

1. Support SMEs, social businesses and co-operatives to work together to jointly bid for contracts.

2. Appoint social value champions.

3. Hold regular surgeries for suppliers.

4. Publish and analyse data about how you procure goods and services.

5. Pay your suppliers promptly.

6. Become a Living Wage employer.

7. Support community groups to have access to public land in order to develop renewable energy projects.

8. Ensure that new developments and retrofitting of existing facilities must consider renewable energy sources and recycled materials.

9. Maximise the potential for apprenticeships in your organisation.

10. Consider opportunities to second staff within and between organisations, to share knowledge and develop transferable skills.



**A Prosperous Wales**

11. Manage road verges and connected green spaces (such as spaces around buildings) for wildflowers and pollination.

12. Reduce the use of pesticides and fertilisers on road verges and in urban green spaces.

13. Use peat-free compost in planting schemes across cities, towns and villages.

14. Provide spaces for wildlife such as bird boxes, insect home ponds and bat boxes – especially in new developments.

15. Map public land to identify and publicise land that is accessible for use by community groups, with the aim of connecting wildlife habitats.

16. Provide 'biodiversity / green infrastructure' learning for staff across ALL Departments.

17. Facilitate opportunities for staff to volunteer with environmental organisations during or outside of work.

18. Play your part in enabling local partnerships for all aspects of the natural environment.

19. Procure and plant native trees and shrubs as a first choice.

20. Adopt a single-use plastic policy, to remove single-use plastics from your estate.



**A Resilient Wales**

21. Take stock of mental health in your workplace.

22. Mental health and suicide awareness training for all staff.

23. Review your policies to ensure you're optimising opportunities to improve your employees' health and wellbeing.

24. Provide lockers for your employees.

25. Have a flexible working policy.

26. Encourage your employees to take breaks and eat away from their desk.

27. Encourage walking and standing meetings, where appropriate.

28. Build up a picture of how easy your workplace makes it for those that want to walk, cycle or use public transport, and identify areas for improvement.

29. Consider how you can ensure children have access to daily outdoor play.

30. Consider supporting your communities to redesign their streets to improve their health and wellbeing.



**A Healthier Wales**

31. Make public information accessible through a variety of formats.

32. Offer deaf awareness training and British Sign Language (BSL) training for your staff, particularly for those on the front line.

33. Encourage your staff to visit local projects and meet key local people driving change.

34. Promote job-sharing opportunities for elected representatives e.g. councillors.

35. Provide 'walk throughs' of your services for your staff (particularly those in decision making roles) and governance leads.

36. Ensure that your staff undertake training about Adverse Childhood Experiences (ACEs).

37. Employees receive refugee and asylum seeker awareness training.

38. Publishing data on protected characteristics and pay grades within the workforce. This includes the gender pay-gap.

39. Have initiatives to recruit people from groups that are under-represented in your workforce.

40. Set targets for the retention of women returning from maternity leave.



**A More Equal Wales**

41. Enable local people to improve unloved space.

42. Explore the potential of time credits in your organisation.

43. Play your part in enabling local people to come together in communities to meet and build social networks.

44. Explore whether you could use participatory budget approaches to enable people to make decisions about how some funds are allocated.

45. Consider supporting communities and/or your organisation to become dementia-friendly.

46. Publicise opportunities to volunteer locally.

47. Explore opportunities for intergenerational activities.

48. Encourage community transport opportunities, such as car sharing.

49. Provide debt advice and access to credit unions and other community development finance initiatives.

50. Map out the community anchor organisations you are working with and explore further opportunities.



A Wales of Cohesive Communities

51. Ensure that all of your access points have bilingual greetings.

52. Use the Cymraeg comma on lanyards and email signatures of all staff who are Welsh speakers.

53. Encourage your staff to sign up for and use their free library card, providing accessible information on what the library offer.

54. Engage in National Play Day.

55. Promote opportunities for older people to engage in culture, through the Gwanwyn Festival.

56. Ensure that arts venues you work with are signed up to the National Access Scheme (Hynt).

57. Consider the opportunities to support and develop local clubs involved in sport.

58. Give free access to Park Run on any publicly-owned land.

59. Support and promote the Night Out Scheme.

60. Ensure continued free access to museums, libraries and green spaces.



A Wales of Vibrant Culture and Thriving Welsh Language

61. Review your procurement policy and ensure that it includes fair and ethical practices (to include fair trade, marine stewardship council and forestry stewardship council).

62. Check whether your contracts meet the needs of the Modern Slavery Act.

63. Take one action for global learning such as getting involved in Fairtrade Fortnight, Go Green Day or Earth Hour.

64. Ensure your organisation takes part in Fair Trade Fortnight.

65. Promote leadership opportunities to your staff to understand global contexts.

66. Review your approach to refugees and asylum seekers and play your part in Wales becoming a Nation of Sanctuary.

67. Use only Recycled Paper, and set a date to be paper free, and when printing move towards using only soy-based inks.

68. Calculate and understand your organisation's carbon footprint.

69. Support your staff and visitors to understand their personal carbon footprints.

70. Review your energy contracts, pension providers and investment portfolios and reduce your burden on the earth and its people.



A Globally Responsible Wales

71. Take involvement opportunities to people, rather than expecting them to come to you.

72. Work with those who already have community links to develop new projects.

73. Share public engagement opportunities and data with other organisations.

74. Have 'what matters to you' conversations with the people and communities you work with.

75. Training relevant staff in principles and practices of public involvement.

76. Include 'public involvement' in planning, monitoring, reporting and staff appraisals (where appropriate).

77. Use plain English and Welsh as standard in any documents intended for the public.

78. Use a variety of accessible, inclusive engagement methods and formats.

79. Engage on a theme rather than a specific policy.

80. Take a 'you said, we did' approach.



Involvement