



INFORMATION DOCUMENT: Social Public Works Clauses



Introduction

Contents

Audience	3
Prompt Payment and Sub-Contracting	Error! Bookmark not defined.
Employment	7
Compliance	12
Training	18
Sub-contracting	22
Environment	25
Templates – Plans and Reporting Tables	31
Template Employment and Skills Plan and Method Statement:.....	31
Template Employment and Skills Reporting Table:	33
Template Employment Compliance Reporting Table:	33
Template Sub-contracting Reporting Table:	34
Template Environment Plan:	34
Template Environment Reporting Table:.....	36



Audience

1. This information document is primarily intended for the contracting authorities listed in Schedule 1 of the Social Partnership and Public Procurement (Wales) Act 2023 (SPPP Act). However, as the SPPP Act places legal obligations on Contracting Authorities regarding the Social Public Works clauses in all major construction contracts, suppliers may also wish to familiarise themselves with this guidance.
2. In order for Contracting Authorities to include the Works clauses in call-off contracts valued over £2m those organisations that award and manage any Framework Agreement, DPS, or DM for use by Contracting Authorities will need to include the Clauses in these agreements. .
3. Any Contracting Authority awarding a call-off contract under that arrangement where the call-off is valued over £2m would need to use the call-off contract Terms and Conditions that include all the model clauses, or send a notification to the Welsh Ministers.
4. Frameworks, DPS or DMs that are designed to allow call-off contracts of values below £2m may require contract templates that do not include the Clauses. No notification would be required for non-inclusion of the Clauses any contract with expected value below £2m.



Prompt Payment and Sub-Contracting



5. The purposes of these clauses are to:
 - i. Ensure 30-day payment terms are being met throughout the supply chain.
 - ii. Speed up and protect supply chain money by using project bank accounts
 - iii. Deal with retentions fairly by and ensuring that any withheld supply chain money is released to contractors and subcontractors in a timely manner.
6. Payment clauses are typically addressed through standard contract forms, with the most commonly-used being those produced by NEC and JCT. The Social Public Works Clauses include stand-alone versions of the clauses, and also amendments to the NEC and JCT to enable their use in fulfilling the requirements of the Act.
7. In line with the requirements of the Act, 30-day payment terms, or ones that are at least as favourable, must be passed down through the supply chain.
8. In line with the requirements on payment mechanisms, if a decision to include the clauses is made, a project bank account (PBA) must be used. This is an account where the money is held in trust by clients and/or contractors with sub-contractors joining as beneficiaries. This must be the case for all projects over £2m. Details on the operation of the PBA can be found within the model trust deed and joining deed.
9. Welsh Government guidance on PBAs can be found at the following link: [Welsh Procurement Policy Note \(WPPN\) 011: Guidelines for deploying Welsh Government project bank account policy | GOV.WALES](#). The page includes information on:
 - i. Guidance:
 - The features and benefits of PBAs
 - How PBAs work and the parties involved
 - Current nominated service providers (banks) and their contact details
 - The payment process, administration of the account and single/joint accounts
 - ii. Implementation:
 - Examples of why suppliers may opt out
 - Monitoring of performance
 - Stages of the procurement process
10. In line with the requirements in the clauses for administering retention money, clients, contractors and subcontractors are all responsible for ensuring that, where money is held as a retention, it is released promptly and in full in accordance with the agreed timescales.



11. When contract signatures are required to establish Deeds to create the PBA, contracting authorities could use approved electronic signature software to speed up and streamline the process.

Employment

Clause 1.1

12. In accordance with clause 1.1, inclusive recruitment and employment practices will help break down the barriers to employment that different groups of people face.
13. Contracting authorities can provide contractors with specific requirements on inclusive recruitment practices. Alternatively, they can require contractors and subcontractors to adopt the Chartered Institute of Personnel and Development (CIPD) [Inclusive recruitment: Guide for employers | CIPD](#). The CIPD guidance includes information on:
 - i. Role design and job advert
 - Make the role requirements clear, specific, and behaviour-based
 - Remove biased language from job adverts
 - Job specification – offer flexible working, include information on salary and benefits,
 - Attracting diverse candidates
 - ii. Target marginalised groups
 - Make the recruitment experience inclusive – providing clear expectations and asking applicants if they need reasonable adjustments
 - iii. Application process
 - Anonymise applications
 - Avoid asking about dates of employment history
 - iv. Selection process
 - Sifting
 - Interviewing
 - Skill-based assessments
 - Evaluating candidates
14. The CIPD guidance also includes templates and case studies, as well as links to other resources, including how to set effective diversity targets.
15. To strengthen the commitment to inclusive employment, contracting authorities may consider signing up to the schemes and charters below, and encouraging their supply chains to do so. There are also optional clauses (clause 1.5) that can be used to strengthen implementation of these schemes.



16. [Disability Confident employer scheme - GOV.UK](#) - encourages employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people.
17. [Diversity Champions | Stonewall](#) – provides support to businesses in becoming an LGBTQ+ inclusive workplace.
18. [Race - Business in the Community](#) – the Race at Work Charter is a set of seven public commitments by businesses to advance workplace equality.
19. Support is available to employers in the form of advice, guidance and information. The following links provide information on how to get the support required.
[Recruitment Support | Business Wales Skills Gateway](#)
[Employers | Careers Wales](#)

Clause 1.2

20. In accordance with clause 1.2, identifying and addressing skills gaps can benefit both employee and employer. Contracting authorities may accept a statement from the contractor based on their own assessment of the project and the specific needs.
21. Alternatively, contractors and subcontractors may use industry reports for their analysis of skills gaps. To address any skills gaps, contractors and subcontractors can employ people with the required skills or provide training for current workforce members, linked to the training plan in Schedule 5.
22. Useful industry reports on skills gaps can be found below. There are also several trade and profession-specific reports published regularly.
 - [People and Skills – Construction Leadership Council](#) (find “Industry Skills Plan”)
 - [Build UK Reports - Build UK](#)
 - [Resource library search | FMB, Federation of Master Builders](#) (find “State of Trade Surveys”)
 - [Careers Wales - Apprenticeships](#)
 - [Net zero skills Wales | GOV.WALES](#)
 - [CSN Industry Outlook - 2024-2028 - CITB](#)



Clause 1.3

23. In accordance with clause 1.3, contractors and supply chains should carry out actions that provide, or improve the chances of, continuing employment for workers. Examples include:

- Direct employment of workers, offering them job security and access to training.
- Establish partnerships with employment agencies or work placement services.
- Invest in training and upskilling (in line with the Training clauses).
- Develop project transition plans for workers, including plans for reassignment.
- Regularly communicate with workforce about future projects and roles.

Clause 1.4

24. In accordance with clause 1.4(a), contracting authorities can accept employment plans that contractors already use. Alternatively, a template plan can be found in Annex 2. As a minimum, the plans should state how the contractor intends to:

- i. Provide employment opportunities to those groups identified in clause 1.1;
- ii. Identify and address skills gaps within the workforce;
- iii. Provide opportunities for continuing employment to the workforce engaged in delivering the works following completion.

25. Data provided against clause 1.4(c) should include the number of jobs created and can be included in the contractor's employment and skills reports. A template reporting table can also be found in Annex 2.

26. Recording the number of individuals across different groups or protected characteristics can be carried out, and some contracting authorities and contractors may have systems in place for doing this. However, such information should only be collected when it is proportionate to do so and should be used to demonstrate the impacts of the relevant policies and procedures.

27. Other resources and support available:

Welsh Government employability schemes:

[Employment support | Sub-topic | GOV.WALES](#)

[Careers Wales | Careers Wales](#)

[Recruit an apprentice: guidance for employers | GOV.WALES](#)



Shared Apprentice Scheme - Cyfle Building

Clause 1.5 (optional)

28. This optional clause should be considered for inclusion in larger contracts where it is considered proportionate to do so, or where risks of modern slavery or unfair employment practices are identified in a particular contract.
29. The Code of Practice on Ethical Employment in Supply Chains includes a set of 12 commitments and can be found here, along with accompanying guidance: [Ethical employment in supply chains: code of practice, guidance and training | GOV.WALES](#)

Clause 1.6 (optional)

30. This optional clause should be considered for inclusion in larger contracts where it is considered proportionate to do so. Fair Work is defined as the presence of observable conditions at work which means workers are fairly rewarded, heard and represented, secure and able to progress in a healthy, inclusive working environment where rights are respected. The guide, which includes practical examples, can be found here: [A guide to fair work | GOV.WALES](#)

Clause 1.7 (optional)

31. This optional clause should be considered for inclusion in larger contracts where contractors have the capability to adhere to the following equality, diversity and inclusion schemes, to which Welsh Government are signatories:
- Disability Confident Scheme: [Disability Confident employer scheme - GOV.UK](#)
 - Stonewall Diversity Champions: [Diversity Champions | Stonewall](#)
 - Business in the Community's Race at Work Charter: [Race - Business in the Community](#)



Compliance



Clause 1.1

32. Contracting authorities should support contractors and their supply chains by providing useful links to relevant legislation (see below).

33. ACAS advice and guidance: Work and employment law advice | Acas. This link provides advice on the following topics, as well as free-to-use template letters, forms and policies:

- Pay and wages
- Holiday, sickness and leave
- Employment contracts
- Discrimination and bullying
- Dismissals
- Redundancy
- Dealing with problems at work
- Disciplinary and grievance procedures
- Working hours
- Flexible working
- Job applications and hiring
- Health and wellbeing, including disability at work
- TUPE transfers
- Strikes and industrial action

34. Employment and Employment rights: [Employment status and rights: checklist for employers and other engagers - GOV.UK](#) This link provides a checklist for employers and other engagers to help them understand which employment obligations apply to them. First, by establishing a person's employment status (employee, worker, self-employed), the employer or engager can identify which rights are applicable, and include areas such as:

- Pay
- Holidays
- Statutory Sick Pay
- Time off for various activities and duties
- Unfair dismissal
- Whistleblowing
- Discrimination
- Trade union membership
- Pension scheme



35. Equality Act: [Equality Act 2010: guidance - GOV.UK](#). This page provides information to public bodies on how to avoid discrimination in the workplace and wider society and includes Quick Start guides on the public sector equality duty and specific duties in relation to publishing information and objectives.
36. Equality Act: [Guidance for businesses | EHRC](#). This page provides information to businesses on the Equality Act and includes examples of discrimination and good practice.
37. Health and Safety Act: [Health and safety basics for your business](#). This link includes guidance on the following topics:
- Preparing a health and safety policy
 - Managing risks and risk assessments at work
 - Reporting accidents and illnesses
 - Information and training
 - Consulting workers
 - Workplace facilities
 - First aid in work
 - Displaying a poster about the law
 - Appointing a competent person
38. Modern Slavery Act: [Modern Slavery: statutory guidance for England and Wales \(under s49 of the Modern Slavery Act 2015\) and non-statutory guidance for Scotland and Northern Ireland \(accessible version\) - GOV.UK](#). This link covers the following topics:
- Identifying potential victims
 - Roles and responsibilities
 - Referring potential victims to the relevant referral mechanism
 - Working with vulnerable people
 - Support for adult victims
 - Child victims
39. Where it is proportionate, and there are higher risks of poor compliance with employment law, contracting authorities are advised to provide training to contractors and their supply chains or encourage them to carry out training by providing them with resources and/or links to courses.



40. ACAS training courses: [Training courses | Acas](#). The training courses available include:

- Contracts
- Employment law updates
- Flexible working
- Managing absence, discipline, grievance
- Managing employee mental health

41. The Supply Chain Sustainability School also provides a suite of training which is free of charge for supply chains of contractors who are members: [Strategic People Training - Supply Chain School](#)

42. [Trade Union Congress \(TUC\): Workplace guidance | TUC](#). The guidance page covers the following topics:

- Equality and Discrimination
- Learning, Skills and Training
- Family-friendly work
- Organising and bargaining
- Health, safety and wellbeing
- Pay, holiday and working hours
- Dismissal, redundancy and grievance
- Basic rights and contracts

Clause 1.3

43. In relation to clauses (i) to (viii), the type of information contracting authorities should request should include, but not be not limited to:

- Terms and conditions of employment, contract of service or contract for services
- Anonymised payslips
- Processes and/or procedures
- Copies of policies, risk assessments and/or certification
- Training records where applicable
- Spot checks/surveys of workers



44. The information specified by contracting authorities must be collected at each level of sub-contract in line with the requirements in the Act. Contracting authorities can request the required information in any form they choose. A template register can be found in Annex 2.

Clause 1.5

45. The following UK Government web page provides information and contact details for reporting issues and complaints relating to pay and work rights. Any complaints reported are directed to the most relevant government agency: [Pay and work rights helpline and complaints - GOV.UK](#)

46. To provide information on the mistreatment of workers, as well as business licensing concerns, the Gangmasters and Labour Abuse Authority has a range of options for confidential reporting: [Contact Us - GLAA](#)

47. In Wales a Multi-Agency Risk Assessment Conference (MARAC) approach is adopted to refer victims of modern slavery into support. The [MARAC guidance](#) should be followed when a victim is identified in Wales.

Clause 1.6 (optional)

48. The optional clauses should be considered for inclusion in larger contracts where contractors have the capacity to carry out further due diligence on their supply chains in relation to human rights, modern slavery and offshore labour laws and standards.

49. In relation to the clauses that come under 1.6, the following links provide information on the relevant legislation and topics that are referenced.

50. Modern Slavery Act: [Slavery and human trafficking in supply chains: guidance for businesses - GOV.UK](#). Includes information on:

- Who is required to publish a modern slavery statement
- How to write a modern slavery statement
- How to approve and publish the statement
- Actions businesses should consider to tackle modern slavery

51. Human Rights obligations: [Guiding Principles on Business and Human Rights: Implementing the United Nations “Protect, Respect and Remedy” Framework | OHCHR](#). Includes information on:



- The foundational and operational principles of corporate human rights responsibilities
- The foundational and operational principles of access to remedies/grievance mechanisms

52. Offshore labour law and standards: [2024 - Labour Rights Index](#). The heatmap in this link provides information and scoring on labour related laws and standards from countries across the world.

53. In relation to **clauses 1.6 (i)(ii) and (iii)**, the following links provide helpful step-by-step guidance on the actions that must be carried out if these clauses are to be used. Generally, the links include information on:

- Example modern slavery policies
- Template risk assessments
- Actions that can be carried out to mitigate and negate risks
- Remediating and responding to issues
- Monitoring and reporting actions

54. In addition to the above steps, the links provide other helpful information, such as checklists, sector-specific high-risk areas, and links to other useful tools and resources.

- [Tackling Modern Slavery in UK Construction and Property Toolkit - Stronger Together](#) (requires free sign-up)
- [BSA Toolkit - Tackling Modern Slavery in UK Service and Infrastructure Projects Sectors - June 2023 - BSA](#)
- [Modern Slavery - Supply Chain Sustainability School](#)



Training



Clause 1.1

55. In accordance with clause 1.1, the contracting authority may accept training plans already used by the contractor. Alternatively, a template employment and skills plan can be used (see Annex 2).

56. In accordance with clause 1.1, contracting authorities should refer to the relevant industry bodies to check whether personnel are trained to industry recognised standards. The evidence provided by contractors under clause 1.3(c) should match the standard relevant to each job role.

57. The following information lists the various bodies and associations that can provide funding, advice and support on qualifications and competencies required across the construction industry.

- Employability and Skills Programmes – funded by the Welsh Government and partners:
 - [Net Zero Skills | Business Wales Skills Gateway](#) covering all areas of training support and skills development
 - [Optimised RetroFit Programme: training | GOV.WALES](#)
- Bodies that utilise levy funding to provide training support for in-scope companies. Sector Levy Bodies:
 - Construction Industry Training Board (CITB): [Training Standards for Different Frameworks - CITB](#)
 - Engineering Construction Industry Training Board (ECITB): [Professional development - ECITB](#)
- Industry Trade Bodies (not exhaustive) that can advise on training and qualifications within their specific areas:
 - Federation of Master Builders (FMB): [Skills and training | FMB, Federation of Master Builders](#)
 - Civil Engineering Contractors Association (CECA): [Work Programme - CECA](#)
 - National Federation of Builders (NFB): [Training Archive - National Federation of Builders](#)
 - Electrical Contractors Association (ECA): [Education & Skills](#)
 - Building Engineering Services Association (BESA): [BESA Academy | Products & Services | BESA](#)
 - Finishes and Interiors Sector (FIS): [Skills Hub - FIS](#)
 - Installation Assurance Authority (IAA): [Training with The IAA Commercial Services](#)
 - Cogent (sector skills council): [Home - Cogent Skills](#)



- Energy and Utilities Skills (sector skills council): [Skills Solutions - Energy & Utility Skills](#)
- Professional/Representative Bodies can provide further advice and support:
 - Institution of Civil Engineers (ICE): [Your career | Institution of Civil Engineers \(ICE\)](#)
 - Chartered Institute of Builders (CIOB): [Learning | CIOB](#)
 - BUILD UK: [Recruiting, Training & Retaining Talent - Build UK](#)
 - Construction Leadership Council (CLC): [People and Skills – Construction Leadership Council](#)
 - Royal Institute of Chartered Surveyors (RICS): [Welcome to RICS](#)
 - Royal Institute of British Architects (RIBA): [Education, CPD and careers](#)
 - Constructing Excellence in Wales (CEW): [About Us :: CEW](#)
 - Supply Chain Sustainability School: [About - Supply Chain Sustainability School](#)
- Recognised Skills Training Organisations, funded by Welsh Government:
 - Further Education colleges: Colegau Cymru [Work-based learning, Skills and Employability](#)
 - Work-based learning providers: National Training Federation Wales [National Training Federation Wales](#)

58. Certification/Competence – recognised competency standards within the sector include:

- Trustmark – information for businesses: [Be part of the only Government Endorsed Quality Scheme • TrustMark](#)
- MCS: [MCS Certified | Giving you confidence in home-grown energy](#)
- Construction Skills Certification Scheme (CSCS): [Construction Skills Certification Scheme | Official CSCS Website](#)

59. Regional Skills Partnerships (RSPs) have a role in uniting employers, education providers, and stakeholders to address skills issues. Employers are encouraged to engage with their region's RSP on support available from them, including identifying relevant partners, funding streams and labour market intelligence. Details, including links to each region's web pages can be found here: [Regional Skills Partnerships | Business Wales Skills Gateway](#)

60. Schools/Education support:

- Careers Wales: [Careers Wales | Careers Wales](#)



- Welsh Joint Education Committee (WJEC): [GCSE & A Level Qualifications | WJEC](#)

61. Qualification Awarding Bodies and Regulators can provide a point of reference for qualifications:

- Qualifications Wales: [Information for Stakeholders | Qualifications Wales](#)
- National Open College Network (NOCN): [Construction and the Built Environment - NOCN](#)
- City and Guilds: [Our Sectors | City & Guilds](#)

*There are other specialist awarding organisations that Qualifications Wales can advise on.

Clause 1.2

62. In relation to clause 1.2(b), contractors can record, and report on, the training-related qualifications and certifications gained or ongoing as a result of the contract, using their own templates. Alternatively, there is a template employment and skills reporting table at Annex 2.

Clause 1.3

63. The following should be included when providing data on work-based learning programmes:

- Apprenticeships
- Professional pathways/Graduate schemes
- Employability programmes (Jobs Growth Wales+, Communities for Work+, ReAct+), including traineeships for non-Welsh contractors and sub-contractors
- Work placements



Sub-Contracting



64. Under clause 1.1, information on advertising methods for any sub-contracts should be included. These could include:

- Sell2Wales advertisement links
- Other tender portals used to advertise opportunities
- Emails or electronic newsletters
- Meet-the-buyer events

65. Details required against clause 1.2 should include efforts taken by the contractor to communicate with sub-contractors, including SMEs, micro-SMEs and voluntary organisations.

66. Barriers faced by SMEs, micro-SMEs and voluntary organisations can include, but are not limited to:

- Access to finance
- Regulation and compliance
- Workforce shortages
- Market knowledge

67. Contracting authorities and contractors can address these barriers by following the guidance published within WPPN 07/21 above, as well as providing other support, such as:

- Signposting to relevant grants
- Encouraging sub-contractors to undertake relevant training or seek support from Business Wales: [Topics and guidance | Business Wales](#) (Note: Business Wales support is only available to businesses based in Wales, or looking to base themselves in Wales)
- Encouraging innovation, which will allow innovation to become a competitive advantage, for example around sustainable solutions
- Providing information on apprenticeships and workforce solutions
- Encouraging sub-contractors to join trade associations to increase market knowledge and awareness of opportunities
- Enabling collaboration between sub-contractors, whilst taking care to avoid facilitating coordinated practices

68. Information on Sell2Wales, including how to sign up and advertise contracts, can be found here: [Help and resources - Sell2Wales](#)



69. The contractor may keep a record of all sub-contracts awarded in its own format, however, there is a template provided in Annex 2 which includes columns for company size, company type, company location, value of contracts and duration of contracts.



Environment



Clause 1.1

70. Details on each of the elements referenced in clauses 1.1 can be found below, in the guidance for clause 1.2. While the relative importance of each element may vary depending on the project, all elements must still be considered.
71. Contractors should first consider how the project can protect and enhance the natural environment and biodiversity, based on the chosen site. Early consideration should also be given to the Procurement Hierarchy ([Sustainable Procurement Hierarchy Guidance | WRAP](#)) to assess whether resources can be re-used or removed sustainably, for example by sending steel to be melted and repurposed, negating the need for products to be manufactured ([Celsa Steel UK - Cardiff Circular Economy Network](#)).
72. Climate related support can be found on the following Business Wales web page: [SME Climate Hub | Business Wales](#), and includes information on:
- Carbon calculator
 - Financial support
 - Business playbook
 - Educational courses

Clause 1.2

73. In accordance with clause 1.2, the contracting authority may accept environmental plans already used by the contractor provided they include the requirements set out in 1.2 (i), (ii), (iii) and (iv). Alternatively, a template environmental plan can be used (see Annex 2).
74. To address the project's **resilience to climate change**, a risk analysis of the site to changing climate and weather should be undertaken. These will differ depending on the type of project and location. Risks might relate to rainfall, flooding, storms, wind patterns, high temperatures, drought, sea level rises and coastal erosion. In addition, using future weather projections will help with decisions on materials, water management, adaptive designs, and utilities infrastructure.
75. Confidence in climate projections reduce the further we look into the future. Therefore, the longer the expected lifespan of an asset, the more critical it becomes to futureproof the project.



76. The UK Green Building Council has produced A Framework for Measuring and Reporting of Climate-related Physical Risks to Built Assets which can be found here: [Measuring & Reporting Physical Risks to Built Assets | UKGBC](#)
77. The Climate Change Committee produces sector briefings on climate risks which can be found here: [Sector briefings - UK Climate Risk](#)
78. The Met Office publishes UK Climate Projections data that can be used in design stages of construction projects: [UK Climate Projections \(UKCP\) - Met Office](#). The Local Climate Adaptation Tool has been developed to help local decision makers assess how climate change will affect their area and what actions can be taken to mitigate risks: [LCAT: Local Climate Adaptation Tool](#)
79. Protecting and **enhancing the natural environment and biodiversity** is a requirement under section 6 of the Environment (Wales) Act 2016, and contracting authorities must *seek to maintain and enhance biodiversity in the exercise of functions in relation to Wales*. The following link provides information on how the duty applies to contracting authorities' wider activities: [Introduction to the Section 6 Biodiversity and Resilience of Ecosystems Duty | GOV.WALES](#)
80. To address enhancements to biodiversity and the natural environment, specifically in major construction projects, the Chartered Institute of Ecology and Environmental Management (CIEEM)'s principles should be followed. The principles document should be considered, and the guidance should be used where more detail is required.
81. Within the guidance document, page 85 provides a design checklist, page 103 onwards suggests activities that can be carried out throughout the construction stages, and page 113 onwards provide technical notes, including advice on sites with limited or no impact on biodiversity.
82. Links to the principles and guide can be found here: [Biodiversity Net Gain Principles and Guidance | CIEEM](#)
83. Another helpful resource to consider is the Building with Nature Standards Framework, which takes a wider view of various infrastructure interactions. Standards Form — [Building with Nature](#)
84. To address **minimisation of the project's whole life carbon emissions**, smaller projects should follow the principles laid out in the following guidance [Low Carbon & Resource Efficient Construction Procurement | WRAP - The Waste and Resources Action Programme](#). Contractors carrying out smaller projects should outline the steps they will be taking to reduce their carbon emissions, which could include:



- Using re-used and recycled materials
- Using low impact materials
- Extending the useful life of the asset
- Designing for re-use or disassembly
- Energy efficiency measures, during construction and beyond

85. Evidence in the form of measurements should be provided to support the steps laid out in the plan. The Low Energy Transformation Initiative (LETI) provide useful introductions to whole life carbon here: [Carbon Alignment | LETI](#)

86. For larger projects, where capability allows, an assessment of the project's projected carbon emissions should be carried out and monitored. The widely recognised RICS Whole life carbon assessment tool and supporting guidance are helpful resources: [Whole life carbon assessment \(WLCA\) for the built environment](#)

87. The Greenhouse Gas Protocol web site provides guidance on assessing Scope 1, 2 and 3 emissions: [Standards & Guidance | GHG Protocol](#), as well as tools for calculating sector-specific emissions: [Calculation Tools and Guidance | GHG Protocol](#).

88. The Carbon Trust's helpful calculator may be of use to SMEs and voluntary organisations, to help them report their Scope 1 and 2 emissions: [SME Carbon Footprint Calculator | The Carbon Trust](#)

89. Alternative calculators can be used, provided they meet the requirements set out by the contracting authority and are in line with the Greenhouse Gas (GHG) Protocols – ensuring consistency across the sector and data validation.

90. Contractors should then outline how they plan to collaborate with their supply chain to manage emissions outside of their own direct control. The following link provides information on the project-specific standard and tool: [Project Protocol | GHG Protocol](#).

91. To address **minimisation of global ecological impacts** contractors should consider carrying out a [sustainability risk assessment](#) (SRA), or similar, which will help:

- i. Map supply chains and the materials provided by those suppliers.
- ii. Understand the ecological impact those materials have outside of Wales, including on biodiversity and the natural environment.



- iii. Reduce the actual and potential ecological harm by following the principles of the Sustainable Procurement Hierarchy.

92. Actions that can be included in the plan, that are related to other sections of this guidance include:

- i. Re-using materials, using recycled materials, and materials that have been sustainably sourced. Requirements for targets will be required under clause 1.7.
- ii. Improving understanding of whole life carbon emissions, particularly scope 3 emissions. Actions under clause 1.2(c) and targets under clause 1.7(c).

Clauses 1.4 and 1.7

93. Clauses 1.4 and 1.7 allow the Contracting Authority to request data from the contractor relating to the requirements of these environment clauses. Data could include, but may not be limited to:

- Climate resilience risk assessment
- Whole life carbon assessment
- Waste quantities produced and diverted from landfill
- Quantities of materials re-used
- Quantities of materials sustainably sourced
- Sustainable materials certification
- Evidence of natural environment enhancement
- Evidence of biodiversity enhancement

Clause 1.6

94. Clause 1.6 requires the setting of targets against different environmental aspects. Resources to help agree those targets against each sub-clause (i, ii, iii) can be found below.

- i. Targets for re-used and recycled material use guidance by WRAP Cymru: [Low Carbon & Resource Efficient Construction Procurement | WRAP - The Waste and Resources Action Programme](#)
- ii. Whole life carbon reduction targets should consider:
 - a. Material selection: use sustainable and low-embodied carbon materials. The following high impact materials will reduce the embodied carbon of a project. This should be demonstrated by comparing the chosen materials against the UK Government's latest [Emissions](#)



[Conversion Factors](#). Data on the embodied carbon of these materials should be available from the materials supplier.

- i. Cement: 0% of concrete to be CEM 1 Portland cement unless a valid technical justification is provided.
 - ii. Cement: At least 30% of cement content is replaced with Supplementary Cementitious Materials (SCMs) like fly ash, slag, or natural pozzolans unless a valid technical justification is provided.
 - iii. Aggregates: Use recycled aggregates where technically viable. Where this is not viable, use locally sourced aggregates where available.
 - iv. Steel: All steel procured should have at a minimum, a CARES steel certification. Additional certifications can be accepted where a demonstratable reduction in the carbon impact of the steel is achievable e.g. Eco-reinforcement certification. Valid technical reasons can be provided for where non-adherence may result in adverse impacts.
 - v. Aluminium: Use sustainably produced aluminium by ensuring adherence and certification with the Aluminium Stewardship Initiative where viable, or a similar accredited certification. Valid technical justification for non-adherence can be provided for review.
 - vi. Timber: All timber sourced should be in compliance with the [UK Government's Timber Procurement Policy](#) or certified either FSC, PEFC or provide evidence that timber has been sourced from local sources with a Grown in Britain certification.
- b. Energy efficiency: implement energy efficient practices and technologies and use renewable energy where possible. These could include:
- i. Use of hybrid or electric construction plant and machinery
 - ii. Idle-reduction technology or idle time limits
 - iii. LED site lighting with motion sensors and timers
 - iv. Use of solar panels or hybrid generators for power
- c. End-of-life: design projects that can be disassembled, with components that can be re-used or recycled effectively. Helpful guidance on circular economy principles in construction can be found here: [Circular Economy Guidance for Construction Clients | UKGBC](#)



Templates – Plans and Reporting Tables

Template Employment and Skills Plan and Method Statement:

This template is optional, and others can be used if the requirements are met. In most cases, the information set out in this template is base level, but more detail can be added where proportional and appropriate.

Employment and Skills Plan (ESP)

Project Overview

- **Project Name:** [Insert Project Name]
- **Location:** [Insert Location]
- **Client:** [Insert Client Name]
- **Contractor:** [Insert Contractor Name]
- **Project Duration:** [Insert Start and End Dates]

Objectives

- **Employment:** Provide employment opportunities for those with protected characteristics and/or those who may be disadvantaged.
- **Training:** Enhance and adhere to schemes ensuring skills and competence of the workforce and company performance through training opportunities.

Key Targets

- **Job Creation:** [Insert Number] new jobs for local residents.
- **Apprenticeships:** [Insert Number] apprenticeship placements.
- **Graduates:** [Insert Number] graduate placements.
- **Employability programme:** [Insert Number] employability programme placements.
- **Work placements:** [Insert Number] work placements for students and job seekers.
- **Training Opportunities:** [Insert Number] training opportunities provided.

Method Statement

1. Employment

- Adopt inclusive recruitment practices.
- Partner with local job centres and employment agencies.
- Advertise job openings through targeted channels.



- Host/attend job fairs and recruitment events.
- Establish apprenticeship programs in collaboration with industry bodies.
- Identify skills gaps and demonstrate actions to address.
- Proactively seek opportunities for long-term employment for individuals following project completion.

2. Training

- Collaborate with local colleges and training providers.
- Offer on-the-job training and certification programs.
- Provide continuous professional development opportunities.

Implementation Plan

- **Timeline:** Outline key milestones and deadlines for each strategy.
- **Resources:** Identify necessary resources, including budget, personnel, and materials.
- **Responsibilities:** Assign roles and responsibilities.

Monitoring and Evaluation

- **Performance Indicators:** Track job creation, apprenticeships, traineeships, work experience placements, training opportunities.
- **Reporting:** Regularly report progress to stakeholders and adjust method statement accordingly.
- **Feedback:** Collect feedback from participants and stakeholders to improve the ESP.

Contact Information

- **ESP Coordinator:** [Insert Name]
- **Contact Details:** [Insert Email and Phone Number]



Template Employment and Skills Reporting Table:

The information in this table is an example and may differ from what has been agreed between the contracting authority and the contractor.

Performance Indicator	Target	Actual	Current /New	Qualification /Level	Status	Responsible Person
Job Creation	[Insert Target]	[Insert Actual]	[Insert]	[Job Level/s]	[full-time, part-time, temporary]	[Insert Name]
Apprenticeships	[Insert Target]	[Insert Actual]	[Insert]	[Level/s]	[ongoing, complete]	[Insert Name]
Employability Programme Placements (incl. traineeships)	[Insert Target]	[Insert Actual]	[Insert]	[Level/s]	[ongoing, complete]	[Insert Name]
Work Experience Placements	[Insert Target]	[Insert Actual]	[Insert]		[ongoing, complete]	[Insert Name]
Training Opportunities	[Insert Target]	[Insert Actual]	[Insert]	[Qualification /s]	[ongoing, complete]	[Insert Name]
Upskilling Opportunities	[Insert Target]	[Insert Actual]	[Insert]	[Qualification /CPD]	[ongoing, complete]	[Insert Name]

Performance Update: Provide narrative at each reporting period to update on the Performance Indicators.

Template Employment Compliance Reporting Table:

The information in this table is an example and may differ from what has been agreed between the contracting authority and the contractor.

The information is not required to be routinely collected, however the requested information must be provided to contracting authorities within 14 days of a request for.

This table can be amended for your organisation's or project's purposes, including the addition of columns for different age groups and types of worker within each grade.

	Number/Value
Personnel engaged on the contract	[Insert Number]
Status of employment	
Employee	[Insert Number]



Worker	[Insert Number]
Agency worker	[Insert Number]
Self-employed	[Insert Number]
Minimum hourly rate of pay (CSCS level)	
Apprentices (red card)	£[Insert Value]
Skilled workers (blue card)	£[Insert Value]
Supervisors (gold card)	£[Insert Value]
Managers (black card)	£[Insert Value]
Professionally qualified (white/yellow card)	£[Insert Value]
Zero/non-guaranteed hour contracts	[Insert Number]

Template Sub-contracting Reporting Table:

Sub-contractor	Organisation Type	Organisation Size	Contract duration	Contract value	Organisation post code
	Choose an item.	Choose an item.	£[Insert Value]	£[Insert Value]	[Insert]

Template Environment Plan:

This template is optional, and others can be used if the requirements are met. In most cases, the information set out in this template is base level, but more detail can be added where proportional and appropriate.

Environment Plan

Project Overview

- **Project Name:** [Insert Project Name]
- **Location:** [Insert Location]
- **Client:** [Insert Client Name]



- **Contractor:** [Insert Contractor Name]
- **Project Duration:** [Insert Start and End Dates]

Objectives

- **Climate resilience:** Provide employment opportunities for those with protected characteristics and/or those who may be disadvantaged.
- **Management of natural resources:** Enhance the skills of the workforce through training opportunities.
- **Reduction of greenhouse gas emissions:**
- **Use of sustainable materials:**
- **Enhancement of natural environment and biodiversity:**

Key Targets

- **Re-use of materials:** [Insert % of total materials used based on tonnage/m³] of materials to be re-used.
- **Use of sustainable materials:** [Insert % of total materials used based on tonnage/m³] of materials sustainably sourced.
- **Waste diverted from landfill:** [Insert % based on tonnage/m³] of waste diverted from landfill.
- **Greenhouse gas emissions:** [Insert Number CO₂e] to be reduced from initial assessment figure.

Implementation Plan

- **Timeline:** Outline key milestones and deadlines for each objective.
- **Resources:** Identify necessary resources, including budget, personnel, and materials.
- **Responsibilities:** Assign roles and responsibilities.

Monitoring and Evaluation

- **Performance Indicators:** Track key targets data.
- **Reporting:** Regularly report progress to stakeholders and adjust targets if necessary.
- **Feedback:** Collect feedback from participants and stakeholders to improve the environment plan.

Contact Information

- **Environmental Coordinator:** [Insert Name]
- **Contact Details:** [Insert Email and Phone Number]



Template Environment Reporting Table:

Performance Indicator	Target	Actual	Comments	Responsible Person	Reporting Period
Greenhouse gas emissions	[Insert Target]	[Insert Actual]	[Insert Comments]	[Insert Name]	[Insert Period]
Waste diverted from landfill	[Insert Target]	[Insert Actual]	[Insert Comments]	[Insert Name]	[Insert Period]
Use of re-used or recycled materials	[Insert Target]	[Insert Actual]	[Insert Comments]	[Insert Name]	[Insert Period]