

## **WELLBEING GUIDANCE FOR PROCUREMENT TEAMS AND CONTRACT MANAGERS**

Wellbeing is a key component in maximising social, economic and environmental benefits through or as a direct result of awarding contracts.

The aim of this guidance is to provide suggestions and it is for institutions to tailor for their own institution and how this relates to them. There are not definitive definitions.

These should be value-added elements **specific and proportionate** to your contract.

### **What does 'wellbeing' mean?**

- This can be physical (activity based such as gym memberships) and mental (counselling, support mechanisms) wellbeing
- This can benefit staff and/or students and/or the wider community e.g. the cost of living crisis
- This could be what support mechanisms contractors have in place for the wellbeing of their own staff. This may be sector/industry specific e.g. construction
- There are many interconnections with EDI elements. This could include aspects that the contractor has in place such as Fair Work and Pay, Living Wage, Modern Slavery (refer to EDI paper for more information) – these may feature as requirements in tender documents. There may be regulations regarding this and may need to be implemented through the supply chain.

### **Why is 'wellbeing' important to an institution?**

- Institutions can drive change and provide leadership in influencing and improving conditions in specific sectors such as construction
- There may be requirements to improve standards such as if an institution is a living wage employer this may need to be implemented through their supply chain as well and therefore be a requirement in all/most tenders. This could relate to many other accreditations/schemes such as Investors in People, Disability Confident Employers etc.
- There may be restrictions in how much the institution can influence within the contractor's own supply chain e.g. it may be relevant only for direct employees and not the suppliers/supply chain of the contractors, different tiers of contracting etc.
- There may be risks to the institution if they are sub-contracting staff – e.g. cleaners, security etc. – with little control over pay, support etc.
- Responsibility as 'anchor' institutions within their communities to set high standards

### **What could 'wellbeing' look like for a supplier?**

- Case study based – what actions a supplier takes to wellbeing, such as training for employees – can be used as supplier engagement to showcase how they can influence in these areas as good practice (more qualitative evidence)
- More internal reporting purposes
- If more framework based could be used for wider staff/student engagement – on website, senior leaders – but wouldn't name particular suppliers
- Evidence of policy/procedure/actions taken (more tick box/quantifiable)
- Purchasing consortia do via framework due diligence and share with other members
- Employer assistance programmes
- Absenteeism/ill-health statistics

- Social value projects that focus on wellbeing
- Employee benefits beyond remuneration – e.g. gym membership, private health care
- Employer volunteer days (paid time off for employees to volunteer)

#### **List of resources/tips/hacks**

- Purchasing consortia case studies on social value
- [Living Wage Foundation](#)
- [Disability Confident Employer](#)
- Find out what is wanted/needed rather than assume – understanding that community which can be developed into a vision statement of direction/expectations from suppliers at the tender stage
- Develop directory of third sector/charities that align with your values that you can point suppliers
- Run events with suppliers and third sector/charities to encourage buy-in and showcase good practice
- [Sustainable Development Goals](#) – institutions could outline which SDGs are priority to help focus on areas. Which could include decarbonisation/reporting carbon emissions – improving environment, health and wellbeing
- Avoid discrimination/barriers for SME's
- More weighting to qualitative rather than quantitative (not tick boxing/scoring highest)
- Don't put 'everything' under the same category – be specific for each tender and not generic questions for all or tick boxes to help suppliers
- Find out whether you do sustainability risk assessments for tenders

#### **Good examples of initiatives**

- LUPC are developing potential case studies as part of their due diligence supplier engagement and will be sharing these as soon as ready
- [UKUPC SDG 4](#) – Health and wellbeing questions
- [UKUPC – risk assessment matrix](#) – use to include high risk areas

#### **Relevant Legislation/Regulation**

- New procurement act coming out next year – potentially more focus on job creation and training but may not be wider social value but this may change over time
- Minimum wage regulation but push suppliers beyond regulation and moving towards [Living Wage](#)
- [Future Generations Act in Wales](#)

**This document has been produced by the [EAUC & HEPA Responsible Procurement Group – Social Responsibility Sub-Group](#)**

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