

1. Introduction

Social Value is defined through the Public Services (Social Value) Act 2012 (Act) which came into force in January 2013.

Social Value refers to wider financial and non-financial value created by an organisation or company through its day-to-day activities in terms of well-being of individuals and communities, social capital created and the environment.

This policy applies to both Xact and Xact Assessment.

2. Definitions

PMG: Performance Management Group consisting of Directors and an Independent Governance Advisor

Staff: Employee, agency worker, contractor, sole trader e.g. manager, supervisor, administrator, tutor, assessor, mentor, internal verifier, internal quality assurer, end point assessor etc.

Xact: Xact Consultancy & Training Limited

Xact Assessment: Xact Training Limited trading as Xact Assessment

Young person: An individual 16 to 17 years of age

3. Roles and Responsibilities

The success of this policy relies on following:

- a) Board of Directors: Responsible for this policy
- b) Operations Director: Responsible for ensuring policy is reviewed and monitored
- c) Managers: Responsible for prompting, monitoring and encouraging staff participation
- d) All Staff: Responsible for participating and complying with this policy

4. Aims

In order to create Social Value, we will:

4.1 Economic

- a) **Employment opportunities:** Create employment opportunities within communities that we operate
 - i) Employing individuals throughout UK e.g. England, Wales, Scotland and Northern Ireland
 - ii) Advertise vacancies in as many local areas as possible
- b) **Skills for future:** Equip our staff with new skills with:
 - i) Induction training

- ii) CPD, refresher and specialist training
- iii) In-house training and qualifications for tutors and assessors
- iv) Employee appraisal system
- c) **Standard living wage:** Pay staff above standard living wage
- d) **Young people:** Support young people into apprenticeships
 - i) Employing an administration apprentice in July 2022
 - i) Promoting apprenticeships in fire safety sector
- e) **Local suppliers:** Use local suppliers and support local supply chain by sourcing services and products:
 - i) Local companies, whenever possible in Worcestershire area e.g. IT Service provider, web-site and hosting facilities etc
 - ii) UK based companies when local companies are unable to provide a service/product
- f) **New ideas and innovative solutions:** Promote new ideas and innovative solutions
 - i) Involve staff in discussions on how to improve ways of working
 - ii) Promote staff suggestions for improvement

4.2 Social

- b) **Work life balance:** Maintain a work life balance for employees:
 - i) Management function
 - ii) Employee appraisal system
 - iii) Flexible hours where possible
 - iv) Home-working where possible
- c) **Healthier lifestyles:** Supporting our staff to live healthier lifestyles:
 - i) Smoking Policy
 - ii) Occupational health scheme
 - iii) Employee appraisal system
- d) **Training, apprenticeship and work placements:** Providing training, apprenticeship schemes and work placements:
 - i) Work placement: Employee attended a sprinkler company for a week to gain practical experience installing sprinkler systems to improve teaching in this area
 - ii) Employing an administration apprentice in July 2022
 - iii) Training for managers, supervisors and other staff e.g. four managers attending safeguarding training
- e) **Ethical supply chain:** Supporting ethical supply chain e.g. Fair Trade
 - i) Purchasing sustainable products e.g. recycled or sustainable forestry supply. See Environmental Policy for details.

- ii) Recycling waste

4.3 Environmental

- a) Reducing energy and fuel consumption
- b) Minimising waste through re-use and recycling
- c) Using environmentally friendly goods to minimise pollution
- d) Saving energy e.g. using energy efficient lighting and equipment
- e) Participating in local initiatives which retain, protect or enhance the local natural environment

5. Associated Policies

This policy is supported by the following policies:

- a) Equality, Diversity and Inclusion Policy
- b) Business Continuity Policy
- c) Environmental Policy
- d) Smoking Policy
- e) Safeguarding Policy
- f) Prevent Policy
- g) Staff Recruitment Policy
- h) Employee Probation Policy
- i) Employee Management and Development Policy
- j) Occupational Health Policy
- k) Behaviour and Appearance Policy
- l) Attendance Management Policy
- m) Staff CPD Policy

6. Monitoring Social Value

The effectiveness of this policy is monitored and reviewed by the PMG (Performance Management Group)