

# The National Social Value Taskforce

## Terms of Reference

### 1.0 Overview

The National Social Value Taskforce (hereafter the NSVT) was founded in February 2016 by the National Advisory Group for local government procurement (LGA NAG) in order to establish a best-practice framework for the integration of the Public Services (Social Value Act) 2012 ('Act') into UK public-sector commissioning and procurement. Information about the work and terms of reference for the LGA NAG are available on the NSVT website

The Taskforce is convened and chaired by a representative of the LGA NAG.

Information about the NSVT can be found at <https://www.nationalsocialvaluetaskforce.org/>

The LGA NAG have engaged Social Value Portal to provide secretariat services for the NSVT.

### 2.0 Mission

Our mission is to create healthy, thriving and resilient communities by embedding social value into all public sector activities through the services that we commission and procure and through maximising the engagement of our supply chain with communities through how they deliver these services.

We will do this by continuing to develop and maintain the National Social Value Measurement Framework (National TOMs) and by sharing our collective knowledge through regular meetings, workshops, the National Social Value Conference and production of guidance.

The work of the NSVT aims to bridge the gap between public, private and public benefit <sup>1</sup>sectors recognising that it is only through collaboration and partnership that success will be achieved.

Community is at the centre of everything that we do and participants of the NSVT are encouraged to share their successes (and failures) in order to build our collective knowledge and maximise the value that we deliver to communities. This is especially important as we begin to rebuild and renew our communities in a Covid-19 world.

### 3.0 Purpose

#### 3.1 Overview

The NSVT exists to oversee the following core activities: -

- The ongoing development and upkeep of the National TOMs including sector plug-ins

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<sup>1</sup> Includes Social Enterprises, Charities, Co-operatives, Community Organisations and purpose-driven local companies

- The development of supporting documentation and guidance to help public and private sector organisations address how they should embed social value into their business activities including procurement and planning
- Support the delivery of the National Social Value Conference and other events– where best practice may be shared
- Develop other activities and initiatives that support the development of social value good practice in support of the [LGA NAG National Procurement Strategy](#).

### 3.2 The National TOMs

As a result of the work of the NSVT, The National Social Value Measurement Framework or National TOMs were developed by the Social Value Portal (“SVP”) in consultation with 40 organisations over a period of 18 months. They were first published in November 2017. The National TOMs are a minimum standard for measuring social value across the public and private sectors and provide a consistent approach for reporting and improving the delivery of social value

#### 3.2.1 Open Access

All intellectual property rights (“IP”) in, and any developments to, the National TOMs are owned by SVP, who has made the National TOMs freely available under a ‘creative commons’ licence [<https://creativecommons.org/licenses/by-nc-nd/4.0/>]. The National TOMs can be downloaded free of charge and used by any organisation under the terms of this licence.

The TOMs can be downloaded via the NSVT website <https://www.nationalsocialvaluetaskforce.org>

*“Any organisations that wish to use the National TOMs for commercial use are required to contact SVP in order to agree a licence fee for the upkeep and development of the National TOMs.”* [3.2.2 Upkeep and Development of the National TOMs](#)

SVP is engaged by the LGA to maintain and develop the TOMs for the benefit of the NSVT to ensure that they remain up to date and relevant. This arrangement may be terminated on reasonable notice by either SVP or the LGA NAG.

The National TOMs will be updated on an annual basis by SVP, supported by NSVT.

### 3.3 Supporting Tools and Documentation

From time to time, the NSVT will develop tools, guidance and information to support the broader application of social value and help organisations to embed social value more effectively into their day to day business processes. Example reports and tools include:

- The Social Value Maturity Index
- A Social Value Toolkit for SMEs and VCSEs
- Sector Plug-Ins including Real Estate, Health

Working groups have also been established to examine how the principles of Good Work and Fair Work can be better supported by the National TOMs alongside another group looking at how the TOMs should respond to the declared Climate Emergency

NSVT Core Contributors (see 5.0 below) will agree and then collaborate on the development of new tools and documentation as required.

All supporting documentation developed through the NSVT is made freely available with no restrictions on use or copyright.

### 3.4 The National Social Value Conference and other events

The first National Social Value Conference (NSVC) was held in November 2017 in Birmingham with a second conference held in Manchester in November 2018. NSVC 2020 will be held in London in January 2020.

It is intended that the NSVC should be held every 12 – 18 months.

SVP, as owner of the IP in the National TOMS, manages the conference on behalf of the NSVT and LGA. SVP takes overall responsibility for the funding of the conference including seeking sponsorship from interested parties. Where profits are made, after costs are taken into account, these will be used to fund the activities of the NSVT.

Other events are may be organised by any party and where they seek the support of the NSVT, they will need to receive approval from the Steering Committee.

## 4.0 Governance and Decision Making

### 4.1 Chair

The LGA NAG will nominate and appoint the Chair for the NSVT and this appointment will be reviewed approximately every 3 years.

### 4.2 Steering Committee

#### 4.2.1 Overview

The Steering Committee (SC) will comprise of (7) members of the NSVT including the Chair, the LGA, and SVP to be supported by the Secretariat. Each member will nominate 1 representative and one alternate. 4 additional members of the SC will be selected from members of the NSVT in order to provide appropriate representation across all sectors.

Membership of the Steering Committee will be determined and agreed by the Chair of the Taskforce and may be changed at any point in time in order to meet the evolving needs of the Taskforce and its agreed objectives or work programme.

The SC has responsibility for the following decisions:

- Core Contributors – defined as people and organisations that contribute to the mission and purpose of the NSVT.
- Appointment of the support and secretariat services
- Approval of sub-groups to develop supporting documentation, including Plug-Ins
- Approval NSVT work plan for the forthcoming year

The Steering Committee will meet no less frequently than twice per year and it is expected that meetings will occur on the same day in advance of the Taskforce in order to make efficient use of its member's travel schedules or as appropriate using video conferencing technology.

#### 4.2.2 Decision Making

The normal approach of the SC will be to seek a consensus of those present at the meeting where the matter is tabled. If this is not possible, decisions can be made by a majority of those present, except where the decision would entail a fundamental change to NVSTF's mission (as described in Section 2 above) or its governance (as described in this Section 3), in which case unanimity is required. The

minimum number of members required to be present (including the chair) for decisions to be taken at a meeting is 5

## 4.3 The Taskforce

### 4.3.1 Overview

Core Membership of the NSVT will comprise a maximum of [50] members. The present list of members, their appointed representatives and their designation either as Core Contributors or Associate Members is attached to this document. New members may be nominated and/or invited to join by the SC, whose decision in this regard will be final.

Core Contributors should nominate one representative and one alternate. In the event of persistent non-attendance, a member may be asked to resign from the NSVT. In exceptional circumstances (for example in the event of an unresolved conflict of interest), the SC has the right to remove membership from an organisation.

Non-members or additional representatives of organisations may be invited to attend NSVT meetings in relation to specific tasks or agenda items.

The Terms of Reference, list of members, objectives or work programme and any agreed actions will be transparently communicated via the Taskforce website

Other organisations are also encouraged and permitted to include the TOMS, other outputs delivered by the Taskforce or links to the Taskforce on their own websites so long as this is agreed with the Chair or Social Value Portal in order to ensure any content is accurate and up to date.

### 4.3.2 Conflicts of interest

All Taskforce members and contributors are required to declare any actual or potential conflicts of interest as soon as they become aware of them. For these purposes a conflict of interest would be an actual or prospective activity which has the potential to impede the pursuit of the Mission as described in Section 2 and / or the individual's ability and / or that of the organisation which the individual represents, to support the Mission, either generally or in specific circumstances; or something which creates a disincentive for the individual to support the work of the Taskforce impartially and in the best interests of the NSVT.

The NSVT can decide what action to take according to the circumstances. An individual with an identified conflict of interest may be required to be absent from certain specified discussions or meetings, or to resign from the NSVT altogether.

## 4.4 Funding

The NSVT is a voluntary organisation and the Members of the Steering Committee and NSVT are expected to contribute their time and resources at no charge.

Sponsorship and grants may be sought where appropriate by the Secretariat for ongoing support of the National TOMs and general management of the Taskforce and these will be published annually by the Steering Committee.

## 5.0 Membership and Meetings

### 5.1 Overview

Membership of Taskforce will comprise 3 principle groups

- Steering Committee – 7 Members who will provide oversight and ultimate decision making (see section 4.2). The steering committee will meet at least 2 times per year
- Core Contributors – A maximum of 50 organisations that contribute to the core purpose of the Taskforce.
- Associate Members – Open to all organisations who wish to get involved and learn more about social value.

### 5.2 Core Contributors

The Steering Group is responsible for the selection and approval of Core Contributors of the Taskforce who will look to ensure that the group is as far as is possible representative of civil society (i.e. public sector, business and 3<sup>rd</sup> sector).

Core Contributors are defined as those people (& organisations) who actively attend and participate in NSVT meetings and contribute to the development of the NSVT activities. This group will comprise organisations that represent all facets of society including (but not limited) to local and central government, private sector organisations, 3<sup>rd</sup> sector and relevant NGOs.

Where agreement is required from the NSVT for the pursuit of an activity, Core Contributors will have a single vote and voice during the meeting where the issue is raised.

Core contributors will receive ONE free ticket to the NSVC for their own use. The ticket will not be transferable. Core contributors will be recognised on the NSVT website.

### 5.3 Associate Members

Any organisation can become an Associate Contributor of the NSVT. They will receive regular updates and can request to attend quarterly meeting/events. Associate members cannot vote.

### 5.4 Plug-Ins and Subgroups

The SC will nominate chairs of relevant sub-groups who will comprise volunteers and take responsibility for delivering supporting documentation as proposed by the Core Contributors

### 5.5 Regional Sub-Groups

The NSVCT will promote the establishment of regional/local subgroups to ensure there is as much inclusion as possible. Sub-groups will operate under an independent chair who may be will be appointed by the SC. Regional subgroups will be supported by a secretariat which may be SVP or another nominated party

In order to promote good practice of social value work it may also be appropriate to develop additional subgroups for specific topics or technical areas if this supports the work programme and objectives of the Taskforce

The Regional or Topic based subgroups will operate under the same Terms of Reference as the NSVT.

### 5.6 Rules for Appointing and Removing Core Contributors

The Steering Committee has responsibility for appointing and removing core contributors

### 5.7 Commitment required by Core Contributors

Core Contributors are expected to contribute their time and resources to the delivery of the mission and purpose of the NSVT which is estimated to be approximately 4-5 days per year. Core Contributors will not be paid for their involvement unless agreed by the SC and must agree with the terms of reference.

### 5.8 Expected Meetings

#### Steering Group - 7 people

- Quarterly meetings
- Core and standing agenda items
- Regional representation (could be the chair but not always)
- Provides general Direction and Oversight
- New members
- Funding

#### The National Taskforce

- Approx. 50 Core contributors
- Quarterly meetings
- Sector and subgroups representatives
- Responsibility to share what is happening
- Meets in different regions every quarter (only relevant after lock down)
- Promote SVMI and minimum standards (e.g. have written and published SV Policy)
- Shared resources e.g. set up a Taskforce 'TEAMS'

#### Regional SubGroups

- Quarterly meetings
- Info sharing
- Presentations
- Local TOMs
- Nominate someone to attend and update the national steering group

#### Sector Plug-Ins – generally to focus on TOMs but could be wider

- By sector
- Technology
- Could also be led by regional groups.....as subsets