



East Lothian Council- Community Benefits 2023

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Community Benefits & Procurement

East Lothian Council (ELC) is experiencing rapid growth and has an estimated annual spend of £150 million per annum, which gives it significant purchasing power. Through its diverse procurement activities, ELC works with suppliers to provide benefits not only to local residents of East Lothian but also to wider communities. To support this commitment, the council has approved a [Sustainable Procurement Policy](#) that emphasized the delivery of Community Benefits in Procurement. This policy is aligned with several other key plans and strategies, including the [East Lothian Procurement Strategy 2023-2028](#), [East Lothian Council Plan 2017-2027](#), [East Lothian Poverty Plan 2021-2023](#), [Equality Plan 2021-2025](#), and [East Lothian Climate Change Strategy 2020-2025](#), which prioritize Community Benefits in Procurement as a key area of focus.

ELC is dedicated to providing wider benefits to its citizens by engaging with suppliers, providers, and contractors to offer opportunities such as school links, work experience, training, apprenticeships, community project support, and assistance in achieving carbon emissions reduction and sustainability outcomes outlined in [East Lothian Procurement Strategy 2023-2028](#) and [East Lothian Climate Change Strategy 2020-2025](#). These principles remain at the core of the East Lothian Procurement Strategy 2023-2028 as the council seeks to address challenges related to poverty, citizen well-being, and climate change, which are central priorities to ELC general objectives. As a result, Procurement must align and support these wider outcomes.

As community benefits can adopt various forms, the table 1 below provides the categories that support East Lothian Council's objectives.

- [Category 1: Training and Work experience \(East Lothian resident\)](#)
- [Category 2: Employability & Skills](#)
- [Category 3: Education and Outreach](#)
- [Category 4: East Lothian's Local Economy and social enterprises](#)
- [Category 5: Community Engagement Projects](#)
- [Category 6: Protecting and Improving our Environment](#)

Points based system:

Table 1 below sets out a point's based system to ensure each contract has appropriate community benefits as an essential component of the contract. Each action is worth a varying number of points based on how well it contributes to our priorities.

Table 2 and the pages that follow provides illustrative examples of how these points could be allocated.

Table 1

Value of Contract	Minimum Points
£0-£50,000	50
£50,000-£150,000	75
£150,000 - £250,000	150
£250,000 - £500,000	300
£500,000 - £1,000,000	600
£1,000,000 - £2,000,000	1,000
Over £2,000,000	1,500
Over £5,000,000	3,750
Over £10,000,000	7,500
Over £20,000,000	15,000
Values in excess of £20,000,000 will be allocated as pro rata basis	

- The value of the contract will be aligned with appropriate points, and the contractor will then have to either meet the minimum requirements or exceed as set out in [Annex 1- Community Benefits Schedule](#)
- All values relate to the value of the contract over the life of the contract (excluding optional extensions) NOT the annual value.
- For frameworks contracts, points will be awarded in relation to the value of the contract or each mini competition or direct award through the duration of the framework. Community Benefit points may be banked for 12 months to allow points accumulation to deliver a higher level of benefit. Where a successful provider has been awarded more than one lot within a Framework, points may be accumulated by mutual consent.

Priority Groups

Additional points are awarded if the bid supports people in a number of priority groups:

- Homeless
- Mental Health
- Lone parents
- Ex-offender
- Recovering drug users
- People with English as second language
- Veterans
- Disabled people
- Ethnic minorities
- Lowest qualified
- People aged 50+
- Care leavers
- People living in most deprived areas

Find more information about ELC community benefits [here](#)

City Region Community Benefits Portal:


East Lothian Council are also partners to the Edinburgh & South East Scotland City Region Deal. This includes working with the ESES Communities Portal – this matches communities and good causes with suppliers and business. For more information please click on [Homepage \(esescommunities.org\)](http://esescommunities.org)

If possible please choose one or more of the 'New' projects from the table below. Please click on the box and you will be taken to the relevant information. Further deliverables can be chosen from the Core lists.

Table 2

Grow Our People

<p>Interactive workshops & site visits bringing the 'curriculum to life'</p> <p>20-100</p>	<p>Employ a new member of staff from East Lothian</p> <p>1,200-6,000</p>	<p>Support with Employability skills</p> <p>20-30</p>	<p>Work Placements and workplace training</p> <p>Up to 6,000</p>	<p>Employ an Apprentice</p> <p>1,500-2,000</p>
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Grow Our Communities

<p>Priority /Miscellaneous projects</p> <p>50 per £500</p>	<p>Youth Work</p> <p>50 per £500</p>	<p>Food Support</p> <p>50 per £500</p>	<p>Cost of Living Crisis</p> <p>50 per £500</p>	<p>Holiday Hunger</p> <p>50 per £500</p>	<p>Maintenance/Refurbishment</p> <p>50 per £500</p>
<p>Growing Activities</p> <p>50 per £500</p>	<p>Transport</p> <p>50 per £500</p>	<p>Over 60s Support</p> <p>50 per £500</p>	<p>Playground & Early Years Support</p> <p>50 per £500</p>	<p>Duke of Edinburgh</p> <p>50 per £500</p>	

Grow Our Economy



Respond to ELC Climate Emergency- Net Zero Carbon Emissions



Grow our People

Core Lists

Category 1: Training and Work experience (East Lothian resident)

Increase young people's skills and knowledge required for work through Extended Work Placements

Ref	CB title	Description	Points	Points for Priority Groups
1.1	Work Experience placement (14+ yr)	<ul style="list-style-type: none"> • 5 day placement as S4 Work Experience, • Support a pupil who is not engaging in school for a few hours a week, • Foundation Apprenticeship one day a week 	20	30
1.2	Work experience placement (College/ University Student)	<ul style="list-style-type: none"> • Practical experience linked to a College or University course. 	50	75
1.3	Work experience - Paid (unemployed or under employed University Graduate)	<ul style="list-style-type: none"> • Work on short term projects. Graduate will be paid the Living Wage. Graduates must reside in East Lothian. 	150	200

Support job seekers clients engaged on employability programmes to gain experience, skills and knowledge for the workplace

Ref	CB title	Description	Points	Points for Priority Groups
1.4	One week's work experience (Paid or Unpaid)	<ul style="list-style-type: none"> Improved understanding of job role and sector, improved employment prospects 	50	75
1.5	Extended work experience - 4+ weeks (Unpaid)	<ul style="list-style-type: none"> Improved understanding of job role and sector, improved employment prospects 	200	300
1.6	Extended work experience - 4+ weeks (Paid)	<ul style="list-style-type: none"> Improved understanding of job role and sector, improved employment prospects 	400	600

Category 2: Employability & Skills

Employ an Apprentice

Ref	CB title	Description	Points	Points for Priority Groups
2.1	2+ Year Apprenticeship ADULT	<ul style="list-style-type: none"> Length determined by the relevant Skills Sector Council. E.g. <ul style="list-style-type: none"> - Adult Carpentry & Joinery – 2 years - Adult Plumbing – 4 years 	1,500	2,000

Ref	CB title	Description	Points	Points for Priority Groups
		<ul style="list-style-type: none"> - Health & Social Care MA –2 years - Roll on Roll Off Business & Administration MA – 1-1.5 years 		
2.2	4 Year Apprenticeship YOUTH (16-19)	<ul style="list-style-type: none"> • Length determined by the relevant Skills Sector Council 	1,000	1,500
2.3	Graduate Apprenticeship (Paid)	<ul style="list-style-type: none"> • Delivered over 4 years - 80% at Work and 20% at University. 	1,500	2,000

Employ a new member of staff (East Lothian resident)

Ref	CB title	Description	Points	Points for Priority Groups
2.6	Minimum of 12 months	East Lothian resident employed on a Full time, Part time, Flexi or Hybrid basis.	2,400	3,000

Category 3: Education and Outreach

Increase Skills for Learning, Life and Work with interactive workshops & site visits

Ref	CB title	Description	Points	Points for Priority Groups
3.1	Employability Workshop or site visits	Can be delivered at any age e.g. <ul style="list-style-type: none"> - Adult learning and Community Settings - Youth Work settings - Primary Schools - Senior Schools Minimum of 3 per year	20	30
3.2	Support schools with Enterprise/ STEM Programmes		50	100
3.3	Interactive sessions on Health and Safety requirements	Minimum – 3 per year	50	75

Provide a free space on workplace training e.g. Health and Safety or First Aid

Ref	CB title	Description	Points	Points for Priority Groups
3.4	Non-accredited - 1/2 Day		500	750
3.5	Non-accredited – Full Day		1,000	1,500
3.6	Non-accredited - Week		1,750	2,000
3.7	Accredited – 1/2 Day	- Registration and Certification costs covered by the Company.	750	1,000
3.8	Accredited – Full Day	- Registration and Certification costs covered by the Company.	1,250	2,000
3.9	Accredited – Week	- Registration and Certification costs covered by the Company.	2,500	2,750

Interview preparation

Ref	CB title	Description	Points	Points for Priority Groups
3.10	Interview preparation & skills	1.5hr interview skills and techniques workshop	20	30
3.11	Interview preparation- Mock interview	Offer 3 mock interviews & feedback	20	30

Grow our Economy

Category 4: Local Economy and social enterprises

East Lothian's Local Economy

Ref	CB title	Description	Points	Points for Priority Groups
4.1	Employ local businesses to act as subcontractors to project	- Points awarded per calendar month of contract	200	N/A
4.2	Purchase goods and services from local businesses	- Points awarded per £5,000 spend	50	N/A
4.3	Business mentoring for SME's	Minimum of five sessions	250	N/A

Social Enterprises are given access to on/off site opportunities

Ref	CB title	Description	Points	Points for Priority Groups
4.4	Opportunities for local Social Enterprises to benefit from the contracted activity	- minimum 6 hours	1,000	N/A

Grow our Communities

Category 5: Community Engagement Projects

Support communities to complete Community projects/meet their aims

Ref	CB title	Description	Points	Points for Priority Groups
5.1	Priority Projects	<ul style="list-style-type: none"> - 50 Points awarded per £500 <p>* Please select projects from the list</p>	50	N/A
5.2	Maintenance/Refurbishment- Kitchens, toilets, community building	<ul style="list-style-type: none"> - 50 Points awarded per £500 - Can be for providing staff to help: Points awarded per member of staff per two hours 	50	N/A
5.3	Youth Work- training, activities, equipment	<ul style="list-style-type: none"> - 50 Points awarded per £500) - Can be for providing staff to help: Points awarded per member of staff per two hours 	50	N/A
5.4	Food Support- food pantries, foodbank, activities with meals	<ul style="list-style-type: none"> - 50 Points awarded per £500 	50	N/A

Ref	CB title	Description	Points	Points for Priority Groups
5.5	Cost of Living Crisis- electricity, gas, supermarket vouchers	- 50 Points awarded per £500	50	N/A
5.6	Holiday Hunger- Lunch Clubs, school holiday activities, play sessions	- 50 Points awarded per £500	50	N/A
5.7	Growing Activities- in bloom, community gardens	- 50 Points awarded per £500	50	N/A
5.8	Transport- for children and young people's holiday activities and trips	- 50 Points awarded per £500	50	N/A
5.9	Over 60s support- groups, transport, trips	- 50 Points awarded per £500	50	N/A
5.10	Playgroup and Early Years support- equipment, activities, rent/room hire	- 50 Points awarded per £500	50	N/A
5.11	Duke of Edinburgh- equipment clothing, expedition costs	- 50 Points awarded per £500	50	N/A

Respond to the Climate Emergency- Net zero carbon emissions

Category 6: Protecting and Improving our Environment

East Lothian's environment is protected or enhanced through joint projects with the Community and Local Authority.

Ref	CB title	Description	Points	Points for Priority Groups
6.1	Improve access to sustainable power source income	Community owned heating systems, percentage of profits from Power Generated Systems for community disposal, etc.	6,000	N/A
6.2	Improve understanding of Carbon Reduction	Community or School awareness sessions (2 sessions 1h each)	200	N/A
6.3	Reduce Fuel Poverty	Energy advice or community grants - Points awarded per £1,000	1,000 per project	N/A
6.4	Undertake an environmental project through Corporate Volunteering	- e.g. River Clear-up, donate recycled materials, enhance outdoor play areas or community paths)	200 per project	N/A
6.5	Create or restore habitats	- Identify areas in East Lothian local community that have degraded or destroyed, and work to restore them to	1,000 per project	N/A

Ref	CB title	Description	Points	Points for Priority Groups
		their natural state. This can include planting native plants, building nest boxes, and creating wetlands		
6.6	Educate the public on biodiversity	- Increase public awareness and education about the importance of biodiversity and encourage people to take actions to protect local biodiversity (community of school awareness sessions) – 2 sessions 1h each	200	N/A
6.7	Energy saving audit & advice	- Offer energy saving audit & advice to reduce energy consumption & fuel poverty	200 per project	N/A

Active Travel

Ref	CB title	Description	Points	Points for Priority Groups
6.8	Support Community Groups to help encourage sustainable active travel	- Points Awarded for every £500	500	N/A
6.9	Provide workshops on bike maintenance	- Points Awarded for every £500 (one point per pound)	500	N/A

Annex 1- Community Benefits Schedule

Supplier Name:	
Reference:	
Community Benefit Contact name and email address.	

COMPLETION GUIDANCE FOR TENDERERS

The following notes are provided to assist tenderers to complete this Schedule which will form part of their Tender and is of contractual effect.

The Delivery Plan should clearly set out the proposed approach for delivering the minimum requirements specified in the accompanying Community Benefit Schedule.

The plan must be specific to this project and should provide a brief narrative of how you will meet the minimum requirements contained in the below Community Benefit Schedule.

The objectives of Community Benefit's is to incorporate and provide additional sustainable benefits to the East Lothian community, which is over and above the direct benefit from the purchase of goods, services or works.

COMMUNITY BENEFITS SCHEDULE					Total points to be delivered: <i>[Insert Points by Procurement]</i>	
Category 1: Training and Work Experience (East Lothian Resident)						
<p><i>Increase young people's skills and knowledge required for work through Extended Work Placements</i></p>					<p>Please detail how you propose to provide work experience for young people in education. This should include:</p> <ul style="list-style-type: none"> • Details of the occupational areas you propose to provide work placements. • The experience the beneficiaries are expected to gain. • How will you ensure new vacancies created through the project are advertised to people in East Lothian area? 	
Ref	CB description	Points	Priority Points	Quantity	Total Points	Delivery Plan
1.1	Work Experience placement (14+1)	20	30			
1.2	Work experience placement (College/University Student)	50	75			
1.3	Work Experience- Paid (unemployed or under employed University Graduate)	150	200			

<i>Support post-school clients engaged on employability programmes to gain experience, skills and knowledge for the workplace</i>				Please detail how you propose to provide work experience for job seekers engaged on employability programmes? <ul style="list-style-type: none"> Details of the occupational areas you propose to provide work placements. The experience the beneficiaries are expected to gain. How will you ensure new vacancies created through the project are advertised to people in East Lothian area? 	
1.4	One week's work experience (Paid or Unpaid)	50	75		
1.5	Extended work experience - 4+ weeks (Unpaid)	200	300		
1.6	Extended work experience - 4+ weeks (Paid)	400	600		
Total points Category 1:					[Insert]

Category 2: Employability & Skills

<i>Employ an Apprentice</i>						Delivery Plan	
Ref	CB description	Points	Priority Points	Quantity	Total Points		
2.1	2 + Year Apprenticeship Adult	1,500	2,000				
2.2	4 Year Apprenticeship	1,000	1,500				
2.3	Graduate Apprenticeship (Paid)	1,500	2,000				
<i>Employ a new member of staff (East Lothian resident)</i>							
2.4	Minimum of 12 months (East Lothian resident employed on a Full time, Part time, Flexi or Hybrid basis	2,400	3,000				

Please detail your approach to recruitment of apprentices including;

- What, When & How you expect to advertise the post.
- The trades or occupational area the apprenticeship will cover.
- How will you ensure new vacancies created through the project are advertised to people in East Lothian area?

Please detail your approach to providing new employment opportunities.
This should include;

- What, When & How you expect to advertise the post.
- The trade or occupational area the opportunity will be provided.
- The duration of the opportunity.
- How will you ensure new vacancies created through the project are advertised to people in East Lothian area?

Total points Category 2:	[Insert]
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Category 3: Education and Outreach						
<i>Increase Skills for Learning, Life and Work with interactive workshops & site visits</i>					<p>What kind of support activities do you propose to deliver to schools and colleges during the contract period?</p> <p>Please provide, what, when & how you expect to deliver any of the activities below.</p>	
Ref	CB description	Points	Priority Points	Quantity	Total Points	Delivery Plan
3.1	Employability Workshop or site visits	20	30			
3.2	Support schools with Enterprise/STEM Programmes	50	100			
3.3	Interactive sessions on Health & Safety requirements	50	75			
<i>Provide a free space on workplace training e.g. Health and Safety or First Aid</i>					<p>What kind of support activities do you propose to deliver to schools and colleges during the contract period?</p> <p>Please provide, what, when & how you expect to deliver any of the activities below.</p>	
3.4	Non-accredited- ½ Day	500	750			

3.5	Non-accredited-Full Day	1,000	1,500			
3.6	Non-accredited- Week	1,750	2,000			
3.7	Accredited- ½ Day	750	1,000			
3.8	Accredited- Full Day	1,250	2,000			
3.9	Accredited- Week	2,500	2,750			
<i>Interview Preparation</i>						Please provide, what, when & how you expect to deliver interview preparation workshops or mock interviews.
3.10	Interview preparation & skills	20	30			
3.11	Interview preparation- Mock interview	20	30			
Total points Category 3:					[Insert]	

Category 4: East Lothian's Local Economy and Social enterprises

4.1 What actions will be taken to ensure East Lothian business are given appropriate work opportunities on this projects?

4.2 What's the monetary amount spend expected to be deployed buying goods or services from East Lothian local business?

4.3 & 4.4 What type of supplier engagement and development activity do you propose to deliver to support micro & small East Lothian business, social enterprises and third sector organisations?

East Lothian's Local Economy

Ref	CB description	Points	Priority Points	Quantity	Total Points	Delivery Plan
4.1	Employ local business to act as subcontractors	200	N/A			
4.2	Purchase goods and services from local business	50	N/A			
4.3	Business mentoring for SME's	250	N/A			
4.4	Opportunities for local Social Enterprises to benefit from the contracted activity	1,000	N/A			
Total points Category 4:					[Insert]	

Category 5: Community Engagement Projects

Support communities to complete Community projects/meet their aims

<i>Ref</i>	<i>CB description</i>	<i>Points</i>	<i>Priority Points</i>	<i>Quantity</i>	<i>Total Points</i>	<i>Delivery Plan</i>
5.1	Priority/Miscellaneous Projects- wish list	50	N/A			Please select project(s) from wish list the and include reference number [Enter details]
5.2	Maintenance/Refurbishment - Kitchens, toilets, community building (£500)	50	N/A			[Enter details]
5.3	Youth Work - training, activities, equipment (£500)	50	N/A			[Enter details]
5.4	Food Support - food pantries, foodbank, activities with meals (£500)	50	N/A			[Enter details]
5.5	Cost of Living Crisis - electricity, gas, supermarket vouchers (£500)	50	N/A			[Enter details]
5.6	Holiday Hunger - Lunch Clubs, school holiday	50	N/A			[Enter details]

	activities, play sessions(£500)					
5.7	Growing Activities- in bloom, community gardens(£500)	50	N/A			<i>[Enter details]</i>
5.8	Transport- for children and young people’s holiday activities and trips(£500)	50	N/A			<i>[Enter details]</i>
5.9	Over 60s support- groups, transport, trips(£500)	50	N/A			<i>[Enter details]</i>
5.10	Playgroup and Early Years support- equipment, activities, rent/room hire(£500)	50	N/A			<i>[Enter details]</i>
5.11	Duke of Edinburgh- equipment clothing, expedition costs(£500)	50	N/A			<i>[Enter details]</i>
Total points Category 5:						<i>[Insert]</i>

Category 6: Protecting and Improving our Environment

East Lothian's environment is protected or enhanced through joint projects with the Community and Local Authority.

<i>Ref</i>	<i>CB description</i>	<i>Points</i>	<i>Priority Points</i>	<i>Quantity</i>	<i>Total Points</i>	<i>Delivery Plan</i>
6.1	Improve access to sustainable power source income	6,000	N/A			
6.2	Improve understanding of Carbon Reduction	200	N/A			
6.3	Reduce Fuel Poverty	1,000	N/A			
6.4	Undertake an environmental project through Corporate Volunteering	200	N/A			
6.5	Create or restore habitats	1,000	N/A			
6.6	Educate the public on biodiversity	200	N/A			
6.7	Energy saving audit & advice	200	N/A			
6.8	Support Community Groups to help encourage sustainable active travel	500	N/A			
6.9	Provide Electric Bikes for Community Groups to 'hire out' to community	500	N/A			
Total points Category 6:				[Insert]		

