Appendix 1

Highways Social Value Process Map Pre-Contract

Step 1 New project identified Step 2 Social value ideas generated Step 3
Social value to be
added into

Step 4
Creation of social
value tender
auestions

Step 5 Social value tender evaluation

Project initiation form is created.
Consideration for social value is taken into account and time forecasted for social value project manager as a resource.

Social value meeting held with project team to discuss initial social value opportunities. Liaise with neighbourhood managers/councillors to understand key issues and priorities to consider within the ward. Identify local amenities and nearby opportunities to further enhance social value.

Ensure social value ideas at this stage are added to the business case for CP1 and CP2 as well as any measurable benefits that will be brought about by the delivery of the project. Include a date for when these will be realised. Share business case with Executive Member for any key focus priorities.

Work with social value project manager to identify social value deliverables for the tender creating tailored social value questions that are contract specific. It is mandatory that all major projects must have social value KPIs.

Include social value project manager as part of the evaluation team for social value. Ensure clarifications are raised if necessary and moderation takes place. Comments must be provided to justify scores including strengths and weaknesses.

Highways Social Value Process Map Post-Contract

Step 6 Social value meeting with supplier Step 7 Set up monitoring template

Step 8 Monitoring of the contract/framework Step 9 Evaluation of social value impact Step 10 Lessons learnt

Upon contract award, a social value meeting will be held with the supplier(s) to agree social value commitments/KPIs. The level of progress updates will be confirmed as well as the preferred monitoring tool identified.

Social value monitoring template to be used for all major projects. (Provides commitment vs actual). Method for lower value monitoring to be established. Contract
manager/project
manager to be
responsible for
monitoring social value
throughout and take
ownership. Ensure that
social value updates
are received from
suppliers and
recorded.

Utilising the KPIs within the monitoring tool, multiply the commitment by the financial value to give overall SROI. This should be collated to show overall contract and framework value.

As part of a lessons learnt meeting, social value will be discussed as an agenda item. Strengths and weaknesses captured to inform future projects.