

TRAINING SLIDES FOR ADMINS



CONTENT



1. **Overview:** Purpose and Structure of the National Highways Social Value Tool



2. The Role of an **Admin**



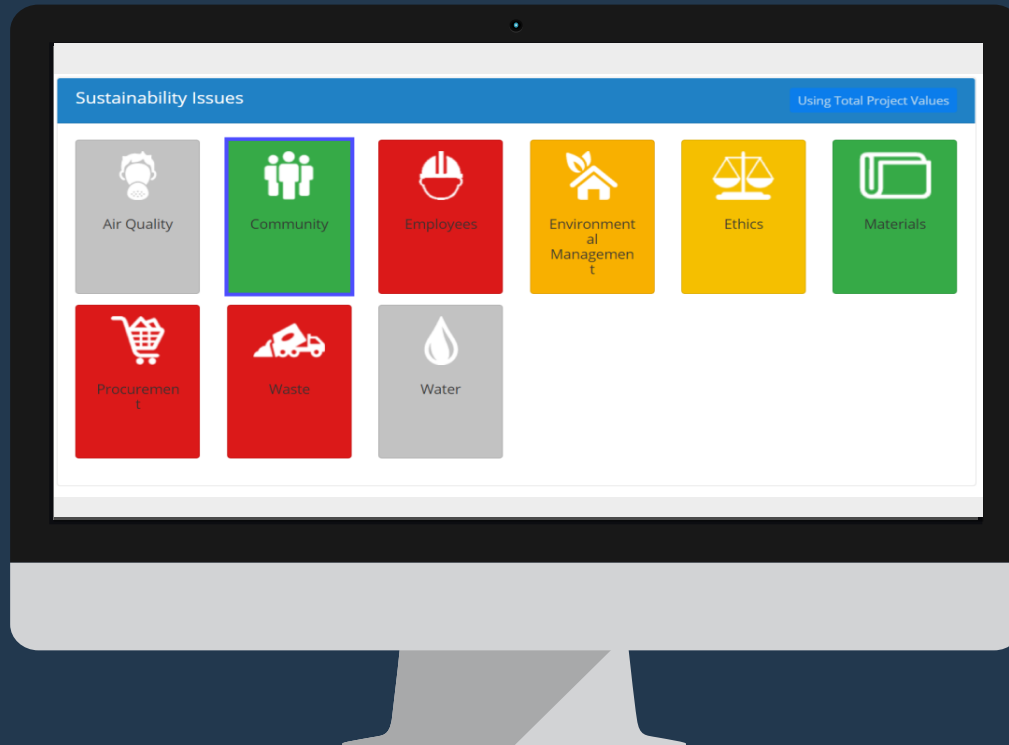
3. Introduction to Reporting and Approving

LEARNING OUTCOMES

- Deep understanding of National Highways Social Value Tool
- Structure of Tool, including Reporting Units
- Various responsibilities of Tool Admins
- How to add/remove supplier organisations and users within your Reporting Unit
- Support Resources

1. An Overview of the National Highways Social Value Tool

A Social Value performance management
tool for the highways sector



Red Amber Green dashboards indicate project / supply chain performance against our **key social value issues**

NB: if no targets are set within the Tool, dashboards will be shown in neutral **Grey**.

MANAGING OUR SOCIAL VALUE IMPACT



Using the Tool we can monitor/report our Social Value impact across all our frameworks and major projects



The tool is cloud based and manages large data sets, moving away from excel spreadsheets

Our Social Value Tool is designed to...



OPTIMISE OUR SOCIAL VALUE STRATEGY

Measuring and understanding our performance will be crucial to delivering our social value strategy



MEASURE OUR SOCIAL VALUE IMPACT

Assess our project performance through a wide range of social value metrics and indicators



IDENTIFY HOTSPOTS FOR ACTION

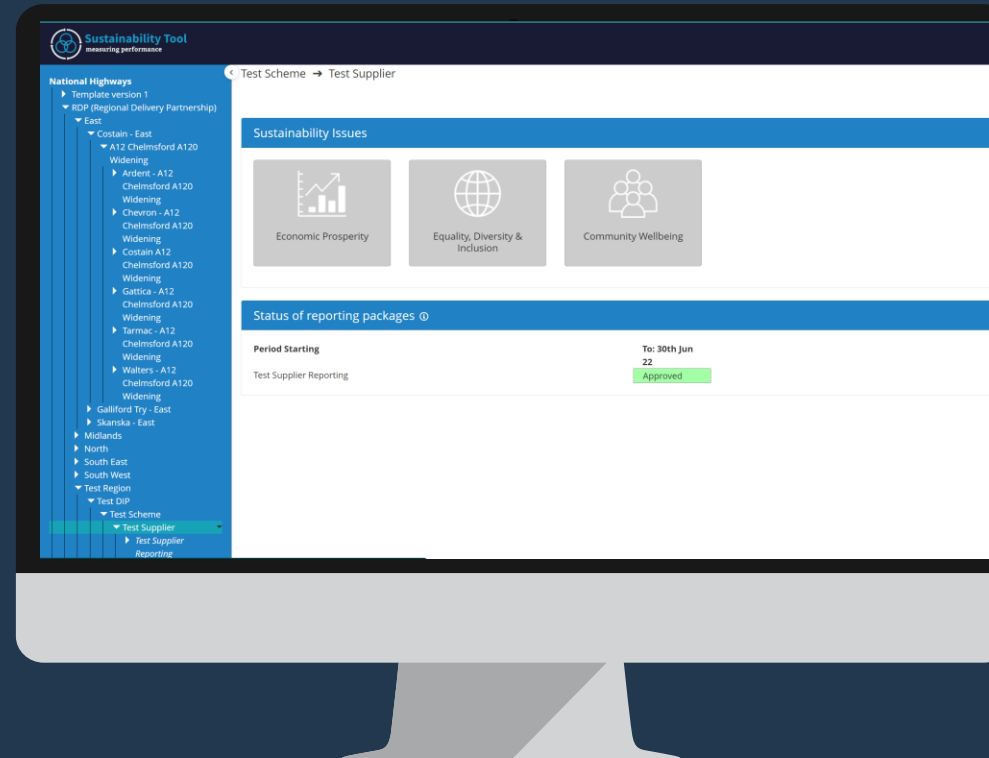
Understand the biggest social value risks and uncover potential areas for improvement

ISSUES WE REPORT ON

ECONOMIC
PROSPERITY

EDI

COMMUNITY
WELLBEING



REPORTING HIERARCHY



Corporate Dashboard

Dashboard to evaluate National Highways overall Social Value impact / performance

Reporting Unit Dashboards

Data is displayed in project / framework / staff department dashboards to monitor performance at this “Reporting Unit” level

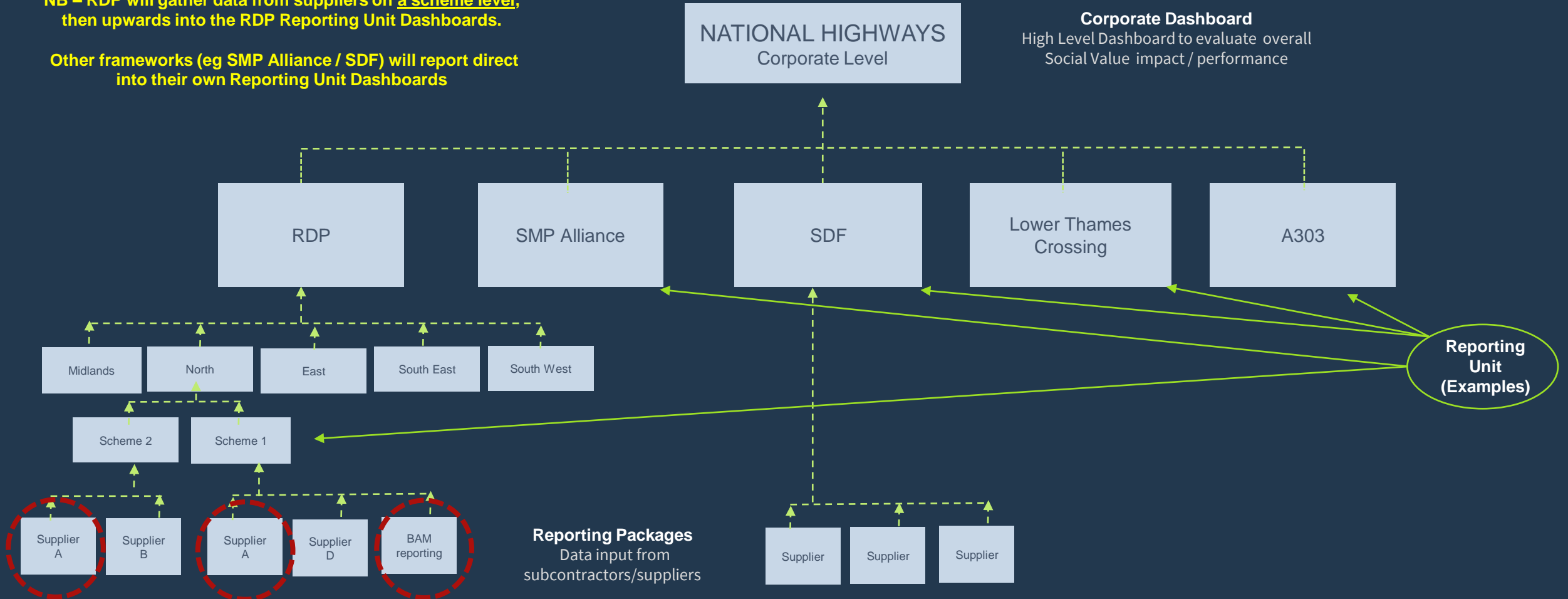
Reporting Packages

Data is inputted through one or multiple reporting packages within each Reporting Unit

ACCOUNT STRUCTURE

NB – RDP will gather data from suppliers on a scheme level, then upwards into the RDP Reporting Unit Dashboards.

Other frameworks (eg SMP Alliance / SDF) will report direct into their own Reporting Unit Dashboards



TOOL METRICS / INDICATORS

Social Value Issue	Indicator Name
Economic Prosperity	Number of full-time equivalent employment opportunities, within your direct employees, supported under the contract
	Number of national Skills Academy for Construction roles (excluding apprenticeships)
	Number of weeks of apprenticeships (excluding National Skills Academy for Construction roles)
	Number of apprenticeships completed (excluding National Skills Academy for Construction roles)
	Number of hours dedicated to educational/career engagement events (excluding work placements)
	Number of weeks of work placements
	Number of hours of accredited training delivered
	Number of registered qualifications gained
	£ value of contract opportunities awarded under the contract (start-ups and micro)
	£ value of contract opportunities awarded under the contract (Small and Medium Enterprises)
	£ value of contract opportunities awarded under the contract (Voluntary organisations, Charities, Social Enterprises and mutuals)
	Total £ value of spend with diverse suppliers
	Number of local employees (full-time equivalent) on contract
	Number long-term unemployed (>12 months) (full-time equivalent), excluding Not in Employment Education or Training (NEETs), working on scheme
	Number of employees not in Employment Education or Training (full-time equivalent) working on a scheme
	Number of people 'other new to the industry' (full-time equivalent) working on a scheme
Equality, Diversity and Inclusion	Number of hours Equality Diversity Inclusion / Fairness Inclusion Respect training delivered
	Number of women (full-time equivalent) working on a scheme
	% of full time women employees working on a scheme
	Number of B.A.M.E employees (full-time equivalent) of those employees who self-declared this, working on a scheme
	% of full time B.A.M.E employees working on a scheme
	Number of LGBTQ+ employees (full-time equivalent), of those employees who self-declared this, working on a scheme
	% of full time LGBTQ+ employees working on a scheme
	Number of armed forces veterans (full-time equivalent) working on a scheme
	% of full time armed force veteran employees working on a scheme
	Number of disabled people (full-time equivalent) working on a scheme
	% of full time disabled employees working on a scheme
	Number of people who have been cared for children (care leavers) (full-time equivalent) working on scheme
	% of full time care leaver employees working on a scheme
	Number of rehabilitating or ex-offenders (full-time equivalent) working on a scheme
	% of full time rehabilitating or ex-offender employees working on a scheme
	Number of people classified as homeless (full-time equivalent) working on a scheme
	% of full time employees classified as homeless wokring on a scheme
	% of companies with gold level Defence Employer Recognition Scheme (ERS)
	% of companies with silver level Defence Employer Recognition Scheme (ERS)
	% of companies with bronze level Defence Employer Recognition Scheme (ERS)
	% of companies with no Defence Employer Recognition Scheme (ERS) level
Community Wellbeing	Number of maternity leave/returners (full-time equivalent) working on scheme
	Number of employees who have the options to work flexibly included in their contract terms
	% companies in supply chain with measures in place to improve the physical and mental health and wellbeing of employees
	Number of hours delivered to volunteering and community project initiatives

2. The Role of an Admin



ARE YOU AN ADMINISTRATOR?

Administrators play a key role in the successful implementation of the Social Value Tool. Here are your key activities:



Manage your Reporting Unit account

Admins have the highest authority level in the system. You can give access to other members of your organisation, access data at all levels, run reports, etc



Main point of contact between your Reporting Unit and its supply chain / staff members.

Admins are in charge of any changes made to supplier accounts, this includes: adding/removing supplier organisations; adding/removing users in the system; changes to the configuration (e.g. reporting periods)



Manage your Supply Chain

Check your account regularly especially around reporting deadlines to get an insight on your supplier / staff colleagues level of engagement. Have they submitted their reports? Do they provide enough information? What kind of support do they need? Feedback is key to the success of the tool

PROFILES & ROLES



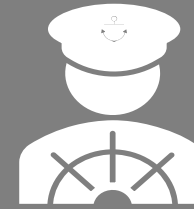
REPORTER

- Enter data into the tool
- Modify submitted data



APPROVER

- Responsible for checking data submitted (approve or reject)



ADMIN

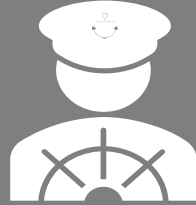
- Highest authority level
- Set up and manage Reporting Unit accounts
- Modify settings
- Navigate Dashboards



VIEWER

- See dashboards but no ability to edit or report

The role of ADMINISTRATOR for The Social Value Tool



ADMIN

- Highest authority level
- Set up and manage **YOUR REPORTING UNIT** account
- Set up and manage **YOUR SUPPLIER** accounts
- Modify settings
- Navigate Dashboards

Set up Reporting Unit, add people to the account

Add/remove suppliers, modify users, access to data submitted

REPORTING UNIT ADMIN

Establish administrators for Reporting Unit

Return this **Reporting Unit Admin Form**
to Briony Laidler

Briony@supplychainschool.co.uk

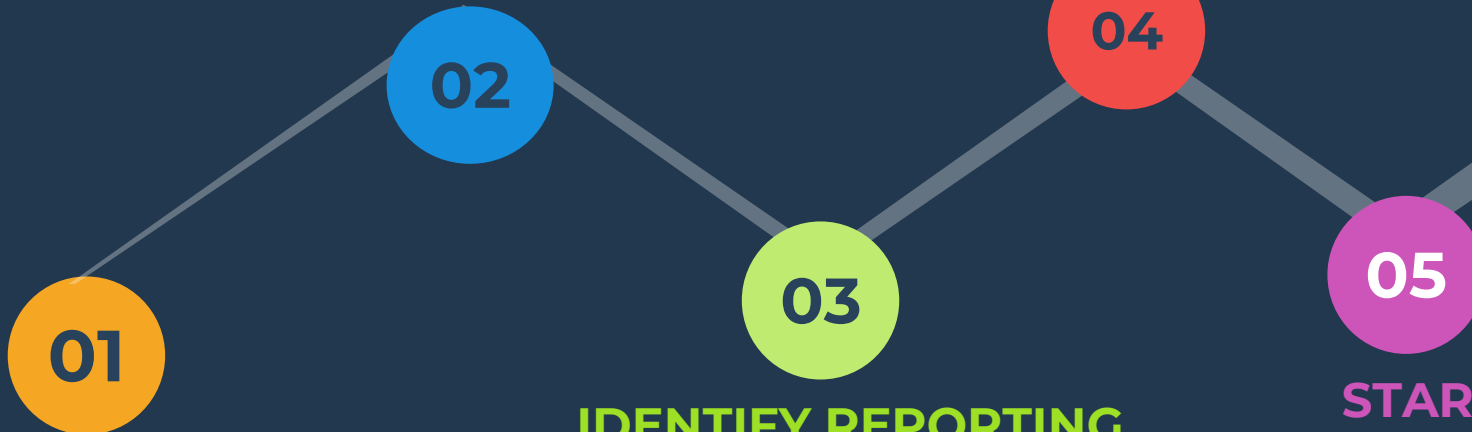
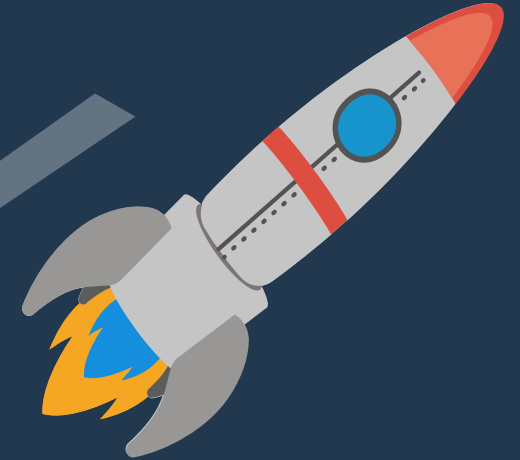
and Andrew Wilson

Andrew.Wilson@supplychainschool.co.uk

TRAIN REPORTERS / APPROVERS

Engage all reporting companies and contacts to attend training on the Tool. Reporters/Approvers need to be familiar with their responsibilities so rigorous data can be regularly submitted

Supply Chain School will arrange live training, and standard user guides will be available for reporters and approvers.



DECIDE ON REPORTING UNIT

Identify the scheme, project, supplier grouping or internal reporting unit to be included in the Social Value Tool.

Please share the following information:

- Reporting Unit Name
- Start and finish dates (if relevant)
- First reporting period

IDENTIFY REPORTING COMPANIES & CONTACTS

Identify the companies and/or contacts within your Reporting Unit that are required to submit information. You need name and email of all reporters and approvers.

Return this **User Form**

to Briony Laidler

Briony@supplychainschool.co.uk

and Andrew Wilson

Andrew.Wilson@supplychainschool.co.uk

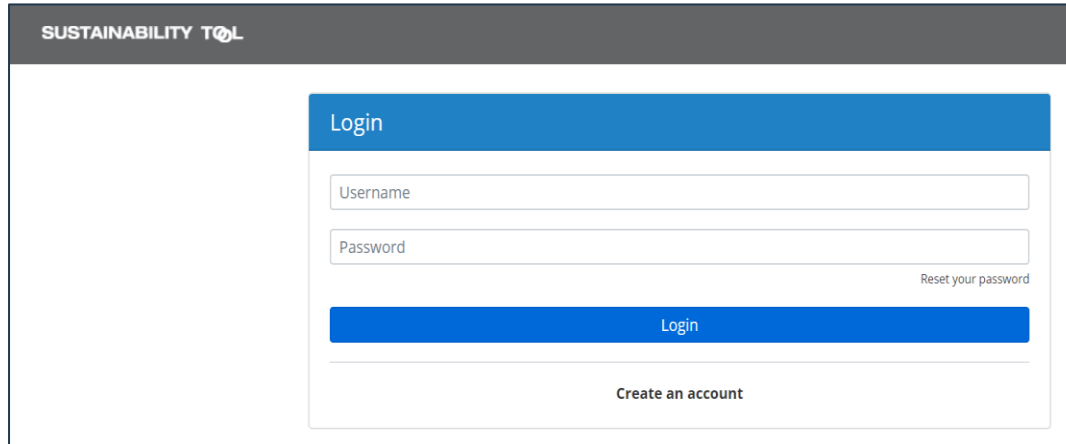
START REPORTING DATA

Reporting Unit Admins are responsible for managing their reporting companies and contacts - ensuring that reports are submitted on time and across all metrics within the Tool.

Guidance is available at any time from the Supply Chain School

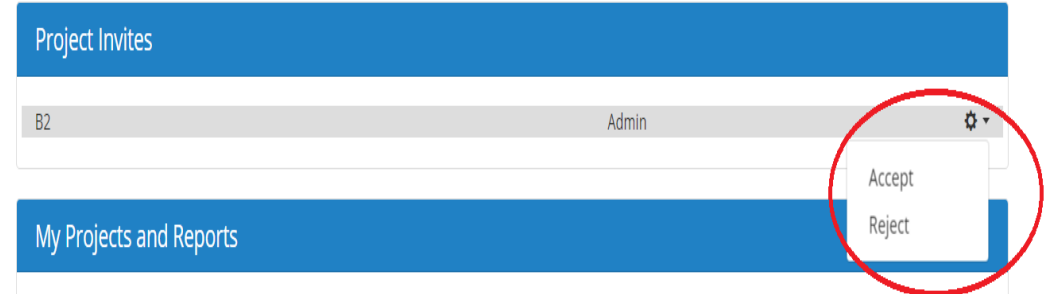
ACCOUNT SETUP

1) Follow the registration link



The screenshot shows the 'SUSTAINABILITY TOOL' header. Below it is a 'Login' section with a blue header. It contains two input fields: 'Username' and 'Password'. Below the password field is a 'Reset your password' link. A blue 'Login' button is positioned below the input fields. At the bottom of the login section is a 'Create an account' link.

2) Accept the invitation to the project



The screenshot shows the 'Project Invites' section with a blue header. Below it is a table with two columns: 'B2' and 'Admin'. A red circle highlights a dropdown menu in the 'Admin' column, which contains 'Accept' and 'Reject' options. Below the table is a blue header for 'My Projects and Reports'.

***** NOTE:** You will be added as an admin for your Supplier accounts, and you will receive individual notification emails for you to accept the invites

1 HOW TO ADD SUPPLIER ORGANISATIONS

Add a new Project

Name
Aggregate Industries - M42 Junction 6

Address

Suburb
Postcode
Country

From Template
RDP template Suppliers

☐ Inherit Reporting, AuthGroups and Supplier Setup from Template
☐ Include Reporting Packages from Template

Reporting from:
01/01/2021

Reporting to:
31/12/2025

Every
3

Reporting Increments
MONTHS

Submit

- **EACH SUPPLIER** will need to be added to any relevant Reporting Unit. Some suppliers will report into multiple Reporting Units
- **SUPPLIER TEMPLATE** for configuration
- **QUARTERLY** reporting

- After adding a supplier organisation, you must add the Reporting Package, which is where suppliers input information

2

HOW TO ADD REPORTING PACKAGES

- ▼ ACO - A428 Black Cat - Caxton Gibbet
 - ▶ ACO - A428 Black Cat - Caxton Gibbet Reporting
 - ▶ Ainscough Crane Hire - A428 Black Cat - Caxton Gibbet
 - ▶ Arnold Laver - A428 Black Cat - Caxton Gibbet
 - ▶ Bluebay - A428 Black Cat - Caxton Gibbet
 - ▶ Camfaud Concrete Pumps - A428 Black Cat - Caxton Gibbet
 - ▶ Catsurveys - A428 Black Cat - Caxton Gibbet
 - ▶ Corderoy Infrastructure - A428 Black Cat - Caxton Gibbet
 - ▶ Driver Project Services - A428 Black Cat - Caxton Gibbet
 - ▶ EH Smith - A428 Black Cat - Caxton Gibbet
 - ▶ Flannery Plant - A428 Black Cat - Caxton Gibbet
 - ▶ GRS - A428 Black Cat - Caxton Gibbet
 - ▶ Gap Group - A428 Black Cat - Caxton Gibbet
 - ▶ Go Plant - A428 Black Cat - Caxton Gibbet
 - ▶ Greenham Trading - A428 Black Cat - Caxton Gibbet
 - ▶ HW Martin Traffic Management - A428 Black Cat - Caxton Gibbet
 - ▶ Halls Fuel - A428 Black Cat - Caxton Gibbet
 - ▶ Keyline - A428 Black Cat - Caxton Gibbet

ACO - A428 Black Cat - Caxton Gibbet

Address

Suburb

Postcode

Country

Submit

Reporting Packages in Project

Add a Reporting Package

Reporting Packages

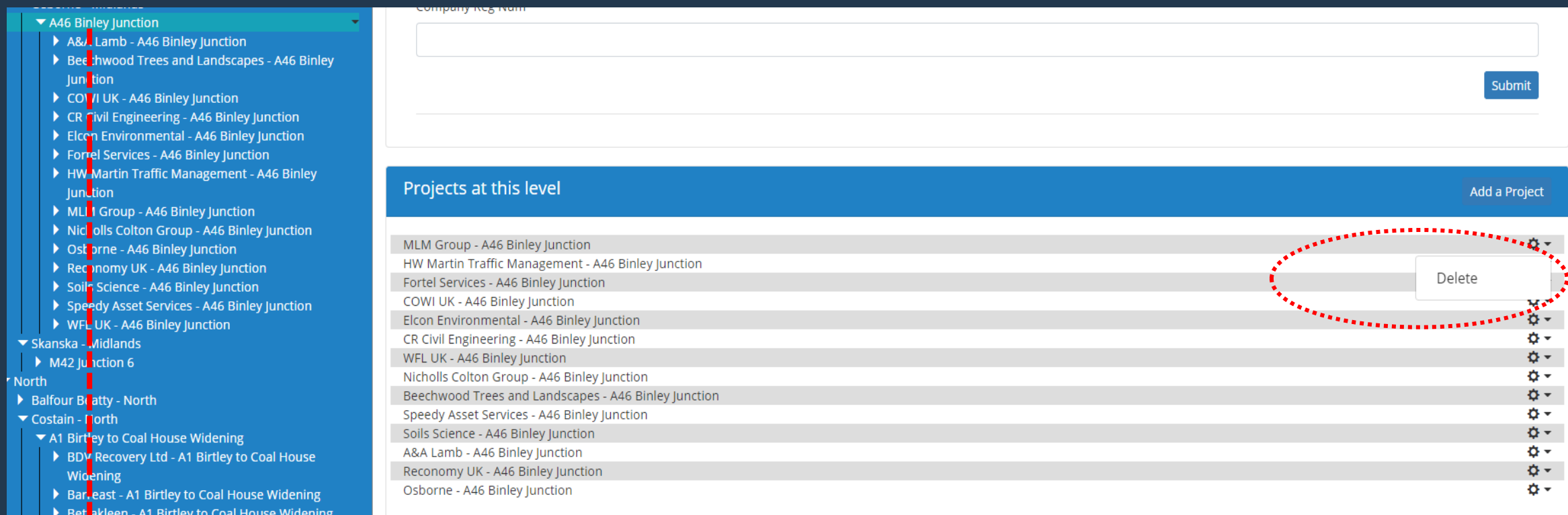
A428 Black Cat - Caxton Gibbet

Project Home

ACO - A428 Black Cat - Caxton Gibbet Reporting

- **TO ADD A REPORTING PACKAGE** go to Settings and click on Add a Reporting Package.
E.g., Aggregate Industries Reporting

HOW TO REMOVE SUPPLIER ORGANISATIONS



The screenshot shows the SCHOL system interface. On the left is a sidebar menu with a tree structure. A red arrow points from the 'ADMIN' menu item to the 'Delete' button in the 'Projects at this level' table.












Left Sidebar Menu:

- ▼ A46 Binley Junction
 - ▶ A&A Lamb - A46 Binley Junction
 - ▶ Beechwood Trees and Landscapes - A46 Binley Junction
 - ▶ COWI UK - A46 Binley Junction
 - ▶ CR Civil Engineering - A46 Binley Junction
 - ▶ Elcon Environmental - A46 Binley Junction
 - ▶ Fortel Services - A46 Binley Junction
 - ▶ HW Martin Traffic Management - A46 Binley Junction
 - ▶ MLM Group - A46 Binley Junction
 - ▶ Nicholls Colton Group - A46 Binley Junction
 - ▶ Osborne - A46 Binley Junction
 - ▶ Reconomy UK - A46 Binley Junction
 - ▶ Soils Science - A46 Binley Junction
 - ▶ Speedy Asset Services - A46 Binley Junction
 - ▶ WFL UK - A46 Binley Junction
- ▼ Skanska - Midlands
 - ▶ M42 Junction 6
- North
 - ▶ Balfour Beatty - North
- ▼ Costain - North
 - ▼ A1 Birtley to Coal House Widening
 - ▶ BDV Recovery Ltd - A1 Birtley to Coal House Widening
 - ▶ Barkeast - A1 Birtley to Coal House Widening
 - ▶ Betakleen - A1 Birtley to Coal House Widening

Top Section:

Company Registration Number:

Projects at this level

MLM Group - A46 Binley Junction	
HW Martin Traffic Management - A46 Binley Junction	
Fortel Services - A46 Binley Junction	
COWI UK - A46 Binley Junction	
Elcon Environmental - A46 Binley Junction	
CR Civil Engineering - A46 Binley Junction	
WFL UK - A46 Binley Junction	
Nicholls Colton Group - A46 Binley Junction	
Beechwood Trees and Landscapes - A46 Binley Junction	
Speedy Asset Services - A46 Binley Junction	
Soils Science - A46 Binley Junction	
A&A Lamb - A46 Binley Junction	
Reconomy UK - A46 Binley Junction	
Osborne - A46 Binley Junction	

- **ADMIN** menu / settings at Scheme level

HOW TO ADD USERS TO SUPPLIER ORGANISATIONS

Highways England - RDP

- ▶ RDP template DIPs
- ▶ RDP template Suppliers
- ▼ East
 - ▼ Costain - East
 - ▼ A12 Chelmsford A120 Widening
 - ▶ Ardent - A12 Chelmsford A120 Widening
 - ▶ Brett Aggregates - A12 Chelmsford A120 Widening
 - ▼ **Brydon Wood - A12 Chelmsford A120 Widening**
 - ▶ *Brydon Wood - A12 Chelmsford A120 Widening Reporting*
 - ▶ Cemex - A12 Chelmsford A120 Widening
 - ▶ Chevron - A12 Chelmsford A120 Widening
 - ▶ Costain A12 Chelmsford A120 Widening
 - ▶ Gattica - A12 Chelmsford A120 Widening
 - ▶ Hanson - A12 Chelmsford A120 Widening
 - ▶ Tarmac - A12 Chelmsford A120 Widening
 - ▶ Walters - A12 Chelmsford A120 Widening
 - ▼ Galliford Try - East
 - ▶ A47 Blofield to North Burlingham Dualling
 - ▶ A47 Guyhirn Junction
 - ▶ A47 North Tuddenham to Easton
 - ▶ A47 Wansford to Sutton
 - ▶ A47/A11 Thickthorn Junction
 - ▼ Skanska - East

Project Member Admin

A12 Chelmsford A120 Widening → Brydon Wood - A12 Chelmsford A120 Widening

Members Send Invite

Andrew Wilson	andrew.wilson@supplychainschool.co.uk	Administrator	⚙️
---------------	---------------------------------------	---------------	----

Project Suppliers Add a Supplier

Administrator	Admin	⚙️
---------------	-------	----

Authority Groups Add an Authority Group

Admin	⚙️
Approver	Unused ⚙️
Reporter	Unused ⚙️
User	Unused ⚙️
Viewer	Unused ⚙️

- **EMAIL** and **ROLE** (reporter or approver)

HOW TO REMOVE USERS FROM SUPPLIER ORGANISATIONS

East

Costain - East

A12 Chelmsford A120 Widening

Ardent - A12 Chelmsford A120 Widening

Brett Aggregates - A12 Chelmsford A120 Widening

Brydon Wood - A12 Chelmsford A120 Widening

Brydon Wood - A12 Chelmsford A120 Widening Reporting

Cemex - A12 Chelmsford A120 Widening

Chevron - A12 Chelmsford A120 Widening

Costain A12 Chelmsford A120 Widening

Gattica - A12 Chelmsford A120 Widening

Hanson - A12 Chelmsford A120 Widening

Tarmac - A12 Chelmsford A120 Widening

Walters - A12 Chelmsford A120 Widening

Galliford Try - East

A47 Blofield to North Burlingham Dualling

A47 Guyhirn Junction

A47 North Tuddenham to Easton

A47 Wansford to Sutton

A47/A11 Thickthorn Junction

Skanska - East

Members

Send Invite

Andrew Wilson

andrew.wilson@supplychainschool.co.uk

Administrator

⚙️

Delete

Project Suppliers

Add a Supplier

Administrator

Admin

⚙️

Authority Groups

Add an Authority Group

Admin

Approver

Reporter

User

Viewer

⚙️

Unused

⚙️

Unused

⚙️

Unused

⚙️

Unused

⚙️

NEED SUPPORT?

PDF USER GUIDE FOR ADMINS



CONTACT: Briony Laidler
briony@supplychainschool.co.uk



REMEMBER TO:



Check your account regularly (mostly around reporting deadlines)



Keep in touch with your suppliers (do they need additional support? Are there 'problematic' reporting areas?)



Feedback is KEY to ensure the success of this initiative



Review the support material that has been provided

3. Introduction to Reporting and Approving within the Social Value Tool



REPORTING

Test Scheme → Test Supplier → Test Supplier Reporting

Reporting period 1st Jul 22 to 30th Sep 22

[Export report metrics](#)

Economic Prosperity ▲
Equality, Diversity and Inclusion ▲
Community Wellbeing ▲

Metric	Units	Value	Comments	N/A
• Number of full-time equivalent employment opportunities, within your direct employees, supported under the contract* ⓘ	Number	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Number of national Skills Academy for Construction roles (excluding apprenticeships)* ⓘ	Number	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Number of weeks of apprenticeships (excluding National Skills Academy for Construction roles)* ⓘ	Weeks	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Number of apprenticeships completed (excluding National Skills Academy for Construction roles)* ⓘ	Number	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Number of hours dedicated to educational/career engagement events (excluding work placements)* ⓘ	Hours	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Number of weeks of work placements* ⓘ	Weeks	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Number of hours of accredited training delivered* ⓘ	Hours	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Number of registered qualifications gained* ⓘ	Number	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• £ value of contract opportunities awarded under the contract (start-ups and micro)* ⓘ	GBP (£)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• £ value of contract opportunities awarded under the contract (Small and Medium Enterprises)* ⓘ	GBP (£)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• £ value of contract opportunities awarded under the contract (Voluntary organisations, Charities, Social Enterprises and mutuals)* ⓘ	GBP (£)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Number of local employees (full-time equivalent) on contract* ⓘ	Number	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Number of long-term unemployed (>12 months) (full-time equivalent), excluding Not in Employment Education or Training (NEETs), working on a scheme* ⓘ	Number	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Number of employees not in Employment Education or Training (full-time equivalent) working on a scheme* ⓘ	Number	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
• Number of people 'other new to the industry' (full-time equivalent) working on a scheme* ⓘ	Number	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

*****METRIC:** standard measurement to track performance – used to calculate indicators

Submit for Approval

- Quarterly reporting - Automatic email notifications when report is due or submitted
- Comments
- Document Upload
- Metric Frequency

APPROVING / REJECTING

Reporting Package ▾ Admin ▾ User ▾

← Reports Submitted

Heptonstall Conversions → Shoreditch Development → Main contractor

Supplier(s)	Reporting Period	Status	Last Updated	Last Update By	Comment	
Main contractor	1st Mar 21 to 31st Mar 21	Approved	20th May 20 - 01:38	admin@ods-track.com	The information is correct and approved	⚙️ ▾
Main contractor	1st Feb 21 to 28th Feb 21	Approved	3rd Apr 20 - 12:32	admin@ods-track.com	testing approved	View
Main contractor	1st Jan 21 to 31st Jan 21	Approved	3rd Apr 20 - 12:33	admin@ods-track.com	approved	Show History
Main contractor	1st Dec 20 to 31st Dec 20	Approved	3rd Apr 20 - 12:24	admin@ods-track.com	testing approved	Approve
Main contractor	1st Nov 20 to 30th Nov 20	Approved	26th Mar 20 - 10:25	Charles Naud	approving	Reject
Main contractor	1st Oct 20 to 31st Oct 20	Requires Revision	26th Mar 20 - 10:25	Charles Naud	reject	⚙️ ▾
Main contractor	1st Sep 20 to 30th Sep 20	Requires Revision	26th Mar 20 - 10:25	Charles Naud	rejecting	⚙️ ▾
Main contractor	1st Aug 20 to 31st Aug 20	Approved	10th Jun 20 - 01:34	admin@ods-track.com	Approving to test if it works	⚙️ ▾
Main contractor	1st Jul 20 to 31st Jul 20	Pending Approval	9th Jun 20 - 01:56	Stefania Chica-Jacome	This is incorrect	⚙️ ▾
Main contractor	1st Jun 20 to 30th Jun 20	Pending Approval	9th Mar 20 - 11:15	admin@ods-track.com	5	⚙️ ▾
Main contractor	1st May 20 to 31st May 20	Requires Revision	29th May 20 - 11:07	admin@ods-track.com	you haven't reported much, what's up?	⚙️ ▾
Main contractor	1st Apr 20 to 30th Apr 20	Approved	20th Feb 20 - 09:40	admin@ods-track.com	missing data but approved for time being	⚙️ ▾
Main contractor	1st Mar 20 to 31st Mar 20	Approved	3rd Apr 20 - 12:52	admin@ods-track.com	approved	⚙️ ▾
Carbon consultant	1st Feb 20 to 29th Feb 20	Approved	13th Feb 20 - 08:25	admin@ods-track.com	great, thank you	⚙️ ▾

STATUS:

- Pending Approval: report has been submitted and requires approval
- Approved: report has been approved by the approver
- Requires Revision: report has been rejected and requires amendment

* Approvers receive a notification when a report is submitted

APPROVING / REJECTING

● Excavation waste Re-used ⓘ	tonnes	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
● Excavation waste Recycled ⓘ	tonnes	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
● Excavation waste Recovered (waste to energy) ⓘ	tonnes	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
● Excavation waste Composted ⓘ	tonnes	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Changing status to **APPROVE** for reporting period **Dec 1st 18 to Dec 31st 18**. Please provide a comment.

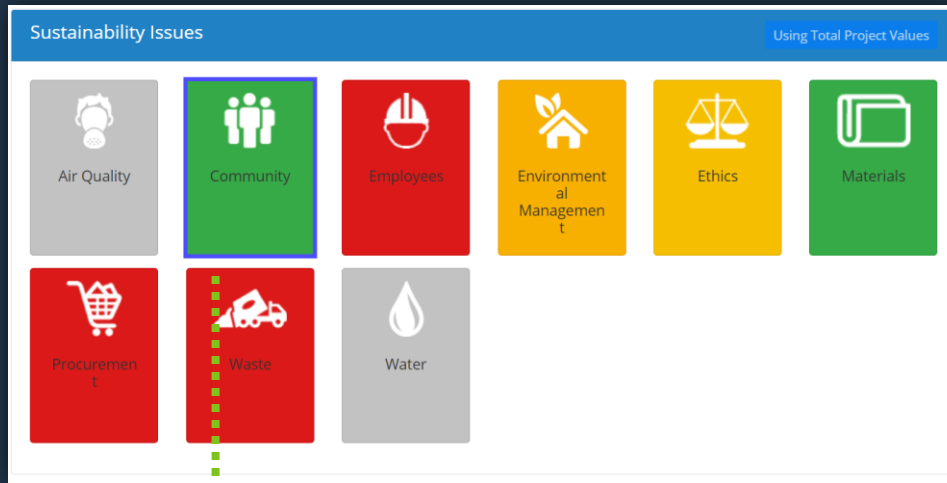
[Report an error, submit a question or provide feedback](#)

- Comments
- View Report
- Show history

Status and comment history for report: 1st Dec 18 to 31st Dec 18			
Updated By	Update Time	To Status	Comment
admin@ods-track.com	9th Sep 19 - 12:03	Approved	Approved

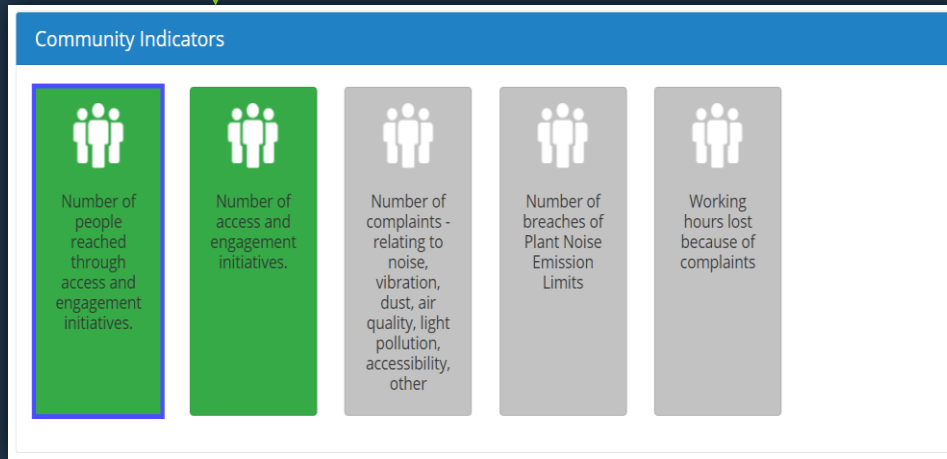
NAVIGATING DASHBOARDS

Social Value areas that are material to the project

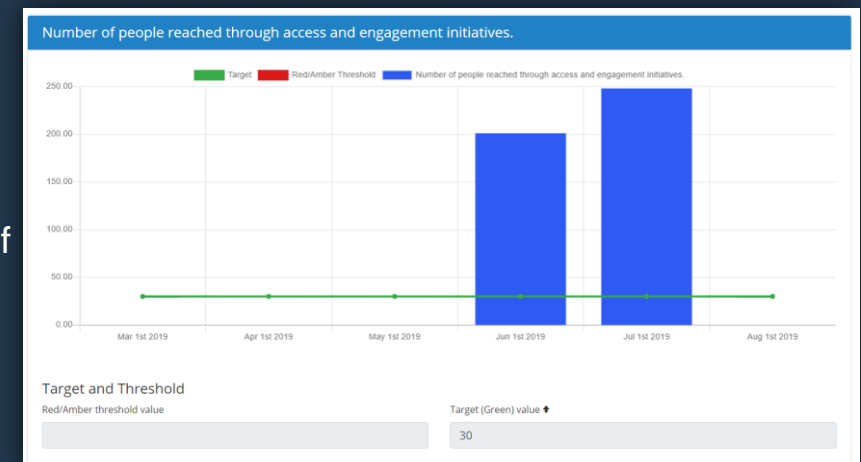


- ✓ Targets and thresholds
- ✓ Cumulative Graphs
- ✓ Cumulative Tables

Indicates progress against an area



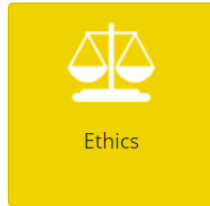
Graphic performance of indicators



TIPS FOR NAVIGATING DASHBOARDS

1

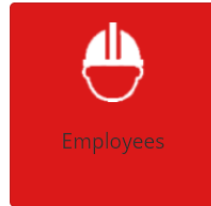
UNDERSTAND THE COLOUR



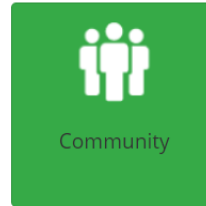
Ethics



Environmental
Management



Employees



Community

- **GREEN:** target has been achieved.
- **AMBER:** threshold has been achieved but not target. **AREA FOR IMPROVEMENT**
- **RED:** target and threshold have not been achieved. **TAKE ACTION TO IMPROVE PERFORMANCE**
- **GREY:** no target has been set

2

FOLLOW THE COLOUR



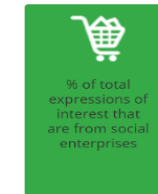
% Supply Chain
School
members



% of suppliers
& sub-
contractors, by
number, that
are small
medium
enterprises



% of suppliers
by number that
are BAME



% of total
expressions of
interest that
are from social
enterprises

- **GOOD NEWS** stories: follow green tiles at an issue level and then green tiles within those
- **AREAS FOR IMPROVEMENT:** follow red/amber tiles

3

UNDERSTAND PERFORMANCE BREAKDOWN

To: Aug 31st 19	To: Sep 30th 19	To: Oct 31st 19	To: Nov 30th 19	To: Dec 31st 19	To: Jan 31st 20
2.70	2.56	2.50	2.41	2.33	3.26

- **CELLS WITH NUMBERS:** show data reported against metrics that make up the indicator
- **CELLS WITH COLOUR:** show indicator performance of the corresponding project
- **EMPTY and GREY CELLS:** not enough data has been reported

NEED SUPPORT?

PDF USER GUIDE FOR ADMINS



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