

Employees and volunteers

All employees and volunteers will ensure that:

- they are fully conversant with this safety policy
- they comply with this policy
- they take care of themselves and others who may be affected by their acts or omissions
- they report all accidents, near misses and dangerous occurrences immediately to their manager
- they are fully conversant with all fire procedures applicable to the area in which they are working
- if they identify any condition which in their opinion is hazardous, they will report the situation to the manager.

Resolution of health and safety problems

If you have a health and safety concern you should inform the Operations manager. If, after investigation, the problem is not corrected in a reasonable time, or the manager decides that no action is required but you are not satisfied with the outcome, you may then refer the matter to the Chief Executive.

If you are still dissatisfied, the matter will be entered on the agenda for the next meeting of the Risk sub-committee.

Planning and control

The Trustee Board will make, and implement, any appropriate arrangements for the effective planning, organisation, control, monitoring and review of any preventative or protective measures identified as a result of risk assessments.

Supplementary policies and procedures

All policies and procedures issued in the interests of health and safety will be regarded as supplementary to this policy.

Procedures relating to Health and Safety (e.g. fire and emergency evacuation) can be found [here](#).

Signed: *Jackie Insley*

Jackie Insley
Chief Officer

Resources Inventory

Ashfield Financial Resilience Project Tender Reference: DN771481

1. Budget

Financial Resilience Beeston Project Costs			
	12 months	10 months pro rata	Notes
Staff costs	£31,151.20	£25,959.33	37 pw post/ See Job description and FRW resume for CV
Office & IT support	£1,805.80	£1,504.83	proportion of shared costs essential for project delivery
Rents & repairs	£1,304.90	£1,087.42	Office space and associated costs - proportionate
Professional fees	£754.05	£628.38	Proportionate accounting and legal subscriptions to deliver a community law service
Management & support	£3,115.12	£2,595.93	Staff support & supervision/monitoring and evaluation
Training & travel	£1,000.00	£833.33	Direct costs associated travelling to community venues. Essential training required for quality marks
Total annual	£39,131.07	£32,609.23	

2. Staffing – Financial Resilience Worker (37 hours per week over 10 months).

The post will be covered by a current Financial Resilience Trainee supported by a supervisor experienced in the delivery of Financial Resilience Programmes and quality marked advice services.

Financial Resilience Workier CV:

Name - anonymised
Address - anonymised

PERSONAL STATEMENT

Experienced communities and education specialist with a background in media management, music business and marketing. Graduate of the University of Huddersfield, with transferable skills and the knowledge and competence essential for achieving success in key areas of business organisations, combined with the problem-solving abilities required in commercial Management. Furthermore, a qualified academic lecturer with 16+ years of management and project experience in both Higher / Community Education and local government. I am currently training on the Citizens Advice programme to become an Adviser working towards Financial Resilience work in Ashfield.

KEY ACHIEVEMENTS

Prime Projects – Set up and rolled out the Immediate Justice scheme and related youth ASB project for Newark & Sherwood District Council. Project managed over 3000 hours of ESFA funded AEB community education per annum for the Workers' Educational Association (WEA) and previously designed/developed curriculum foundation degree programs validated by both University of Salford & Manchester Metropolitan University.

Impact – Improved local neighbourhoods through projects and schemes in collaboration with a variety of partners and stakeholders. Helped unemployed residents into work, provided in work progression and skills development for employed residents /students and developed skills for life and work opportunities for residents in hard-to-reach local communities.

Metrics – Work in local communities led to significant reduction in crime and anti-social behaviour. With WEA 91% of student attendees felt ready for work following their course, 69% had a clearer idea of how to get a job and 33% found work after their course.

Quality – Improved neighbourhood standards in areas such as anti-social behaviour, cleaning and waste, crime reduction, dog fouling, footways and highways, supporting community activities and events and development of sustainable community hubs **Cost**

Saving – Delivered cost savings to budget whilst retaining quality assurance, working within challenging funding scenarios – Nottingham City Council Section 114 notice for example.

Added Value – Supported a range of partners and stakeholders with various activities, events and initiatives. Developed detailed analysis and specific feedback for business partnerships and funders based on local statistical data.

EMPLOYMENT HISTORY

Newark & Sherwood District Council – ASB Project Officer
April 2024 – present

Oversee and support NSDC to ensure the Home Office Immediate Justice project is a success across the district. Working strategically with external partners and internal departments to ensure the local authority have appropriate policies and procedures in place to effectively respond, manage and communicate with victims of anti-social behaviour in the area. Acting as the local project coordinator to identify both placement locations and referrals to the Immediate Justice reparation service.

Nottingham City Council - Resident Development Officer
September 2022 – March 2024

Working in partnership to enable effective connections across the Council wards with councillors, partners, residents, partners and stakeholders to achieve positive outcomes for communities, liaising with a wide range of people and organisations to support the delivery of projects using a range of digital platforms and face to face. Ensuring dialogue between communities, the Council and stakeholders from a Community Hubs model, empowering citizens to play an active role in identifying issues and connecting communities to stakeholders to achieve sustainable resolutions.

Workers Educational Association – Education Coordinator
August 2017 - August 2022

Accountable for the development, delivery and maintenance of a specific programme of AEB ESFA funded adult education provision with a focus on creating an outstanding student experience, whilst working to an agreed plan as part of an area team, supporting and managing a number of tutors, engaging with volunteers, branches and members and residents to deliver education provision in local communities. Other elements have included regional lead for non EME accreditation, responsibility for managing

local partnerships and identifying potential business development opportunities in line with regional objectives, whilst representing the WEA and promoting both the Association and the value of adult education within region.

The Manchester College - Course Leader (Associate Fellow Manchester Metropolitan University & University of Salford) September 2006 – May 2017

Managing a small team of 5/6 tutors, in a busy and pressurised environment to successfully develop, design and deliver curriculum on a Foundation Degree in Music Business. Teaching a range of subjects including Music Industry Fundamentals, Music and Media, Artist, Tour & Venue Management, Entrepreneurship, Artist Development and Event Management, coordinating work placements for Level 5 students, engaging with a range of industry organisations, creating valuable industry-based work practice opportunities with employers, arranging for industry guest speakers to give bespoke talks to the students, facilitating students running live events at various local venues, developing a partnership between the Band on the Wall music venue and the college, generating positive PR in the process

Self- Employment – Music Business & Media Professional Blue Soap Communications / Astradyne Management June 1999 - August 2014

Running an SME working with a wide range of artists in areas of management and public relations. Brokering recording and publishing deals, booking shows, arranging travel, organising studio recordings, developing merchandise and utilising social media resources such as Facebook, Twitter and Instagram, as well as exploring and embracing other new emerging tools and technologies. Providing career advice, mentoring new talent, securing exposure in the media and networking across the industry. Building fan bases, increasing sales and developing revenue streams. Clients have included the following artists B-Movie, Catfish & The Bottlemen, Elbow, I Am Kloot, Jim Reid (The Jesus & Mary Chain), Paul Haig (Josef K), Stephen Merritt (The Magnetic Fields) and Tom Hingley (Inspirational Carpets).

96.2 The Revolution, Oldham May 2005 - February 2007

Producing/presenting an alternative late night radio show. Sitting on the play list team, selecting music to be played across the stations various shows, significantly increasing listenership and growing the core audience of the station.

Polydor Records, London

April 2000 - May 2002

Artist & Repertoire scout, keeping up with new trends and artists in the music industry, recommending these to A&R managers. Reading trade papers, music magazines and websites, spending a lot of time listening to music and attending gigs, visiting clubs, going to showcase events and listening to demo recordings with a view to sourcing new clients to make revenue for the label.

Night and Day Café, Manchester July 1999 - May 2001

In house bookings manager running the live events diary, booking artists via agents, promoting shows, developing the venue and working with a small team of support staff to increase venue footfall and grow profits.

British Broadcasting Corporation - Assistant Business Manager, London & Manchester October 1987 – June 1999

Twelve years' experience working on a diverse range of audio broadcasting business units including Radio 1 (Mark Radcliffe & Marc Riley), Radio 3 (BBC Philharmonic) and Five Live (football phone-in shows) Transferable skills in IT (Excel, Word, PowerPoint), administration systems, (physical and electronic) budgeting and costing programmes, contracting and paying artists, liaising with booking agents and managers, dealing with internal departments and external organisations to book studios, arrange hotels, travel and other facilities. Planning, organising, coordinating, administering, working within team-based cultures; either as a team member or at times, team leader, operating efficiently within a group setting or individually.

EDUCATION

The Manchester College 2016

NOCN Level 1 Award in Trade Unions Today (QCF) - Representatives & Purpose and Function

NOCN Level 2 Award in Trade Unions Today (QCF) - Using the Law in Collective Bargaining and Agreements

Higher Education Academy 2014

Fellow Status in recognition of attainment against the UK Professional Standards Framework for teaching and learning support in higher education



University of Huddersfield 2012
Certificate in Education (Cert. Ed.)

The Manchester College 2007
City & Guilds 7407 1 & 2 Teaching Certificates

Lincoln College of Technology 1986
BTEC National Certificate in Business Studies With Distinction
BTEC General Diploma in Business Studies (including Literacy & Numeracy) With Credit (Equivalent to 5 or more GCSE/O Levels at grades A – C)
O Level Communication Studies

Skegness Grammar School 1983
GCSE O Level & CSE - 6 passes

PERSONAL INTERESTS

In 2017 I attained a Certificate in Carbon Literacy and am an interested in energy efficiency, recycling and sustainability, as well as being a gardener who enjoys growing my own plants and vegetables I have travelled extensively both in the UK and abroad, enjoying the experiences of the culture and cuisine of a range of different countries. I am currently a member of both English Heritage and The National Trust. I collect vinyl records and am particularly interested in new wave pop and rock records from 1979-1986. Having worked as a music promoter in the past, I am still partial to occasionally putting on a live event now and again - bands, DJ performances or in conversation talks.

3. IT and internet connections

The Ashfield Financial Resilience Worker will be allocated a laptop for which funding has already been secured. In cases where we do not have a reliable WIFI connection we shall utilise the portable options normally deployed from our Mobile Information Unit.

Membership of the Citizens Advice service brings with it the UK's premium community advice case management and reporting system known as Casebook to ensure GDPR compliance and effective reporting through the connected Tableau reporting system.

4. Venues

The Ashfield Financial Resilience Worker shall be based in our Kirkby office with service delivery as described in the tender specification to include:

Leamington & Sutton Central
Carsic
Greenwood & Summit
New Cross

In order to facilitate this, we shall utilise our existing outreach arrangements that are currently arranged through Reaching Communities Ashfield and as part of the Mid-Nottinghamshire Place Based Partnership – Investing in Communities Programme.

Where it is not possible to locate the Ashfield Financial Resilience Worker in a community venue to meet the project specification we shall utilise our Mobile Information Unit.

Neil Clurow
Impact and Evaluation manager
Citizens Advice Central Nottinghamshire

24th April 2024

Financial Resilience - Ashfield District: Social Value Commitments

Supplier: Citizens Advice Central Nottinghamshire
Status: Submitted
Contract Value: £32,609

Social & Local Economic Value (SLEV) Committed:

£1,642,596

Target SLEV Add (%):
5,037.25%

Summary Results by Measure

Ref	Item	Proxy Value	Units	Target SLEV		Target Description
				No.	£SVA	
NT1	Local people employed or retained	£37,422.36	no. people FTE	0.83	£31,185	One person will be recruited to work as a Financial Resilience Worker in Ashfield
NT3	Long-term unemployed people recruited	£51,561	no. people FTE	7.5	£386,708	This in the total number of people who we support into employment OC20
NT4	Employees recruited who are Not in Education Employment or Training (16-24 y.o.)	£53,013	no. people FTE			
NT4a	Unemployed 16-25 year old care leavers recruited	£53,013	no. people FTE			
NT5	Unemployed ex-offenders aged 18 and over recruited	£55,922	no. people FTE	0.5	£27,961	This group are not specified in the tender outcomes but there will be some beneficiaries meeting the criteria.
NT6	Unemployed individuals with disabilities recruited	£51,889	no. people FTE	10	£518,890	70% of Financial resilience clients are disables or have a long-term disability. Therefore, a proportionate number of our employment outcomes will fit this criteria.
NT92	Proportion of employees who are women	£0	%	50	£0	On average half our clients are female.
NT9	Accredited training for new employees	£347	no. weeks			
NT10	Employment of new apprentices	£309.73	no. weeks			

NT11	Personalised support to help unemployed people into work	£110.99	no. hrs (total session duration) / no. attendees	700	£77,693	The Financial Resilience Worker will hold daily appointments five days per week over 10 months held at our local offices or outreach venues. That's an estimate of 200 sessions. 166 people will benefit from these sessions. Some attendees will require to attend multiple sessions for support due to the complexity of their financial situation and follow-up work will be required. Therefore the total unique individuals does not equate to the total number of sessions or a multiple of the total number of attendees per session as some will be repeat clients.
NT8	Support for students at local educational institutions	£17.48	no. staff volunteering hours			
NT98	Expert curriculum support for universities and colleges	£106.34	no. staff expert hours			
NT99	Support for enabling visits of school children or local residents	£17.48	no. staff volunteering hours			
NT50	Initiatives to promote local skills and employment	£1	£ invested inc. time, materials, equipment etc			
NT14	Spend with VCSEs in the supply chain	£0.12	£	32,609	£3,913	The value of the investment into Citizens Advice services in Ashfield.
NT18	Spend with local companies in the supply chain	£1.23	£			
NT15	Expert support to VCSEs and SMEs	£106.34	no. staff expert hours			
NT16	Support for VCSEs through donations	£1	£ invested			
NT17	Support for VCSEs through volunteering	£17.48	no. staff volunteering hours	1,548	£27,059	At least six volunteers will be engaged with the project as either supporting and shadowing the Financial Resilience Worker, engaging in referrals into the project and engaging in training in financial resilience work to incorporate in their volunteer activities. This will provide them with transferable skills for the job market and they will also provide a social return on investment to the people they help. We base our calculation on there being 6 volunteers volunteering an average of 6 hours per week over 43 weeks (10 months). That will in effect represent the donation of a full time post for 10 months.
NT107	Accredited Living Wage employer	£0	Y/N			
NT42	Contractors in the supply chain that are Real Living Wage employers	£0	%			
NT51	Initiatives to promote and support responsible business	£1	£ invested inc. time, materials, equipment etc			

NT24	Support for community initiatives to reduce crime	£1	£ invested inc. time, materials, equipment etc			
NT28	Support for local community projects through donations	£1	£ invested			
NT29	Support for local community projects through volunteering	£17.48	no. staff volunteering hours			
NT26	Support for community health or wellbeing interventions	£1	£ invested inc. time, materials, equipment etc	169,186.94	£169,187	The Financial Resilience Worker will support people to achieve employment and a healthy standard of living. This is a contribution to Public Health and Ashfield District Councils priorities around the Building Blocks of Health.
NT52	Initiatives to promote more resilient communities	£1	£ invested inc. time, materials, equipment etc	400,000	£400,000	This represents the increased income of beneficiaries of the project based on the achievements of our Financial Resilience Programme delivery in other districts.
NT31	Reductions in scope 1 & 2 CO2e emissions through decarbonisation	£252.11	tCO2e			
NT32	Reductions in car miles from a green transport programme	£0.07	miles saved			
NT118	Support for sustainable reforestation or afforestation projects	£1	£ invested inc. time, materials, equipment etc			
NT72	Hard-to-recycle waste diverted from landfill/incineration	£102.1	tonnes			
NT53	Initiatives to safeguard the environment	£1	£ invested inc. time, materials, equipment etc			

[illegible]

Social Value Clarification Questions

Financial Resilience - Ashfield District: Citizens Advice Central Nottinghamshire

Supplier: Citizens Advice Central Nottinghamshire

Status: Submitted

Contract value: £32,609

Total social value committed: £1,642,596

Total weighted social value committed: £1,642,596

Instructions - read these before answering your CQs.

Make sure you read the **bidder requirements** and **measure definition** before providing your answer. When a **elements** of the clarification question, and for **every measure** that requires clarification.

Failure to provide this will result in the bidder's commitment being adjusted to 0. Your response should include

1. **Specific details** of the initiatives and how you will achieve this target commitment on this contract only (please documents).
2. A **clear explanation** of the target number provided (including breakdowns).
3. Confirmation of **no double counting** between any other measures.
4. Confirmation that all target commitments are set as a reflection of **the contract in question only**.
5. Confirmation that these target commitments are **additional to any core contract requirements**.
6. Please ensure you **do not share any personal information** within your clarification responses.

Ref	Measure	Measure Definition	Bidder requirements	Target number	Target description
NT1	Local people employed or retained (no. people FTE)	Local people employed or retained	(1) Forecast number of relevant local people to be employed or retained. (2) Expected employment duration and type (full time or part time) per person. (3) Any initiatives or recruitment programmes that will be used to employ local people. (4) Names of any proposed partner organisations if known.	0.83	One person will be recruited to work as a Financial Resilience Worker in Ashfield

NT3	Long-term unemployed people recruited (no. people FTE)	Long-term unemployed people recruited	(1) Forecast number of relevant future employees (Long-term unemployed). (2) Expected employment duration and type (full time or part time) per person. (3) Any initiatives or recruitment programmes that will be used to employ Long-term unemployed people. (4) Names of any proposed partner organisations if known.	7.5	This in the total number of people who we support into employment OC20
NT5	Unemployed ex-offenders aged 18 and over recruited (no. people FTE)	Unemployed ex-offenders aged 18 and over recruited	(1) Forecast number of relevant future employees (unemployed ex-offenders aged 18 and over). (2) Expected employment duration and type (full time or part time) per person. (3) Any initiatives or recruitment programmes targeting rehabilitating or ex-offenders aged 18 and over. (4) Names of any proposed partner organisations if known.	0.5	This group are not specified in the tender outcomes but there will be some beneficiaries meeting the criteria.

NT6	Unemployed individuals with disabilities recruited (no people FTE)	Unemployed individuals with disabilities recruited	(1) Forecast number of relevant future employees (unemployed individuals with a disability). (2) Expected employment duration and type (full time or part time) per person. (3) Any initiatives or recruitment programmes targeting disabled persons. (4) Names of any proposed partner organisations if known.	10	70% of Financial resilience clients are disabled or have a long-term disability. Therefore, a proportionate number of our employment outcomes will fit this criteria.
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NT11	Personalised support to help unemployed people into work (no. hrs (total session duration)*no. attendees)	Personalised support to help unemployed people into work	(1) Forecast number of sessions, number of people receiving training and session duration. (2) Description of relevant activity/activities to be delivered, including confirmation that content will be personalised to individual needs. (3) Names of any proposed partner organisations if known.	700	The Financial Resilience Worker will hold daily appointments five days per week over 10 months held at our local offices or outreach venues. That's an estimate of 200 sessions. 166 people will benefit from these sessions. Some attendees will require to attend multiple sessions for support due to the complexity of their financial situation and follow-up work will be required. Therefore the total unique individuals does not equate to the total number of sessions or a multiple of the total number of attendees per session as some will be repeat clients.
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NT14	Spend with VCSEs in the supply chain (£)	Spend with VCSEs in the supply chain	(1) Forecast £ to be spent (not donations) with VCSEs in supply chain. (2) Types of goods/services, and estimated proportions, to be procured from each VCSE. (3) Names of proposed VCSEs if known.	32,609	The value of the investment into Citizens Advice services in Ashfield.
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NT17	Support for VCSEs through volunteering (no. staff volunteering hours)	Support for VCSEs through volunteering	(1) Forecast number of staff hours. (2) Description of the types of activities to be delivered. (3) Names of VCSEs to be supported if known.	1,548	At least six volunteers will be engaged with the project as either supporting and shadowing the Financial Resilience Worker, engaging in referrals into the project and engaging in training in financial resilience work to incorporate in their volunteer activities. This will provide them with transferable skills for the job market and they will also provide a social return on investment to the people they help. We base our calculation on there being 6 volunteers volunteering an average of 6 hours per week over 43 weeks (10 months). That will in effect represent the donation of a full
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NT26	Support for community health or wellbeing interventions (£ invested inc. time, materials, equipment etc)	Support for community health or wellbeing interventions	(1) Forecast resources to be invested. (2) Description of the types of initiatives planned. (3) Names of any proposed partner organisations if known.	169,186.94	The Financial Resilience Worker will support people to achieve employment and a healthy standard of living. This is a contribution to Public Health and Ashfield District Councils priorities around the Building Blocks of Health.
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NT52	Initiatives to promote more resilient communities (£ invested inc. time, materials, equipment etc)	Initiatives to promote more resilient communities	(1) Forecast resources to be invested. (2) Description of the types of initiatives planned, highlighting where there is innovation. (3) Names of any proposed partner organisations if known.	400,000	This represents the increased income of beneficiaries of the project based on the achievements of our Financial Resilience Programme delivery in other districts.
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Answering, ensure you provide a full and clear response to **all**

Please refer to further guidance on attribution provided in the tender

Clarification question	Bidder answer	Adjusted target number
1. Please confirm that only time spent on this contract has been included within your target figure. 2. Please confirm that employee included in your target will be local as per ITT. 3. As per the ITT targets need to be proportionate to the contract value. Please confirm that this target is proportional to the contract noting that social value bids that are too high in relation to the contract price may not be deliverable.	I can confirm that these hours are those provided by the funded Financial Resilience Worker and will only be engaged in work on the project.	0.83

Please note that this measure is only appropriate to capture the number of Long-term unemployed people recruited, FTE, that will be hired to work on this contract only as a result of a recruitment programme. The target response does not fit this requirement and will be discounted to zero. Please confirm your understanding of this.	These people will not be hired to work on this contract itself. We based the figure of people supported into employment. Maybe this then is not a social value we can deliver under this contract?	0
Please note that this measure is only appropriate to capture the number of Unemployed ex-offenders aged 18 and over recruited, FTE, that will be hired to work on this contract only as a result of a recruitment programme. The target response does not fit this requirement and will be discounted to zero. Please confirm your understanding of this.	These people will not be hired to work on this contract itself. We based the figure of people supported into employment. Maybe this then is not a social value we can deliver under this contract?	0

Please note that this measure is only appropriate to capture the number of Unemployed individuals with disabilities recruited, FTE, that will be hired to work on this contract only as a result of a recruitment programme. The target response does not fit this requirement and will be discounted to zero. Please confirm your understanding of this.	These people will not be hired to work on this contract itself. We based the figure of people supported into employment. Maybe this then is not a social value we can deliver under this contract?	0
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Please note that the target response cannot include initiatives that are part of the delivery of the core requirements of the contract. Social value targets must go above and beyond what a supplier is contracted and paid to deliver. The target response does not fit this requirement and will be discounted to zero. Please confirm your understanding of this.	The number of session is not specified in the tender contract, only the number of people. Therefore this is not a measure required for the core contract.	700
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Please note that this Measure covers spend with Voluntary, Community and Social Enterprises (VCSE) suppliers, and does not include internal spend or investment. The target response does not fit this requirement and will be discounted to zero. Please confirm your understanding of this.	I understand.	0
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Please note that this Measure covers volunteering hours for the bidder's employee/ employees as a result of the contract and not hours for external volunteers that will be engaged with the project. The target response does not fit this requirement and will be discounted to zero. Please confirm your understanding of this.	Our measure (in D) is the number of hours that our own volunteers are supported by the Financial Resilience Worker. If you mean that these are not applicable to; 'Support for VCSEs through volunteering' then I understand but I'm not sure how this measure then be achievable by a VCSE organisation.	?
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Please note that the target response cannot include initiatives that are part of the delivery of the core requirements of the contract. Social value targets must go above and beyond what a supplier is contracted and paid to deliver. The target response does not fit this requirement and will be discounted to zero. Please confirm your understanding of this.	There are no health and wellbeing and wellbeing outputs or outcomes listed in the tender documentation therefore I can't see how this contribution can be discounted on the basis of your question?	169,186
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Please note that the target response should only include initiatives which will be delivered as a result of this contract, and not include social value which has or will be delivered in relation to other contracts, or the wider organisation initiatives. It also cannot include initiatives that are part of the delivery of the core requirements of the contract. The target response does not fit this requirement and will be discounted to zero. Please confirm your understanding of this.	The figure for client income gains will be achieved as part of the contract. Our overall income gains for the whole organisation is £8.5 million. There is no beneficiary income gain requirement listed in the outputs and outcomes of the tender. Therefore, this figure is additional to the core requirements.	400,000
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FOR ADVISORY ONLY

Project: Financial Resilience - Ashfield District

Procuring body: Ashfield District Council

Project reference code: SIO-0000-1NzLZ

Important notice: To read and interpret this report correctly, please note that the updated target columns will only populate if a clarification question has been asked. Clarification questions have been asked where the clarification required column is marked with TRUE.
Where this column is marked with FALSE, it means that no clarification question has been asked and therefore the updated target columns will be blank.
The final targets in this case can be found in the original target columns.

Contract details

Estimated contract value: £32,609

Estimated contract duration (months): 10

Evaluation weightings

Social value weighting: 10.00 %

Quantitative weighting: 50.00 %

Qualitative weighting: 50.00 %

Highest social value offer: £31,185

Bidder	TOMs reference	Measure	Unit
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Citizens Advice Central Nottinghamshire	NT1	Local people employed or retained	no. people FTE
Citizens Advice Central Nottinghamshire	NT3	Long-term unemployed people recruited	no. people FTE
Citizens Advice Central Nottinghamshire	NT5	Unemployed ex-offenders aged 18 and over recruited	no. people FTE
Citizens Advice Central Nottinghamshire	NT6	Unemployed individuals with disabilities recruited	no. people FTE
Citizens Advice Central Nottinghamshire	NT92	Proportion of employees who are women	%

Citizens Advice Central Nottinghamshire	NT11	Personalised support to help unemployed people into work	no. hrs (total session duration)*no. attendees
Citizens Advice Central Nottinghamshire	NT14	Spend with VCSEs in the supply chain	£
Citizens Advice Central Nottinghamshire	NT17	Support for VCSEs through volunteering	no. staff volunteering hours

Citizens Advice Central Nottinghamshire	NT26	Support for community health or wellbeing interventions	£ invested inc. time, materials, equipment etc
Citizens Advice Central Nottinghamshire	NT52	Initiatives to promote more resilient communities	£ invested inc. time, materials, equipment etc

Disclaimer

This report and any related documents are exclusively for the intended recipient(s). The advice provided is based on the evaluator's opinions and does not constitute an alternative purpose from which it is intended, nor to any third party in respect of this report. The report may contain confidential and privileged information.

Proxy value	Prioritisation weighting	Original target number	Original target social value	Original weighted target social value	Target description
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£37,422.36	1	0.8333333333	£31,185.30	£31,185.30	One person will be recruited to work as a Financial Resilience Worker in Ashfield
£51,561.00	1	7.5	£386,707.50	£386,707.50	This in the total number of people who we support into employment OC20
£55,922.00	1	0.5	£27,961	£27,961	This group are not specified in the tender outcomes but there will be some beneficiaries meeting the criteria.
£51,889.00	1	10	£518,890	£518,890	70% of Financial resilience clients are disabled or have a long-term disability. Therefore, a proportionate number of our employment outcomes will fit this criteria.
£0.00	1	50	£0	£0	On average half our clients are female.

£110.99	1	700	£77,693	£77,693	The Financial Resilience Worker will hold daily appointments five days per week over 10 months held at our local offices or outreach venues. That's an estimate of 200 sessions. 166 people will benefit from these sessions. Some attendees will require to attend multiple sessions for support due to the complexity of their financial situation and follow-up work will be required. Therefore the total unique individuals does not equate to the total number of sessions or a multiple of the total number of attendees per session as some will be repeat clients.
£0.12	1	32609	£3,913.08	£3,913.08	The value of the investment into Citizens Advice services in Ashfield.
£17.48	1	1548	£27,059.04	£27,059.04	At least six volunteers will be engaged with the project as either supporting and shadowing the Financial Resilience Worker, engaging in referrals into the project and engaging in training in financial resilience work to incorporate in their volunteer activities. This will provide them with transferable skills for the job market and they will also provide a social return on investment to the people they help. We base our calculation on there being 6 volunteers volunteering an average of 6 hours per week over 43 weeks (10 months). That will in effect represent the donation of a full time post for 10 months.

£1.00	1	169186.94	£169,186.94	£169,186.94	The Financial Resilience Worker will support people to achieve employment and a healthy standard of living. This is a contribution to Public Health and Ashfield District Councils priorities around the Building Blocks of Health.
£1.00	1	400000	£400,000	£400,000	This represents the increased income of beneficiaries of the project based on the achievements of our Financial Resilience Programme delivery in other districts.

ecessarily represent the views of the tendering organisation/Contracting Authority responsible for the tender process. The recipient(s) should review the recommendation and if received in error, it should be deleted, and the sender notified by email. By reading the report, the recipient(s) agrees to the terms and conditions of the disclaimer.

Clarification required	Clarification question	Clarification response	Updated target number
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TRUE	1. Please confirm that only time spent on this contract has been included within your target figure. 2. Please confirm that employee included in your target will be local as per ITT. 3. As per the ITT targets need to be proportionate to the contract value. Please confirm that this target is proportional to the contract noting that social value bids that are too high in relation to the contract price may not be deliverable.	I can confirm that these hours are those provided by the funded Financial Resilience Worker and will only be engaged in work on the project. ADJUSTED TARGET : 0.83	0.833333333
TRUE	Please note that this measure is only appropriate to capture the number of Long-term unemployed people recruited, FTE, that will be hired to work on this contract only as a result of a recruitment programme. The target response does not fit this requirement and will be discounted to zero. Please confirm your understanding of this.	These people will not be hired to work on this contract itself. We based the figure of people supported into employment. Maybe this then is not a social value we can deliver under this contract? ADJUSTED TARGET : 0	0
TRUE	Please note that this measure is only appropriate to capture the number of Unemployed ex-offenders aged 18 and over recruited, FTE, that will be hired to work on this contract only as a result of a recruitment programme. The target response does not fit this requirement and will be discounted to zero. Please confirm your understanding of this.	These people will not be hired to work on this contract itself. We based the figure of people supported into employment. Maybe this then is not a social value we can deliver under this contract? ADJUSTED TARGET : 0	0
TRUE	Please note that this measure is only appropriate to capture the number of Unemployed individuals with disabilities recruited, FTE, that will be hired to work on this contract only as a result of a recruitment programme. The target response does not fit this requirement and will be discounted to zero. Please confirm your understanding of this.	These people will not be hired to work on this contract itself. We based the figure of people supported into employment. Maybe this then is not a social value we can deliver under this contract? ADJUSTED TARGET : 0	0
FALSE			

TRUE	Please note that the target response cannot include initiatives that are part of the delivery of the core requirements of the contract. Social value targets must go above and beyond what a supplier is contracted and paid to deliver. The target response does not fit this requirement and will be discounted to zero. Please confirm your understanding of this.	The number of session is not specified in the tender contract, only the number of people. Therefore this is not a measure required for the core contract. ADJUSTED TARGET : 700	0
TRUE	Please note that this Measure covers spend with Voluntary, Community and Social Enterprises (VCSE) suppliers. and does not include internal spend or investment. The target response does not fit this requirement and will be discounted to zero. Please confirm your understanding of this.	I understand. ADJUSTED TARGET: 0	0
TRUE	Please note that this Measure covers volunteering hours for the bidder's employee/ employees as a result of the contract and not hours for external volunteers that will be engaged with the project. The target response does not fit this requirement and will be discounted to zero. Please confirm your understanding of this.	Our measure (in D) is the number of hours that our own volunteers are supported by the Financial Resilience Worker. If you mean that these are not applicable to; 'Support for VCSEs through volunteering' then I understand but I'm not sure how this measure then be achievable by a VCSE organisation. ADJUSTED TARGET: ?	0

TRUE	Please note that the target response cannot include initiatives that are part of the delivery of the core requirements of the contract. Social value targets must go above and beyond what a supplier is contracted and paid to deliver. The target response does not fit this requirement and will be discounted to zero. Please confirm your understanding of this.	There are no health and wellbeing and wellbeing outputs or outcomes listed in the tender documentation therefore I can't see how this contribution can be discounted on the basis of your question? ADJUSTED TARGET: 169,186	0
TRUE	Please note that the target response should only include initiatives which will be delivered as a result of this contract, and not include social value which has or will be delivered in relation to other contracts, or the wider organisation initiatives. It also cannot include initiatives that are part of the delivery of the core requirements of the contract. The target response does not fit this requirement and will be discounted to zero. Please confirm your understanding of this.	The figure for client income gains will be achieved as part of the contract. Our overall income gains for the whole organisation is £8.5 million. There is no beneficiary income gain requirement listed in the outputs and outcomes of the tender. Therefore, this figure is additional to the core requirements. ADJUSTED TARGET: 400,000	0

ns and conduct their own due diligence before making the decision to award the tender. The decision rests solely with the tendering organisation/Contracting A
3f.

Updated target social value	Updated weighted target social value	Evaluator rationale
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£31,185.30	£31,185.30	Original target accepted following clarification confirmation provided by bidder.
£0.00	£0.00	Original target reduced to zero in accordance to the bidder's confirmation following clarification.
£0.00	£0.00	Original target reduced to zero in accordance to the bidder's confirmation following clarification.
£0.00	£0.00	Original target reduced to zero in accordance to the bidder's confirmation following clarification.
£0.00	£0.00	

£0.00	£0.00	Original target discounted to zero following CQ - the bidder's adjusted number has not been accepted as the target response includes initiatives that are part of the delivery of the core requirements of the contract.
£0.00	£0.00	Original target reduced to zero in accordance to the bidder's confirmation following clarification.
£0.00	£0.00	Original target reduced to zero in accordance to the bidder's confirmation following clarification. The bidder's target response includes hours that their own volunteers are supported which does not fit the requirement.

£0.00	£0.00	Original target discounted to zero following CQ - the bidder's adjusted number has not been accepted as the target response includes initiatives that are part of the delivery of the core requirements of the contract.
£0.00	£0.00	Original target discounted to zero following CQ - the bidder's adjusted number has not been accepted as the target response includes initiatives that are part of the delivery of the core requirements of the contract.

authority, based on their own published criteria. We do not accept any liability if this report is used for