will be required to:

- Consider socially responsible public procurement when carrying out procurement for prescribed contracts.
- Include social public works clauses in major construction contracts and social public workforce clauses in any outsourced contracts. (current requirements are contained within this policy against the relevant Socially Responsible Objective)
- Carry out contract management duties to ensure that socially responsible outcomes are pursued through supply chains.
- Publish a Contract Register and Contract Forward Plan
- Prepare a Procurement Strategy setting out how we intend to carry out public procurement.
- Produce an annual Procurement Report.

Procurement Act (2023)

The Act replaces the Public Contracts Regulations (2015) and aims to provide a simple, flexible, and transparent system for procurement in Wales, England, and Northern Ireland. The headlines include:

- Embedding a fully transparent procurement system with the creation of a single digital platform for public procurement.
- Duty to Publish Notices at six key stages of the Procurement Cycle, includes Pipeline, Direct Awards, Variations.
- Delivering value for money, maximising public benefit, transparency and acting with integrity.
- Duty to have regard to barriers facing SMEs and what can be done to overcome them.
- Duty to identify and manage conflicts of interest and limits circumstances that contracts can be awarded without competition.
- Strengthen rules around Contract Management, prompt payment and publishing info on supplier performance.
- New Exclusions framework and Debarment List provide clear rules for excluding suppliers.

In addition to the UK and Welsh Legislation and Policy, this policy also reflects the local priorities of Cardiff Council. In June 2022 Cardiff Council approved “Stronger, Fairer, Greener” which sets out the administration’s policy agenda for the following five years:

- A stronger city, with an economy creating and sustaining well-paid jobs, with an education system that helps our young people reach their potential, with good, affordable housing in safe, confident and empowered communities, all supported by well resourced, efficient public services.
- A fairer city, where the opportunities of living in Cardiff can be enjoyed by everyone, whatever their background, where those suffering the effects of poverty are protected and supported, where a fair day’s work receives a fair day’s pay, and where every citizen is valued and feels valued.
- A greener city which, through our One Planet Cardiff programme, takes a lead on responding to the climate emergency, which celebrates and nurtures biodiversity, with high-quality open spaces within easy reach for rest and play which are connected by convenient, accessible, safe sustainable transport options.

The Council’s [Corporate Plan](#) translates the commitments made in Stronger, Fairer, Greener into organisational Well-being Objectives, supported by SMART steps, key performance indicators and targets.

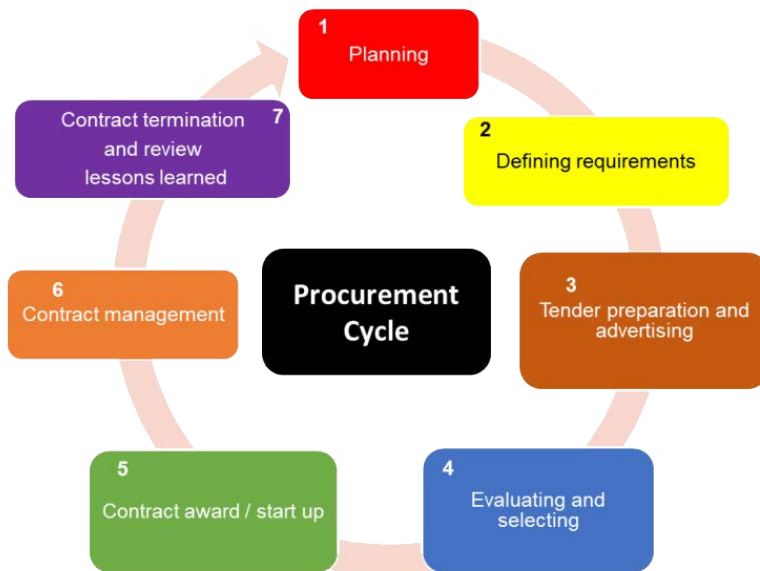
The Council’s Well-being Objectives are:

- **Cardiff is a great place to grow up**
- **Cardiff is a great place to grow older**
- **Supporting people out of poverty**
- **Safe, confident and empowered communities**
- **A capital city that works for Wales**
- **One Planet Cardiff**
- **Modernising and integrating our public services**



Delivery of Well-being needs to be considered at all stages of the procurement cycle.

To have the biggest positive impact on Well-being, we need to ensure that it is fully considered at planning and defining requirements stage and then embedded within tender documents, whilst ensuring delivery is actively managed at the contract management stage.



The Social Partnership & Public Procurement (Wales) Act sets out specific contract management duties to ensure that socially responsible outcomes built into contracts are delivered, and that the obligations are passed on to sub-contractors in supply chains.

Ways in which Well-being can be embedded and delivered through the procurement cycle include, but are not limited to:

- Encouraging innovative solutions from early market engagement and by focusing on new ways of working.
- Using the [Sustainable Procurement Hierarchy](#) in developing specifications to identify opportunities to buy sustainably, minimise carbon impact, waste, and any negative environmental impact.
- Structuring tender processes and documents to improve accessibility to smaller and third sector businesses.
- Setting selection criteria for bidders that take account of Well-being considerations linked to legislation and policy, including carbon reduction, and equality, diversity, and inclusion.
- Considering the Well-being impact as part of whole life cost of decisions made when awarding contracts.
- Including Social Public Works Clauses and other Contractual clauses to ensure that Well-being commitments are understood and delivered.
- Securing additional Community Well-being Benefits from contractors which goes beyond the primary purpose of the contract to support delivery of wider Council priorities.
- Managing contracts effectively to ensure that requirements and added value commitments are delivered.

Community Well-being Benefits are well-being commitments offered by bidders over and above the primary contract requirements i.e. the requirements as stipulated in the specification and/or Terms and Conditions. These may also be known as Community Benefits or Social Value. They are typically sought in higher value contracts (currently over £250,000) but encouraged for inclusion in contracts below this value where appropriate.

What we are looking for

- Although further detail is contained within each of the Well-being themes, we typically seek Community Well-being Benefits in respect of:
 - Employment and Training opportunities for disadvantaged groups
 - Support for community, educational, environmental, and cultural initiatives delivered through Voluntary Community and Social Enterprise (VCSE) and Community Groups
- Individual tenders, particularly for larger construction projects, will typically provide

further detail on specific priorities and initiatives linked to the project.

How we do it

- In all applicable tenders, typically above £250,000, we provide bidders with an opportunity to offer Community Well-being Benefit commitments which are evaluated as part of their tender – this is usually 5%-10% of the overall evaluation weighting.
- These commitments must be related to the delivery of the contract but cannot include anything which is a primary requirement of the contract. Our expectation is that tenderers commitments will typically equate to 1% to 3% of contract value.
- Bidders record their commitments as targets against specific well-being measures and are required to provide a written explanation of how they will deliver the target.
- Further information on our approach to capturing Community Well-being Benefits can be found on our website at ardal-procurement.gov.uk/Community Well-being Benefits

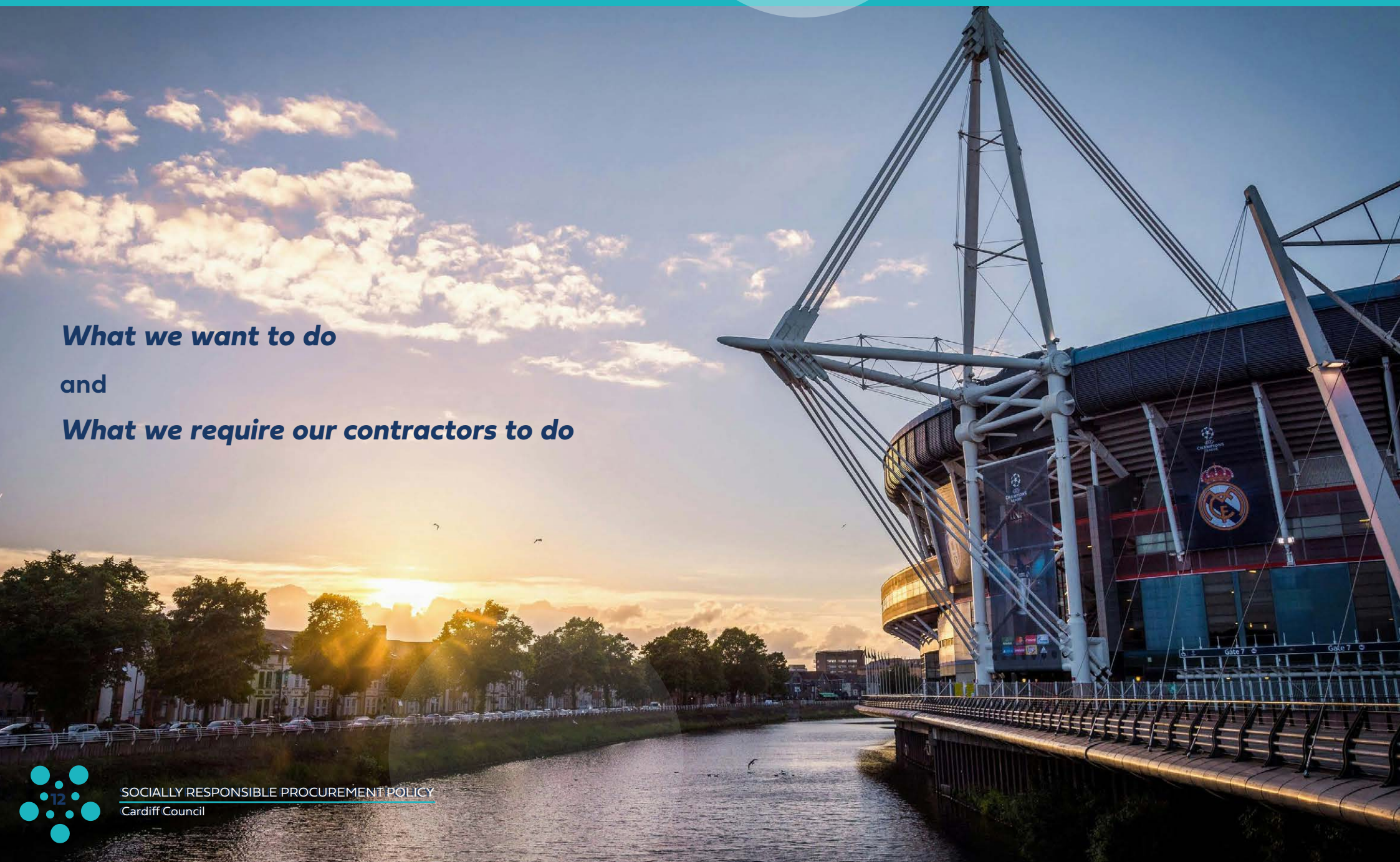
An employee is from a “Disadvantaged group” if that employee:

- has not been in regular paid employment for the previous 6 months, or
- is between 15 and 24 of age, or
- has not attained an upper secondary educational or vocational qualification (International Standard Classification of Education 3) or is within 2 years of completing full-time education and who has not previously obtained his or her first regular paid employment, or
- is over the age of 50 years, or
- lives as a single adult with one or more dependants
- works in a sector or profession where the gender imbalance is at least 25% higher than the average gender imbalance across the United Kingdom, and belongs to that under-represented gender group, or
- is a member of an ethnic minority and requires development of his or her linguistic, vocational training or work experience profile to enhance prospects of gaining access to stable employment.

OUR EIGHT SOCIALLY RESPONSIBLE OBJECTIVES



What we want to do
and
What we require our contractors to do



This Socially Responsible objective focuses on working with our suppliers and contractors to reduce the carbon impact of our purchased goods, services, and works to support our commitment to be Net Zero by 2030.

We want: to reduce the Council's carbon emissions to Net Zero by 2030 by reducing the carbon impact of our purchased goods, services and works.

We want to work with organisations who: are committed and actively working to reduce their own carbon emissions and that of their supply chains and to be Net Zero by 2050.

We want to:

- Use our Buying Responsibly principles in planning all procurements and challenge the need to purchase in general. The Sustainable Procurement Hierarchy to be used in planning all purchases and the consideration of alternative delivery models.
- Understand new emerging technologies, products and solutions which can deliver requirements with a lower carbon footprint and use our specifications and requirements to require lower carbon emissions solutions.
- Ensure that our specifications and requirements are in line with Ardal Guidance .
- Ensure all bidders and suppliers to Ardal Councils are committed to Net Zero by 2050.
- Ensure all suppliers and contractors bidding for and delivering contracts valued over £6m (incl VAT) have a published Carbon Reduction Plan and to encourage this below that value.
- Ensure award criteria incentivises bidders to submit carbon reduction approaches.
- Ensure carbon reduction commitments are delivered by including performance measures and KPIs which require reporting on CO2e emissions.
- Ensure our suppliers and contractors minimise, and where possible eliminate, waste to landfill and to adhere to relevant legislation for the removal and disposal of waste and recyclable materials.

We require our contractors to:

- Confirm their commitment to be Net Zero by 2050 and to deliver any contract in a manner which supports the Council's commitment to be Net Zero by 2030.
- Publish a Carbon Reduction Plan and commit to annually monitor and report on Scope 1, 2 and 3 emissions and to make plans to reduce emissions (this is a mandatory requirement for all contracts over £6m (incl VAT) and this threshold will be reviewed annually with a view to lowering it).
- Work towards monitoring and reporting on the Greenhouse Gas (GHG) Emissions associated with the delivery of all contracts above £6m (incl VAT).
- Implement a sustainable procurement hierarchy approach throughout their business to divert hard to recycle waste from landfill, use take-back schemes for electrical and electronic equipment, and eliminate single use plastic packaging through reuseable packaging solutions and schemes.
- Commit to reduce energy consumption, switch to low carbon energy, and prioritise low or zero emission modes of transport.
- Provide climate change or carbon reduction training to their staff.
- Proactively engage with the contract owner to identify and implement improvements to drive down carbon emissions during contract term.

Legislative and Policy Context

- This theme has strong links to the policy ambition of transitioning to a [Net Zero Wales](#) by 2050, and the 2050 Zero Waste Wales target, which is laid out in the strategy document [Beyond Recycling](#) (a strategy to make the circular economy in Wales a reality).
- The [Welsh Procurement Policy Note WPPN 12/21: Decarbonisation through procurement - Addressing CO2e in supply chains | GOV.WALES](#) sets out further policy guidance to public sector bodies across Wales.

This Socially Responsible objective focuses on protecting the natural environment and reducing the consumption of natural resources by using them efficiently and effectively and minimising waste.

We want: to enhance the natural environment and biodiversity and reduce consumption of natural resources by sourcing them sustainably.

We want to work with organisations who: take positive steps to minimise negative impact on nature and biodiversity across Wales and outside of our borders

We want to:

- Ensure that our specifications and requirements reduce, and where possible, eliminate products which come from unsustainable production which contribute to deforestation (timber, soy, palm oil),.
- Ensure our contractors actively seek to minimise and reduce water consumption and avoid river pollution.
- Ensure our contractors reduce their dependency on plastic packaging.
- Encourage and facilitate a programme of tree planting and plant growing projects to provide an element of off-setting for net-zero carbon and to help improve the natural habitat and local biodiversity.
- Encourage sustainable local food production.

We require our contractors to:

- Ensure timber and paper products carry Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest certification or are made from recycled materials and carry FSC Recycled or Ecolabel certification or similar.
- Minimise the amount of waste generated where goods or services provided are likely to generate waste e.g. materials reused wherever possible, recycling and composting is maximised.
- Minimise the use of water wherever possible and promote the use of water efficient equipment and services, and where appropriate have an active approach to water management with clearly defined targets for reducing consumption by location and/or activity.
- Ensure cleaning products are cruelty free and not tested on animals.
- Ensure that products including food and other supplies are from sustainable sources which have not had a overly negative impact on the natural environment and contributed to deforestation.

We encourage our contractors to:

- Support initiatives to protect and improve the natural habitat and biodiversity of the Authorities.

Legislative and Policy Context

- This theme will have strong links to the policy ambition of transitioning to a [Net Zero Wales](#) by 2050.
- Biodiversity and the natural environment elements are linked to Section 6 of the Environment (Wales) Act: Biodiversity and Resilience of Ecosystems Duty.
- There is guidance on reducing impacts to the natural environment outside of our borders at [Deforestation Free Business - Size of Wales - SizeOfWales-DeforestationToolkit-English-Jan2023.pdf](#).
- [The Environmental Protection \(Single-use Plastic Products\) \(Wales\) Act 2023](#)

This Socially Responsible objective is focused on embedding the highest ethical standards across our supply chain, ensuring fair work, and promoting equality, diversity, and inclusion.

We want: to ensure compliance with legal obligations in relation to employment rights (including the minimum and living wage), equality, diversity and inclusions, health and safety, and trade union representation.

We want to work with organisations who: go beyond their legal obligations to maintain high standards of ethical conduct, treat their employees fairly and promote equality and diversity in employment and service provision.

We want to:

- Implement and embed the Code of Practice: Ethical Employment in Supply Chains into our procurement activity through tackling modern slavery, human rights abuses, blacklisting, false self-employment, unfair use of umbrella schemes and zero hours contracts.
- Encourage our suppliers and contractors to adopt the Real Living Wage and encourage them to become a Living Wage Accredited Organisation.
- Promote diversity, inclusion, equality and fairness by encouraging our suppliers and contractors to have flexible working practices and work policies that minimise the risk of discrimination and the consequences of discrimination as a result of bullying and/or harassment relating to the Equality Act 'protected characteristics'.
- Ensure our suppliers and contractors take all possible steps to ensure that risks of human trafficking and modern slavery are mitigated in any of their supply chains or their own operations.
- Ensure our suppliers and contractors have effective Health & Safety policies and procedures in place and that these are implemented.

We require our contractors to:

- Be compliant with employment, industrial relations, equalities and health and safety law for contractors, and ensure that due diligence is applied throughout supply chains.
- Adhere to the Code of Practice: Ethical Employment in Supply Chains and encourage them to become signatories.
- Avoid the excessive use of unfair and zero-hour contracts and only use them when clearly beneficial to both employer and employee.
- Commit to working practice that improves the physical and mental health of employees.
- Comply with any applicable obligations under the Equality Act 2010
- Have a clear and up to date Equality, Diversity & Inclusion (ED&I) Policy, and provide training to all employees (Mandatory Requirement on all contracts or above £2m).
- Diversify their workforce through recruitment programmes inclusive of black and minority ethnic individuals.
- Comply with Modern Slavery Act 2015 wherever it applies, and routinely undertake supply chain modern slavery due diligence where appropriate.
- Allow Trade Union access and Collective Bargaining.
- Collect and monitor equalities data from its employees for all contracts of £2m or above.

We encourage our contractors to:

- Pay all staff the Real Living Wage and to commit to becoming a Living Wage Accredited Organisation
- Have flexible working practices, and LGTBQ+ / Gender reassignment friendly work policies which are inclusive in their equality training
- Collect and monitor equalities data from its employees for contracts below £2m in value.

Legislative and Policy Context

- This theme requires compliance with employment, industrial relations, equalities and health and safety law by contractors, and that due diligence is applied throughout supply chains. In addition to ensuring compliance with the law, the intention is to encourage the adoption of practices which are consistent with fair work and exceed the baseline provided by employment, industrial relations, equalities and health and safety law.
- Policy developments in this area include the [Code of Practice on Ethical Employment in Supply Chains](#) and its Guides, particularly those on tackling blacklisting and unfair employment practices, which were initially drafted to address challenges in the construction sector. [Welsh Procurement Policy Note WPPN 11/21: Ethical employment practices in public sector supply chains – advice for the Welsh Public Sector \[HTML\] | GOVWALES](#).
- The Code is underpinned by the [Fair Work](#) agenda in Wales.
- Another important area is the [Public Sector Equality Duty](#) (within the Equality Act 2010), with further links to the recently published [Anti-Racist Wales Action Plan](#), the [LGBTQ+ Action Plan for Wales | GOVWALES](#) and [Locked out: liberating disabled people's lives and rights in Wales beyond COVID-19 | GOVWALES](#).
- Cardiff Council [Equality, Diversity and Inclusion Strategy](#)
- In terms of Globally Responsible links, there's the Welsh Government's [International Strategy](#), and the [Wales and Africa programme](#).

This Socially Responsible objective focuses on creating employment and training opportunities for local people to reduce unemployment and raise the skills level, especially for local people from disadvantaged groups.

We want: to create sustainable employment opportunities for local people through skills and training pathways, with a focus on people from disadvantaged groups.

We want to work with organisations who: will commit through contract delivery to support the creation of training and employment opportunities for local people from disadvantaged groups.

We want to:

- Provide employment opportunities to facilitate sustainable long-term employment for designated disadvantaged groups.
- Create opportunities and co-ordinate access for apprenticeships, internships and work placements, which are prioritised for our communities.
- Create more opportunities for local residents and co-ordinate access for higher level apprentices / degree apprentices.
- Provide work experience opportunities and job opportunities for disadvantaged local residents who are unemployed or underemployed.
- Improve and support pathways to enable workers to transition from those in traditional high carbon industries to retrain and move into low carbon industries.
- Work with partners to identify skills gaps and then develop programmes/ courses to address these skills gaps i.e. carbon reduction and 'green' industries.
- Remove barriers to employment.

We require our contractors to:

- Demonstrate a strong commitment to providing employment, apprenticeships, supported employment pathways training and work placement opportunities, to local residents and in particular, disadvantaged groups.
- Work with our Employability and Skills teams to co-ordinate the delivery of any employment or training commitments for supported and tailored pathways to support disadvantaged groups including Care Experienced Young People (CEYP) & Children Looked After (CLA) and those with Additional Learning Needs (ALN).
- Utilise partner contacts including DWP, Careers Wales to provide exposure to employment opportunities.
- Develop employability and skills plans outlining how they will deliver on any commitments made in tenders.
- Make full use of the National Apprenticeship and skills providers to increase apprentice opportunities.
- Work with schools, colleges and youth support services to help equip young people with the right skills to match the requirements of the labour market including work experience placements (paid where appropriate) and careers support.

Legislative and Policy Context

- This theme links to the Welsh Government's plan for employability and skills: [Stronger, fairer, greener Wales](#) which contains the following key priorities:
 1. Young people realising their potential.
 2. Tackling economic inequality.
 3. Championing Fair Work for all.
 4. Supporting people with a long-term health condition to work.
 5. Nurturing a learning for life culture.
- The key focus for this policy is therefore on ensuring long-term employment, addressing skills gaps by supporting the training and upskilling of people that are both in and out of employment including apprenticeships and traineeships. Key to this is removing barriers to employment of disadvantaged people and people with protected characteristics.
- Other important links include [LGBTQ+ Action Plan](#), [Anti-racist Wales Action Plan](#), [Age-friendly Wales](#), [Gender Equality Action Plan](#), [Action on Disability](#), and [A More Equal Wales](#), and upskilling programmes including: [The Young Person's Guarantee](#), [Jobs Growth Wales +](#), [Net Zero Skills Action Plan](#), and Learning for Life.

This Socially Responsible objective focuses on working with our communities, schools, and community support organisations, especially in those areas and communities with the greatest need.

We want: to support our communities, schools, youth support services and community groups to address poverty and inequality targeting effort towards those in greatest disadvantage.

We want to work with organisations who: will commit to play an active role in local communities, working with local community organisations to deliver additional well-being benefits, targeted at areas with the greatest need.

We want to:

- Secure volunteering and in-kind support for local community groups and initiatives by encouraging suppliers and contractors to offer Community Well-being Benefit commitments through our contracts that:
 - o Help support the health and well-being of communities by linking contractors commitments with local schools and colleges, community and residents' groups to help to improve local facilities, and run or sponsor activities / events, which will directly benefit those living there.
 - o Support the growth of VCSE's and community organisations i.e. not only in kind donations but also professional services and advice.
 - o Support local communities to get involved in Dementia Friendly projects.
 - o Support local communities to hold events that bring people together including arts, cultural, food / growing, sporting or reinvigorating community space.
- Ensure that any Community Well-being Benefits are focused on our priorities as set out in tender documentation.
- Develop and promote a Community Well-being Benefits Scheme to create a register of community projects looking for support.

We require our contractors to:

- Demonstrate a strong commitment to supporting local community groups and initiatives which help support the health and well-being of communities.
- Actively and meaningful work with Council teams, VCSEs and Community Groups to deliver as a minimum any contractual commitments made.

We encourage our contractors to:

- Make Community Well-being Benefit commitments to support community and educational initiatives.
- Work with our Community Inclusion teams, Youth Services, Community Focused Schools/Clusters and other organisations already working within our communities.
- Promote and/or support programmes that encourage people to volunteer in their communities.

Legislative and Policy Context

- The Future Generations Commissioner for Wales provides a range of documents that support organisations on their journey to supporting the delivery of the Well-being Goal "[A Wales of Cohesive Communities](#)".
- Social Services and Well-being (Wales) Act requires Welsh Councils to promote the well-being of those who need care and support, or carers who need support.

PROTECTING THE WELL-BEING OF YOUNG PEOPLE AND VULNERABLE ADULTS



This Socially Responsible objective focuses on improving the well-being of young people and vulnerable adults by ensuring they are safe, promoting their rights, and creating opportunities to fulfil their potential.

We want: to safeguard and promote the rights of children, young people and vulnerable adults.

We want to work with organisations who: will work with the Council and our communities to safeguard young people and vulnerable adults and to promote and facilitate independence.

We want to:

- Ensure contractors adhere to the Council's Safeguarding Policy for Contractors and that their employees can identify abuse or exploitation and take responsibility for reporting concerns in an appropriate and timely way.
- Encourage our suppliers and contractors to support a range of programmes and initiatives including:
 - o Supporting a Child Rights approach and a Neuro Diverse, Dementia Friendly City approach.
 - o Supporting Care Experienced Young People (CEYP) & Children Looked After (CLA) and Carers in line with the Corporate Parenting Charter.
 - o Raising awareness of, and prevent, protect and support victims of gender-based violence, domestic abuse and sexual violence - Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015.
 - o Promote and sponsor opportunities for vulnerable children and adults who are in need of care and support i.e. events for carers.

We require our contractors to:

- Adhere to the Council Safeguarding Policy for Contractors and ensure their staff know what the indicators of abuse / harm look like and what to do if they have concerns.

We encourage our contractors to:

- Make Community Well-being Benefit commitments to support initiatives aimed at supporting young people and vulnerable adults where allowed within the tender process.
- Diversify their workforce through recruitment programmes inclusive of Additional Learning Need (ALN), CEYP, CLA.

Legislative and Policy Context

- [Social Services and Well-being \(Wales\) Act](#) requires Welsh Councils to promote the well-being of those who need care and support, or carers who need support.
- Safeguarding Policy for Contractors provides guidance to Contractors so that they understand their role in supporting the Council to safeguard and promote the well-being of children, young people and adults at risk from abuse or neglect Harm.

This Socially Responsible objective focuses on supporting our local economy by using our purchasing power to help local businesses and voluntary and community organisations to thrive and to drive more local employment.

We want: to support our local economy by using our purchasing power to help local businesses and voluntary and community organisations to thrive and to support residents to secure good employment.

We want to work with organisations who: will maximise the use of local suppliers and contractors through their supply chain and specifically seek to provide opportunities for SMEs and VCSEs.

We want to:

- Promote our Contract Forward Plan to local businesses, and increase the number of opportunities advertised through Sell2Wales.
- Actively promote opportunities for Micro, Small and Medium Enterprises (MSMEs) and Voluntary and Community and Social Enterprises (VCSEs) to bid for work by, where appropriate, breaking down larger contracts into 'lots', reserving below threshold procurement for MSMEs/VCSEs, and carrying out pre-market engagement including market warming events.
- Encourage our suppliers and contractors to support the local economy by using local businesses in their supply chains and local labour wherever possible to fulfil contract obligations and ensuring prompt payment.
- Encourage our suppliers and contractors in the transition to a more circular local economy by waste prevention, reducing waste and closing product and material loops through value retention within the resource hierarchy.
- Work with partners such as Business Wales, Business in Focus, Federation of Small Businesses and South Wales Chamber of Commerce to improve the skills of local SMEs to access public sector opportunities.
- Ensure that payments to contractors and throughout supply chain are made within 30-day payment terms.

We require our contractors to:

- Advertise sub-contracting opportunities through Sell2Wales, in addition to its usual channels, and hold Meet the Buyer events (this is a mandatory requirement for all works contracts over £2m).
- Actively develop local supply chains and take steps to improve supplier diversity, increasing the number of ethnic minority owned businesses, MSMEs and VCSEs in their supply chains.
- Work with local employability and skills providers – to make local services aware of developments at the earliest possible opportunity.
- Work to advertise all vacancies and recruitment opportunities through Communities for Work Plus, Careers Wales and Job Centre Plus (JCP).
- Commit to a number of their workforce coming from the relevant County or locality, including those employed through the supply chain, and ensure 25% of workforce, including supply chain, on works contracts over £5m to come from local area.
- Pay sub-contracted suppliers and contractors within 30 days after receipt of acceptable invoice and endeavours to paying MSMEs, ethnic minority owned businesses and local businesses 10 days after receipt of an acceptable invoice.
- Establish Project Bank Accounts to administer payments to contractors and sub-contractors for larger value construction contracts in accordance with [project bank accounts policy](#) (WPPN 03/21).

Legislative and Policy Context

- International trade agreements prevent Welsh public bodies from restricting contract opportunities to suppliers from a particular place. However, positive action in making contracts more accessible to smaller and local suppliers has been happening for many years. This was initially through the Opening Doors Charter for SME-friendly procurement and also through the Welsh Government's [Community Benefits Policy](#).
- [Foundational economy: delivery plan | GOVWALES](#) [Beyond recycling | GOVWALES](#)
- This theme is informed by [WPPN 07/21: SME-friendly procurement](#) and considers what we can do to open up opportunities for SMEs and voluntary organisations through supply chains. [Sell2Wales](#) already has functionality available to allow Tier 1 advertising.
- Improvements to Sell2Wales are underway, to bring the platform in line with the reformed procurement legislation and make it more accessible to organisations in Welsh public sector construction supply chains.
- There are links with the UK-led [Procurement Act](#) in terms of having to consider barriers that SMEs may face in competing for contracts and reserving below threshold procurements for SMEs.

This Socially Responsible objective focuses on promoting a Vibrant Culture, Heritage and Welsh language.

We want: to promote and protect Welsh culture, Welsh heritage and the Welsh language.

We want to work with organisations who: are willing to play an active role in promoting and protecting Welsh culture, Welsh heritage and the Welsh language.

We want to:

We require our contractors to:

Culture & Heritage

- Encourage our suppliers and contractors to support a range of cultural and heritage programmes and initiatives including:
 - o Supporting access to local assets such as libraries, play facilities, museums, galleries, sports facilities, arts organisations, natural resources and historic buildings to promote cultural and linguistic activities.
 - o Promoting and support cultural events.

Culture & Heritage

- Support community and grassroots sport or other cultural events, including providing access to musical instruments or sports kit.
- Support the protection and enhancement of cultural assets/facilities or historic sites.
- Encourage their staff to volunteer in community and cultural settings.
- Support opportunities for the community to access to arts and creative opportunities to promote mental health and well-being.
- Encourage staff and their families to sign up for and use a free library card.

Welsh Language

- Encourage our suppliers and contractors to work with providers such as the National Centre for Learning Welsh to provide opportunities for staff to learn, use and develop their Welsh language skills

Welsh Language

- Comply with our adopted Welsh Language Standards as described in our [Welsh Language Compliance Notice](#). Please see the Welsh Language Commissioner's [Code of Practice for the Welsh Language Standards \(No.1\) Regulations 2015](#) and [Bidding for Contracts and Grants: Welsh language considerations](#); and Cardiff Council's [Welsh Language Standards Guide to Third Parties](#).
- Promote the use of the Welsh language and support opportunities for their staff and/or the wider community to develop and/or improve their Welsh language skills.

Legislative and Policy Context

- The [Welsh Language \(Wales\) Measure 2011](#) established a legal framework to impose duties on certain organisations, including all Welsh Councils, to comply with standards in relation to the Welsh language. Each Ardal Council has published a Bilingual Strategy focused on increasing the number of Welsh speakers, increasing the use of Welsh, and to provide favourable conditions to support the language's growth.
- The Future Generations Commissioner for Wales provides a range of documents that support organisations on their journey to supporting the delivery of the Well-being Goal – "[A Wales of Vibrant Culture & Thriving Welsh Language](#)".
- [Cymraeg 2050](#) is the Welsh Government's action plan to achieve a million Welsh speakers by 2050. Each Ardal Council maintains a Strategy to Promote the Welsh Language and support Cymraeg 2050's main themes to increase the number of Welsh speakers, increase the use of the Welsh language, and to provide favourable conditions in support of the language's growth. These Promotion Strategies vary across each Ardal Council.
- [Cardiff Council Compliance Notice & Welsh Language Promotion Strategy](#)
- [Monmouthshire Council Compliance Notice & Welsh Language Promotion Strategy](#)
- [Torfaen Council Compliance Notice & Welsh Language Promotion Strategy](#)
- [Vale of Glamorgan Compliance Notice & Welsh Language Promotion Strategy](#)

Monitoring and Reporting

The Socially Responsible Procurement Policy outlines Ardal's vision for organisations wanting to work with any Ardal Council. The Policy will be implemented through each Council's Socially Responsible Procurement Strategy and Action Plan. From 2026 delivery will be monitored and reported in each Council's annual Procurement Report.

Contacting us

If you have any questions or thoughts about this policy, please let us know.



E-mail

ardalprocurement@cardiff.gov.uk



Website:

<https://ardal-procurement.gov.wales>

If you would like to hear from Ardal

To receive updates and news from Ardal Councils then please scan the QR Code

