



## Shaping public construction.



**Fair.Sustainable.Safe.Legacy.Aftercare.**

#SCFvalues



### Fair.

Our prompt 30 day payments and open book processes encourages trusted and efficient supply chain partnering.



### Sustainable.

We act ethically and responsibly, sourcing 65% local labour .....to protect and enhance the environment.



### Safe.

Our accredited workforce benefit from wellbeing initiatives, improved welfare standards and innovative safety training.



### Legacy.

Providing long term legacies through our projects providing tangible social and economic benefits.



### Aftercare.

Our handover promise begins at preconstruction and includes bespoke training, refresher sessions and dedicated resource.



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# Fair Payment Charter

Fair and transparent payment practices are an essential underpinning to achieve successful integrated working on construction projects. This Charter applies to parties to construction contracts with the aim of helping to create a more collaborative culture, and ensure a strong, resilient and sustainable supply chain.

This Charter builds on and complements existing legislation and policy, namely the Housing Grants, Construction and Regeneration Act 1996 (as amended); the Late Payments of Commercial Debts Regulations 2013; the Fair Payment Charter; Cabinet Office Procurement information Note 2/2010; and the Prompt Payment Code. In working with each other in good faith and in a spirit of mutual trust and respect, we agree that we will meet the 'Fair Payment' commitments set out below:

- Companies have the right to receive correct full payment as and when due. Deliberate late payment or unjustifiable withholding of payment is ethically not acceptable.
- 'Fair Payment' will apply equally between the client and lead contractor and throughout the supply chain.
- The process will be transparent in order that members of the supply chain have certainty of how much and when they will be paid.
- Companies will consider, where appropriate, operating relevant contracts on an open book basis.
- We will endeavour to use Project Bank Accounts where agreed with Contracting Authorities on Projects over f5m unless there are compelling reasons not to do so including identifying key supply chain members.
- The correct payment will represent the work properly carried out, or products supplied, in accordance with the contract.
- Any client arrangements for retention will be replicated on the same contract terms throughout the supply chain. Any withholding of payment due to defects or non-delivery will be proportionate and demonstrably justified in line with arrangements made at the time of contract.
- To ensure effective and equitable cashflow for all those involved, all contracts will provide for regular payments and have payment periods not exceeding 30 days.
- We will endeavour to issue any "pay less" notices at the earliest opportunity and no later than 7 days prior to the final date for payment.
- We will have prescribed change control processes in place to enable the effects of contract variations to be agreed promptly and fairly and payments for such variations to be included in the payment immediately following the completion of the varied works.
- In order to avoid payment delays, the client and all supply chain members will agree payment procedures at the outset of their contracts. Payments will be through electronic BACS transfer and will apply throughout the supply chain.
- Monitoring and auditing and problem resolution procedures will be agreed between the parties.
- We agree that this Charter is not intended to be a legally binding document and not used in construing any contractual commitment.

## Contractors:





## Sustainable Development Charter

All framework partners are committed to positively promoting Sustainability for SCF projects encompassing positive social and environmental legacies. The commitments outlined here are recognised in the built environment as critical to address to meet local, national and global goals including the net zero carbon ambition, working with communities to deliver a net zero future. They will provide a consistent structure for the framework to ensure each project provides a future-proof and lasting legacy.

### All Project Phases

- Generate lessons learnt and missed opportunities to enhance Environmental Sustainability and Social Legacy and utilise those from previous projects
- Ensure Life Cycle Analysis and SCF Carbon Advisory Tool are used to inform the design in accordance with best practice guidance
- Use Baseline Carbon Assessment and Gateway process to ensure that Environmental sustainability is considered at every stage

### All partners to seek opportunities within their remit for:

- Climate change mitigation and adaptation
- Biodiversity enhancement including nature-based solutions
- Air Quality Improvements
- Circular economy opportunities
- Reduction of water consumption in the delivery and use of the building
- Ensuring compliance with the requirements of the Modern Slavery Act and the Gang masters and Labour Abuse Authority Construction Protocol
- Proving positive support and engagement with the SCF Social Legacy Work-streams and compliance with the Social Legacy Policy and Legacy Charter

### Preconstruction Stage

- Undertake a baseline carbon assessment
- Utilise a carbon concept design checklist and ensure this is passed onto the delivery team
- Apply the use of locally produced materials within the specification wherever possible
- Set and design to an embodied carbon target based on the LETI benchmarks
- Engage with design team towards whole life cost considerations including raising awareness from pre-construction stages
- Development of a biodiversity action plan, detailing pre-construction site biodiversity values and construction biodiversity values to create option appraisals
- Development of Social Legacy reporting tool incorporating tender commitments

# Sustainable Development Charter



## Construction Stage

- Action the baseline carbon assessment findings where appropriate
- Ensure value engineering activities consider impact on life-cycle carbon and the agreed carbon targets are part of the evaluation and presentation to the clients
- Hold an Environmental Sustainability workshop on appointment to include all stakeholders involved in project
- Ensure responsible procurement of the supply chain to assist with the project environmental sustainability ambitions as set out in this charter
- All sites will be Considerate Contractor Scheme (CCS) registered and will achieve minimum score of 35
- All sites will have waste monitoring in place and ensure minimal landfill and maximum recycling rates
- All sites will operate using sustainable utilities including the use of battery generators and electric machinery where feasible. KPI's will measure percentage of total power used via battery pack and other sustainable sources as appropriate and overall reduction in mains power usage
- Innovative energy saving measures during construction activities will be implemented and best practice shared amongst the SCF Collaborative team
- FSC timber to be used for direct and indirect purchases, and contractors will obtain and maintain relevant chain of custody evidence
- Green travel plans will be in place for all sites and offices, shared with delivery drivers, visitors, operatives and other site visitors
- 65% of supply chain to live within the catchment area of the Contracting Organisation, postcodes of each operative taken at induction to determine to travel distances
- Where a client wishes that UK steel is used in construction projects, they are at liberty to ask SCF contractors to source steel in a manner that is compliant with the UK Steel Charter - Long Term Strategic Procurement
- Social Value KPI's to be reported monthly set against clients' core TOMS priority areas using the social legacy reporting tool

## Handover and Occupancy Stage

Use post occupancy evaluation principles to ensure the asset delivers on environmental sustainability and operational resource usage as per the design intent.





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# Health and Safety Charter

We are committed to delivering the SCF Health and Safety Charter

- All main contractors will participate and engage in a quarterly health and safety forum and commit to sending a deputy or be penalised for non-attendance.
- All main contractor's site managers will have as a minimum SMSTS accreditation or equivalent IOSH qualification.
- All our supply chain partners will ensure all operatives on site have attended 'Construction Skills 1 day Awareness Course or equivalent prior to commencing work on site.
- All our supply chain partners will have dedicated, site-based construction supervisors with SSSTS accreditation or equivalent, unless they fall under the direct supervision of the main contractor.
- As part of our commitment to CDM, SCF contractors (principal contractors) will assist all SCF clients in meeting their CDM responsibilities and provide a process to evidence that 'client compliance' has been achieved.
- At every SCF site we will gather workforce feedback on our health, safety and welfare performance, facilitated by tool box talks, through open forums and site level consultation.
- All sites will operate a 'Site Safety Observation Card' system and encourage engagement by all members of the supply chain.
- We will gather and collate feedback from all SCF sites and identify trends, good practice and areas for improvement to be shared between every partner at our quarterly Safety Forums.
- We will run a new / pertinent safety initiative every quarter supported by a poster campaign and toolbox talks on all our sites.
- Our caring for the workforce facilities will be of a consistently high standard and target a 'Care for Workforce' score of 8/10 or more as marked by the Considerate Constructors Scheme.
- All our main contractors will be required to pass OHSAS 18001.
- SSIP accreditation or equivalent in-house assessment is to be carried out by principal contractor.
- Once a year we will hold a SCF Safety Day on every site and will engage both the workforce and clients on a topical safety initiative.
- On SCF sites it will be mandatory to wear construction helmets, high visibility tops and safety footwear.
- On SCF sites all operatives will wear appropriate hand, ear and eye protection as and when identified by the relevant method statement and risk assessments.
- All operatives accessing SCF sites must be CSCS Accredited or carry affiliated system cards.
- All main contractors will have Drug and Alcohol policies and undertake testing as appropriate.
- All main contractors will work towards the standards set out in the CLOCS /FORS schemes at a corporate or local or project level, as appropriate.
- All main contractors will adopt the Time to Change (MIND) or similar schemes at company, local or project level as appropriate.

## Contractors:





## Legacy Charter

All framework partners are committed to ensuring projects provide a positive long-term social legacy as much as possible, exceeding the Public Services (Social Value) Act 2012 and clients needs and drivers to meet local, national and global goals. The following commitments outline specific ambitions and undertakings as suitable, with quantifiable legacy outcomes supporting the social and economic benefits for communities. The charter is designed to produce meaningful, long term legacies and not monetising social value.

## All Project Phases

- Generate lessons learnt and missed opportunities to enhance Social Legacy and utilise those from previous projects to drive improvements, develop long term initiatives through collaborative working and provide the best possible opportunities for individuals and stakeholders
- Align social value objectives with those detailed in legislative and local needs, ensuring positive long term legacies

- Utilise the SCF Themes, Outcomes and Measures (TOMS) Framework and the Employment and Skills Plans (ESP's) to plan, develop and deliver
- Ensure positive support of local economies through engagement with SME's and Voluntary, Community and Social Enterprises (VCSE's) where relevant
- Supporting a healthy minds agenda for all project stakeholders
- Aiding in the removal of slavery and labour exploitation from the construction industry by obligating framework contractors to sign the Gangmasters and Labour Abuse Authority's Construction Protocol

## All partners to seek opportunities within their remit for:

- Supporting employment and training opportunities for individuals with barriers to employment
- Support VCSE's through direct tendering opportunities and business support
- Ensuring alliance of own recruitment policies with supporting employment groups
- Open and collaborative approach to locating new local SME's and VCSE's
- Using the SCF Local Supply Chain tool
- Ensuring > 65% of project value in SME spend within 30 miles of the project
- Providing positive working environments for those with barriers to employment (for example disability confident scheme and similar)
- Support Princes Trust, ex forces, ROTL / ex-offender programmes or supporting agencies
- Ensuring compliance with the requirements of the Modern Slavery Act and the Gangmasters and Labour Abuse Authority Construction Protocol
- Proving positive support and engagement with the SCF Social Legacy Workstreams and compliance with the Social Legacy Policy

# Legacy Charter



## Preconstruction Stage

- Review and develop the Social Value Legacy Reporting tool including holding workshops / reviews to develop social legacy objectives with clients and stakeholders
- Begin to engage supporting stakeholders as relevant to fulfil requirements
- Engage partners, such as supply chain, consultants and client support groups (such as Jobcentre plus for example)
- Identify potential opportunities for VCSE's and support their development as necessary
- Complete the gateway 3 social value calculator and 360 review of contractors and client performance

## Construction Stage

- Fulfil the requirements of the Social Value Legacy Reporting tool and complete monthly
- Provide timely and accurate progress reporting both to SCF and the client through the Contractors Monthly Reports
- Ensure identification of new or emerging social value opportunities are considered, proposed and developed as relevant
- Provide information on the use and tender list of VCSE's, including the use of the SCF Local Supply Chain tool
- Maintain records of labour home postcodes for SCF local labour reporting
- Maintain records of SME and local supply chain use for SCF and Client reporting
- All sites will be Considerate Contractor Scheme (CCS) registered and will achieve minimum score of 35
- Social value KPI's to be reported monthly set against clients' core TOMS priority areas
- Complete the gateway 4 social value calculator and 360 review of contractors and client performance

## Handover and Occupancy Stage

All social value undertakings will be focussed on long term legacy outcomes, through ongoing support and monitoring, sustaining long term economic and social benefits for beneficiaries. Main Contractors to ensure stakeholders are provided with training and support materials to continue the social value legacy work where applicable and ensure full compliance with the SCF handover and aftercare promise.

Main Contractors will ensure social value legacies are reported at construction handover phase for inclusion in the SCF Annual Social Legacy report, providing details to the SCF team for ongoing monitoring for up to three years thereafter, as detailed in the social value policy.

In addition to project and framework social legacy initiatives, main contractors will create and engage in an annual charity fundraiser. Main contractors will also engage in a minimum of one annual mental health focus day to help identify, reduce and prevent mental health issues within the construction industry.





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# Handover & Aftercare Contractor Promise

We are committed to agreed minimum standards for environment and sustainability to apply to all SCF projects

During the Pre-Construction Phase, the Contractor will agree with the client/end user a **'Handover & Aftercare Plan'**, that will clearly set out the following: -

- Clients aspiration for Handover & Aftercare;
- Countdown Period and Countdown Milestones;
- Key Testing & Commissioning dates;
- An outline Training Programme (to be confirmed when construction programme finalised);
- The suite of O&M Manuals that will be provided;
- Client expectations for the management of defects/snags;
- Pledge between contractors and clients/end users to fully cooperate to deliver H&A plan.

Ensure that all **'Supply Chain Partners'** agree to comply with the Handover & Aftercare plan that the contractor and client/end user have agreed;

Agree to target **'Defect Free Project'** at handover and keep the client/end user fully briefed on the progress of: -

- Testing;
- Commissioning;
- Resolution of defects/snags.

A **'Training Programme'** that will commence pre-handover and be completed in accordance with the agreed training programme. All training sessions to be video recorded and client/end user provided with video recording of the training with the O&M manuals.

All **'Key O&M Manuals'** to be provided at end of training sessions to clients/end users that are: -

- Available on USB Data-pens or DVD;
- Searchable;
- Client/end user provided with walk through of all manuals.

Further **'Refresher Training'** to be provided with 3 months of handover if required.

Provide a 'maintenance schedule' for all plant and equipment for 24months post-handover;

**'Site Manager or M&E Coordinator to remain on site'** - for a minimum of 2 weeks post-handover for low complexity projects and a minimum of 4 weeks post-handover for high complexity projects.

Clients/end users to be given access to a **'Project Specific 'on-line' defect recording system'**, upon which: -

- Emergent defects can be input directly by clients/end users;
- Clients/end users can access a full list of all defects;
- Clients can see actions and deadlines within which defects will be resolved.

A **'Dedicated Manager {accountable for remediating defects}'** will be assigned to the project for the duration of the defects period with whom clients/end users can: -

- Discuss concerns/issues - face to face or via telephone or Email; hold a formal meeting with client/end user every 3 months during the defects period to monitor and resolve outstanding defects issues;
- Hold a formal project post implementation review (PIR) in the last 3 months of the defects period;
- Provide SCF Framework Team with copy of PIR.

## Contractors:

