

## Torbay Council Master TOMs 2021

### Measure Definition & Help Text, Key Evidence Requirements (Target Guidance & Actual Evidence Required), Unit Guidance and Technical Rationale

This document outlines the Definitions, Evidence Requirements and additional guidance for each of the measures being used in this tender/contract. Please refer to this document to ensure that you have fully understood the measures and units and that there is no double counting between measures where applicable.

REF	DEFINITION	KEY EVIDENCE REQUIREMENTS	UNIT GUIDANCE	TECHNICAL RATIONALE
<b>Jobs: Promote Local Skills and Employment: More local people in employment</b>				
<b>NT1</b>  <b>Double Counting Declaration</b> Please tick to confirm no double counting between this measure and NT1a, NT1b, NT1c	<b>No. of local direct employees (FTE) hired or retained (for re-tendered contracts) on contract for one year or the whole duration of the contract, whichever is shorter</b> (no. people FTE)  <b>Definition</b> The full time annual equivalent (FTE) number of people directly employed on the contract , e.g. as a result of this procurement requirements (if you are the procuring organisation) or	<b>Evidence Required</b> Specify the number of qualifying employees directly employed on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district). For example, Employee 1: 6 months;	The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no	Economic benefit for the individual. Fiscal benefits to the government are excluded as they do not benefit the local area directly. UK median wage, Office of National Statistics (ONS) - Annual Survey of Hours and Earnings (ASHE) 2020. The proxy should be localised by using the same dataset and choosing the average across the relevant geographic area. Commitments and deliveries should not be reported as Social Value, but separately as Local Economic Value. An assessment of deadweight

other set targets. If you are the bidding organisation or are reporting for measurement, only direct employees should be included here, while employment through supply chain can be captured through NT1c where this is included. Employees should be residing in the local area and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the definition of local area provided for the contract. †Measure NT1b might signpost specific sub-localities specified in LIST NT1b. If you are recording direct employees under NT1b please ensure no double counting occurs. † Please check evidence requirements for details on postcode collection.

#### **Help Text**

Please consult the Measure

full-time; 0.5 FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).

#### **Target Guidance**

Summarise your strategy for directly employing your target number of local people on this contract. For example, if you plan to advertise in local newspapers, please explain which ones and how regularly. Or, if you will cooperate with local job centres, please specify which ones and how you will approach engaging

fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working

should be made for the specific project, by estimating what percentage of the project workforce would have been employed from the local area in a business as usual scenario. Proxy values over £1000 are rounded to the nearest Pound. Link to download localised figures

	Guidance for further information	with them.	at least 35 hours per week†.	<a href="https://tinyurl.com/yz4kjcul">https://tinyurl.com/yz4kjcul</a>
<p><b>NT1b</b></p> <p><b>Double Counting Declaration</b></p> <p>Please tick to confirm no double counting between this measure and NT1, NT1a, NT1c, as well as with NT18, NT18a, NT19, NT19a</p>	<p><b>No. of residents (FTE) from the listed sub-localities employed directly or through the supply chain as a result of your procurement requirements on the contract for one year or the whole duration of the contract, whichever is shorter (see sub-localities listed in 'LISTNT1b')</b> (no. people FTE)</p> <p><b>Definition</b> The full time †annual equivalent (FTE) number of people directly employed on the contract or employed through the supply chain. If you are a bidder you can include also jobs created though your own supply chain here. Recorded employees should be residing in the selected sub-localities (LIST NT1b) and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the list of specific sub-localities provided for this measure and for the specific contract (LIST NT1b). Please check evidence requirements for details on postcode collection.</p>	<p><b>Evidence Required</b> Specify the number of qualifying employees on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district). For example, Employee 1: 6 months; full-time; 0.5 FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).</p> <p><b>Target Guidance</b> Summarise your strategy for employing your target number of people from listed sub-localities on this contract. For example, if you plan to advertise in local newspapers, please explain which ones and how regularly. Or, if you will cooperate with local job centres, please specify which ones and how you will approach engaging with them.</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only employees with a contract duration that is at least one year or lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week. Include both direct employment and jobs unlocked through the supply chain as a result of your procurement requirements. Do not double count direct and supply chain employment for the same areas with other relevant measures.</p>	<p>Economic benefit for the individual. Fiscal benefits to the government are excluded as they do not benefit the local area directly. UK median wage, Office of National Statistics (ONS) - Annual Survey of Hours and Earnings (ASHE) 2020. The proxy should be localised by using the same dataset and choosing the average across the relevant geographic area. Commitments and deliveries should not be reported as Social Value, but separately as Local Economic Value. An assessment of deadweight should be made for the specific project, by estimating what percentage of the project workforce would have been employed from the local area in a business as usual scenario. Proxy values over £1000 are rounded to the nearest Pound. Link to download localised figures <a href="https://tinyurl.com/yz4kjcul">https://tinyurl.com/yz4kjcul</a></p>

Include both direct employment and unlocked through the supply chain as a result of your procurement requirements. Should not be double counted with NT18/NT18a/NT19/NT19a. If you are recording direct employees under NT1 please ensure no double counting occurs.

**Help Text**

Please consult the Measure

	Guidance for further information			
<p><b>NT1c</b></p> <p><b>Double Counting Declaration</b></p> <p>Please tick to confirm no double counting between this measure and NT1, NT1a, NT1b, as well as with NT18, NT18a, NT19, NT19a</p>	<p><b>No. of local people (FTE) on contract for one year or the whole duration of the contract, whichever is shorter, employed through the supply chain as a result of your procurement requirements</b> (no. people FTE)</p> <p><b>Definition</b> The full time annual equivalent (FTE) number of people employed on the contract by the supply chain as a result of your procurement requirements. Employees included should be residing in the local area and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the definition of 'local area' provided for the specific contract. Please check evidence requirements for details on postcode collection. Should not be double counted with NT18/NT18a/NT19/NT19a.</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p><b>Evidence Required</b> Specify the number of qualifying employees on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district). For example, Employee 1: 6 months; full-time; 0.5 FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).</p> <p><b>Target Guidance</b> Summarise your existing or planned requirements for the supply chain on local employment and their strategy for employing your target number of local people on this contract. For example, if they will advertise in local newspapers, please explain which ones and how regularly. Or, if they will cooperate with local job centres, please specify which ones and how you will approach this.</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>	<p>Economic benefit for the individual. Fiscal benefits to the government are excluded as they do not benefit the local area directly. UK median wage, Office of National Statistics (ONS) - Annual Survey of Hours and Earnings (ASHE) 2020. The proxy should be localised by using the same dataset and choosing the average across the relevant geographic area. Commitments and deliveries should not be reported as Social Value, but separately as Local Economic Value. An assessment of deadweight should be made for the specific project, by estimating what percentage of the project workforce would have been employed from the local area in a business as usual scenario. Proxy values over £1000 are rounded to the nearest Pound. Link to download localised figures <a href="https://tinyurl.com/yz4kjcuc">https://tinyurl.com/yz4kjcuc</a></p>

<p><b>NT2</b></p>	<p><b>Percentage of local employees (FTE) on contract (%)</b></p> <p><b>Definition</b> This is the percentage of people directly employed or employed through the supply chain as a result of your procurement requirements on the contract that reside within the local area, over the overall number of people employed on the contract. Please refer to the definition of local area provided above for NT1.</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p><b>Evidence Required</b> Specify the total number of people employed on this contract and the total number of local people employed on this contract. Information provided should be made compliant with data protection requirements (GDPR).</p> <p><b>Target Guidance</b> Specify the total number of people that will be employed on this contract. Of these, what is the total number of local people that will be employed on this contract? If you have not done so for NT1, NT1b or NT1c summarise your strategy for employing your target number of local people on this contract. For example, if you plan to advertise in local newspapers, please explain which ones and how regularly. Or, if you will cooperate with local job centres, please specify which ones and how you will approach engaging with them.</p>	<p>Number of local residents employed (directly and through the supply chain as a result of your procurement requirements) over the total number of employees on the contract - (%)</p>	<p>Recorded not monetised. This indicator reflects how the pledged intervention differs e.g. from the business as usual scenario. We are working at producing benchmarks for specific categories of projects that will help understand "what good looks like".</p>
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### Jobs: Promote Local Skills and Employment: More opportunities for disadvantaged people

<p><b>NT3</b></p> <p><b>Double Counting Declaration</b> Please tick to confirm no double counting between this</p>	<p><b>No. of employees (FTE) hired on the contract who are long term unemployed (unemployed for a year or longer) as a result of a</b></p>	<p><b>Evidence Required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than</p>	<p>Average annualised increase in economic benefits to the individual over the course of his/her lifetime. Annualised fiscal benefits to the NHS resulting from average</p>
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measure and NT3a, NT3b, NT3c, NT3d, NT4, NT4a,

**recruitment programme** (no. people FTE)

### Definition

This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people directly employed as a result of a specific and deliberate employment initiative. Record the number of full time annual equivalent (FTE) employees taken on as a result of the contract that had been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract. For a definition of long term unemployment see: <https://tinyurl.com/yg94553z>  
The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. †Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. NT3a, NT3b, NT3c, NT3d, NT4, all NT5s, NT6, etc).

### Help Text

Please consult the Measure

of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been long-term unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 14 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).

### Target Guidance

Summarise your strategy for employing your target number of long-term unemployed people on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working

one year, please calculate †the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working

reduction in health care costs associated with being out of work based on Unit Cost Database v2.0 E&E1.0.3, updated to 2020/2021 prices. The operational costs related to the fiscal benefit to DWP and HM Revenue and Customs are now included as in Unit Cost Database v2.0 E&E1.0 and E&E1.0.1 and E&E1.0.2 updated to 2020/2021 prices, which is adding an additional value component to the proxy that was not picked up previously. Remaining fiscal benefits to DWP and HM Revenue and Customs are excluded as indicated in the source. See Unit Cost Database v2.0 for a more detailed cost breakdown. Conservative proxy based on generic JSA claimant. 3.45% deadweight has been applied to reflect the probability for a long term unemployed person of getting off unemployment benefits (the deadweight value has been adjusted based on estimates of the recent COVID impacts on the UK labour market, based on Nov. 2019 - Oct. 2020 data). This deadweight is appropriate for the first year of employment. For succeeding years of continued employment, deadweight should be adjusted to reflect improved odds of finding a job. Proxy values over £1000 are

NT5, NT5a, NT6, NT6a	Guidance for further information	with them.	at least 35 hours per week.	rounded to the nearest
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				Pound.
<p><b>NT4</b></p> <p><b>Double Counting Declaration</b></p> <p>Please tick to confirm no double counting between this measure and NT3, NT3a, NT3b, NT3c, NT3d, NT4a, NT5, NT5a, NT6, NT6a</p>	<p><b>No. of employees (FTE) hired on the contract who are Not in Employment, Education, or Training (NEETs) as a result of a recruitment programme</b> (no. people FTE)</p> <p><b>Definition</b> This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of 16-24 yr. old employees taken on as a result of the contract that had not been in employment, education, or training (NEET) before the start of the employment contract. See the following link for a list of categories included: <a href="https://tinyurl.com/yzdxa865">https://tinyurl.com/yzdxa865</a> The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, etc).</p>	<p><b>Evidence Required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) whether this is the first employment experience after having been NEET. For example, Employee 1: 3 months; full-time; 0.25 FTE; this is the first employment experience after being NEET. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p> <p><b>Target Guidance</b> Summarise your strategy for employing your target number of people who are NEET on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them.</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>	<p>Based on Unit Cost Database (UCDB) v2.0, E&amp;E 9.0 and E&amp;E9.1, updated to 2020/2021 prices. Based on people aged 18-24 and 16-17 who are Not in Education, Employment or Training (NEET) (Dec. 2019). Current costs and forgone benefits to the individual and the government associated with being NEET. Value to the individual comprises the loss of earnings to the young person whilst NEET (£10,534 for 18-24 y.o. and £5,177 for 16-17 y.o.). Fiscal value to the government comprises benefit payments (worklessness and housing benefits) and foregone tax and national insurance receipts (£4,984 for 18-24 y.o. and £606 for 16-17 y.o.). Deadweight combines the 41,3% of 18-24 y.o. NEETs being unemployed and the 39,7% of 16-17 y.o. NEETs being unemployed (Sept. 2020) with the off-JSA-benefit and off-UC/off-UC if it had been available in the area rates of 14,5% for 18-24 y.o. NEETs and 23% for 16-17 y.o. NEETs (Dec. 2019 - Nov. 2020). The employment data is sourced from Stat-Xplore (<a href="https://tinyurl.com/pwrg9lz">https://tinyurl.com/pwrg9lz</a>). Deadweight should not be</p>

	<p><b>Help Text</b> Please consult the Measure</p>			<p>applied when the job opportunity would not have been created under the business as usual scenario. The proxy value is appropriate for the first year of employment. A red flag has been allocated in the UCDB v2.0 "in recognition of the global, top-down nature of the calculation, the age of the data, and the lack of consideration of wider fiscal elements such as costs associated with the health and/or crime impacts of being NEET." Proxy values over £1000 are rounded to the</p>
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	Guidance for further information			nearest Pound.
<p><b>NT4a</b></p> <p><b>Double Counting Declaration</b></p> <p>Please tick to confirm no double counting between this measure and NT3, NT3a, NT3b, NT3c, NT3d, NT4, NT5, NT5a, NT6, NT6a</p>	<p><b>No. of 16-25 y.o. care leavers (FTE) hired on the contract as a result of a recruitment programme</b> (no. people FTE)</p> <p><b>Definition</b> This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that were 16-25 years old at the start of the employment period, not in employment, education or training and that are care leavers. For definitions and resources around care leavers see: <a href="https://tinyurl.com/ye4sqwh3">https://tinyurl.com/ye4sqwh3</a> The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, etc).</p> <p><b>Help Text</b></p>	<p><b>Evidence Required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) whether this is the first employment experience after having been care leavers. For example, Employee 1: 3 months; full-time; 0.25 FTE; this is the first employment experience after being care leaver. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p> <p><b>Target Guidance</b> Summarise your strategy for employing your target number of care leavers on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them.</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>	<p>Please note this is the proxy for NEETs (NT5) and is it being used provisionally for this Measure. At procurement, the procuring organisation can use prioritisation coefficients to signpost this Measure to bidders. See NT5 for the full Rationale.</p>

Please consult the Measure

	Guidance for further information			
<p><b>NT6</b></p> <p><b>Double Counting Declaration</b></p> <p>Please tick to confirm no double counting between this measure and Please tick to confirm no double counting between this measure and NT3, NT3a, NT3b, NT3c, NT3d, NT4, NT4a, NT5, NT5a, NT6a</p>	<p><b>No. of disabled employees (FTE) hired on the contract as a result of a recruitment programme</b> (no. people FTE)</p> <p><b>Definition</b> This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that are disabled. A disabled person is defined as "someone with a physical or mental impairment that has a ?substantial? and ?long-term? effect on their ability to do normal daily activities" (Equality Act 2010). For guidance about employing disabled people and support programmes for employers please see: <a href="https://tinyurl.com/y6ckd75q">https://tinyurl.com/y6ckd75q</a> The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4,</p>	<p><b>Evidence Required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE). For example, Employee 1: 3 months; full-time; 0.25 FTE. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p> <p><b>Target Guidance</b> Summarise your strategy for employing your target number of disabled people on this contract. For example, it is likely you will need to cooperate with job centres, care homes or charities so please specify the organisations you intend to partner with and how you will approach working with them.</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>	<p>Based on Unit Cost Database v2.0, E&amp;E 2.0, updated to 2020/2021 prices. This proxy is based on "illustrative estimate by the Department of Work and Pensions (DWP) of the costs and benefits that would occur if some hypothetical 'typical' ESA WRAG (Work-Related Activity Group) claimant (who would otherwise have remained on benefits) were to move into employment for one additional year" (see UCDB v2.0 for a more detailed description). Value to the individual comprises increased earnings as a result of entering employment. Value to the government includes savings to the NHS related to a reduction in health care costs associated with being out of work. Fiscal benefits to the DWP have been excluded. Deadweight is based on the statistic that 50% of disabled unemployed are very likely to be long term unemployed. Therefore the deadweight figure is a weighted average of the probability of finding a job for a long-term unemployed person (4.62%) and the generic probability of finding a job for the generic JSA claimant (the deadweight value has been adjusted for</p>

	<p>all NT5s, NT6, etc).</p> <p><b>Help Text</b> Please consult the Measure</p>			<p>the recent COVID impacts on the UK labour market, based on Nov. 2019 - Oct. 2020 data and inferences from the impact of the 2008/09 financial crisis). The proxy value is appropriate for the first year of employment. For succeeding years of continued employment it should be adjusted to reflect the increased probability of finding a job. Proxy values over £1000 are rounded to</p>
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	Guidance for further information			the nearest Pound.
<p><b>NT7</b></p> <p><b>Double Counting Declaration</b> Please tick to confirm no double counting between this measure and NT8, NT11</p>	<p><b>No. of hours of support into work provided to over 24 y.o. unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance</b> (no. hrs (total session duration)*no. attendees)</p> <p><b>Definition</b> This is the number of staff hours dedicated to individual or group employment support. Units targeted or claimed within this Measures should not be double counted with other similar Measures, including NT11.</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p><b>Evidence Required</b> Specify the number of sessions, and for each session specify the duration, the number of staff providing unemployment support and the number of unemployed people supported. Describe the activity/activities delivered and provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p> <p><b>Target Guidance</b> Summarise your strategy for supporting unemployed people into work (including the number of staff hours to be spent and the number of people to be supported). For each session, the number of hours reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours. The cumulative number across sessions should be reported. Describe the activity/activities to be carried out and provide details of any partner organisations you will work with.</p>	<p>The number of hours reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of if the session is delivered by 1 person or 5 people. The cumulative number across sessions should be reported.</p>	<p>Economic value to the individual. Based on a 2021 sample of 16 pricing points from 11 different companies offering cv advice and job interview coaching, either in one-to-one sessions or daily or half-day courses in small groups. Price reductions from 2020 reflect a sectoral shift to digital service provision. While the price is reduced a †case can be made for higher need for this measure ? which can be incorporated at procurement though applying a prioritisation coefficient.</p>

## Jobs: Promote Local Skills and Employment: Improved skills

### NT8

#### Double Counting Declaration

Please tick to confirm no double counting between this measure and NT7, NT11

**No. of staff hours spent on local school and college visits e.g. delivering career talks, curriculum support, literacy support, safety talks (including preparation time)** (no. staff hours)

#### Definition

This is the number of staff hours dedicated to the preparation and delivery of curriculum related activities including literacy support, career talks, safety talks, etc. Please provide a description of the range of activities provided. Units targeted of claimed within this Measures should not be double counted with other similar Measures, including NT17 and NT29.

#### Help Text

Please consult the Measure Guidance for further information

#### Evidence Required

Provide the names of the schools/colleges visited and a breakdown of the number of staff hours spent on each visit (including time spent preparing and then delivering the session). For example, if 10 staff have spent 3 hours each on a visit, then the total number of hours reported for that visit should be 30. Describe the visits and the activities delivered and provide any supporting information, e.g. a confirmation from the school/college after the visit. Information provided should be made compliant with data protection requirements (GDPR).

#### Target Guidance

Summarise your workplan for delivering your target number of local school and college visits. Provide a breakdown of the number of staff hours to be spent on each visit (preparation versus delivery). For example, if 10 staff will spend 3 hours each, then the total number of hours reported should be 30.

Example: if 10 staff have spent 3 hours each, then the total number of hours reported should be 30.

The proxy reflects the replacement cost for the wage of the individual volunteering. It is based on the Office of National Statistics (ONS) hourly value of volunteering: based on different types of volunteering being identified in survey data (Community Life Survey) and valued at the closest market equivalent wage rate from the ASHE dataset. Updated to 2020 prices. (<https://tinyurl.com/ye5sdunb>). Can be localised by selecting appropriate wages for the relevant geographical area.

## Jobs: Promote Local Skills and Employment: Improved skills for disadvantaged people



**NT9a****Double Counting Declaration**

Please tick to confirm no double counting between this measure and NT9, NT10, NT10a, NT10b

**No. of weeks of training opportunities on the contract (BTEC, City & Guilds, NVQ, HNC) that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+ - delivered for groups specified in 'LISTNT9a' (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders) (no. weeks)**

**Definition**

This Measure applies to direct employees only and does not include staff upskilling. Time spent as part of training opportunities created specifically for the contract or that are made use of on contract can be counted, for those weeks during which a person works primarily on contract. Please refer to the list of target groups specified for this Measure on the contract (LIST NT9a). Only vocational training opportunities supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: <https://tinyurl.com/yzmysdbv>

**Evidence Required**

Provide evidence of how you have reached the targeted categories - e.g. targeted upskilling programme reports or documented partnerships with a relevant third sector organisation. Specify the number of people in training on this contract including the number of weeks of training per person. Provide details of the accredited training provider, the type and the level of the outcomes achieved as well as the resulting training qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification.

**Target Guidance**

Summarise your strategy for providing your target number of weeks of training for vocational qualifications on this contract and for engaging with the listed target categories (LIST NT9a), including details of how you will support completion of the qualifications. If possible, provide details of the accredited training provider, the type and the level of the outcomes to be achieved as well as the resulting qualification. If you are going

Record weeks of training provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as it will be supported to completion.

Please note that this proxy value does not capture the additional specificity of the target groups the opportunity is being provided for, it is the same proxy value of NT9. At procurement only, a prioritisation weighting can be used to differentiate the two measures if appropriate. See NT9 for the full rationale.

	<p>To find registered qualifications see: <a href="https://tinyurl.com/yg7f7f6q">https://tinyurl.com/yg7f7f6q</a> The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10 and other Measures around apprenticeships or vocational qualifications.</p> <p><b>Help Text</b> Disadvantaged groups applicable: Care experienced Young Adults (16-30yrs) NEET's (16-19 yrs) Under-represented gender and ethnic groups Disabled Rehabilitating young</p>	<p>to work with a charity or third sector partner to reach the targeted group, please</p>		
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	<p>offenders Long term unemployed Ex-offenders</p>	<p>provide details for those.</p>		
<p><b>NT10a</b></p> <p><b>Double Counting Declaration</b> Please tick to confirm no double counting between this measure and NT9, NT9a, NT10, NT10b</p>	<p><b>No. of weeks of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+ - delivered for groups specified in 'LIST NT10a' (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders) (no. weeks)</b></p> <p><b>Definition</b> This Measure applies to direct employees only and does not include staff upskilling. Time spent as part of apprenticeships created specifically for the contract or that are made use of on contract can be counted, for those weeks during which apprentices work primarily on contract. Please refer to the list of target groups specified for this Measure on the contract (LIST NT10a). Only apprenticeships supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see:</p>	<p><b>Evidence Required</b> Provide evidence of how you have reached the targeted categories, e.g. targeted upskilling programme reports or documented partnerships with a relevant third sector organisation. Specify the number of people on an apprenticeship on this contract and the number of weeks of apprenticeship per person. Provide details of the accredited training provider, the type and the level of the apprenticeships achieved as well as the resulting qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification. If an apprenticeship has been part ficed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider.</p> <p><b>Target Guidance</b> Summarise your strategy for providing the target number of apprenticeship weeks on this contract, as well as your strategy for engaging with the listed target categories (LIST</p>	<p>Record weeks of training for the apprenticeships provided on the contract for categories in LIST NT10a†. Apprenticeships must be supported to completion, even if this support extends beyond the duration of the contract.</p>	<p>The proxy value does not capture the additional specificity of the target groups the opportunity is being provided for, it is the same proxy value as NT10. If an apprenticeship has been part-ficed through the apprenticeship levy, attribution must be applied to account for reduced costs ††of provision for the apprenticeship provider. At procurement only, a prioritisation weighting can be used to differentiate NT10 and NT10a, if appropriate. See NT10 for the full rationale.</p>

	<p><a href="https://tinyurl.com/yzmysdbv">https://tinyurl.com/yzmysdbv</a>                  To find registered qualifications see:  <a href="https://tinyurl.com/yg7f7f6q">https://tinyurl.com/yg7f7f6q</a>                  The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT9.</p> <p><b>Help Text</b>                  Disadvantaged groups applicable: Care experienced Young Adults (16-30yrs) NEET's (16-19 yrs) Under-represented gender and ethnic groups Disabled Rehabilitating young</p>	<p>NT10a), including details of how you will support completion of the apprenticeships. If possible, provide details of the accredited training provider, the type and the level of the apprenticeships to be achieved, as well as the resulting qualifications. Provide details of any charity or third sector partner you plan to work with to reach the targeted group. If an apprenticeship has been part ficed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship</p>		
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	<p>offenders Long term unemployed Ex-offenders</p>	<p>provider.</p>		
<p><b>FM19</b></p>	<p><b>Number of hours of comprehensive training for digital skills development delivered to disadvantaged people (e.g. NEETs, under-represented gender and ethnic groups, sexual minorities, disabled, homeless, rehabilitating young offenders, LTU or elderly people)</b> (no. staff volunteering hours)</p> <p><b>Definition</b> Digital skills can include a range of technical and operational, as well as higher order cognitive, social and attitudinal, skills and abilities, as specified by DBIS in their January 2016 DIGITAL SKILLS for the UK ECONOMY report (<a href="https://tinyurl.com/y57dfzkn">https://tinyurl.com/y57dfzkn</a>). In practice this includes IT, Computer, Media, and Digital literacy that enable a person to consume and produce products in a way that allows and facilitates societal and economic participation. This refers to training provided by staff during paid staff hours.</p> <p><b>Help Text</b> E.g. Care experienced young people and adults (16-30years) and Long term unemployed</p>	<p><b>Evidence Required</b> Please provide information on the structure, content, and target audience of the training for digital skills development that has been provided. Provide information on how the structure and content has enabled attendees to expand their digital skills and how skills development has been monitored and tracked, as well as information on the disadvantaged people you worked with. Provide information on any organisation you partnered with to develop this training, as well as the number of staff work hours spent providing this training.</p> <p><b>Target Guidance</b> Please provide information on the expected structure, content, and target audience of the training for digital skills development to be provided. Describe how the structure and content will enable attendees to expand their digital skills and provide information on how skills development will be tracked. Provide information on the disadvantaged people you plan to work with, including information on your specific targeting, participant eligibility,</p>	<p>This is the number of paid staff hours spent delivering training for digital skills development to disadvantaged people, multiplied by the number of disadvantaged people (attendees) training was delivered to.</p>	<p>The proxy reflects the replacement cost for the wage of the individual volunteering. It is based on the Office of National Statistics (ONS) hourly value of volunteering: based on different types of volunteering being identified in survey data (Community Life Survey) and valued at the closest market equivalent wage rate from the ASHE dataset. Updated to 2020 prices. (<a href="https://tinyurl.com/ye5sdunb">https://tinyurl.com/ye5sdunb</a>). The proxy can be localised by selecting appropriate wages for the relevant geographical area.</p>

outreach, and engagement strategy. Please also provide information on any organisation you plan to partner with to develop this training, as well as the number of staff work hours expected to be spent

providing this training.

**Jobs: Promote Local Skills and Employment: Improved employability of young people**

**NT11**

**Double Counting Declaration**

Please tick to confirm no double counting between this measure and NT7, NT8

**No. of hours of support into work provided to under 24 y.o. (young people) unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance** (no. hrs (total session duration)\*no. attendees)

**Definition**

This is the number of staff hours dedicated to individual or group employment support specifically for people under 24 years old. This Measure requires support to be targeted and focussed on the participating individuals. Group sessions should therefore be of a size that allows for individuals to be supported based on their specific needs. Units targeted or claimed within this Measure should not be double counted with other similar Measures including NT7.

**Help Text**

Please consult the Measure Guidance for further information

**Evidence Required**

Specify number of sessions, and for each session the duration, number of staff providing unemployment support and unemployed people supported. Describe the activity/activities delivered and provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).

**Target Guidance**

Summarise your strategy for supporting unemployed people into work (including the number of staff hours to be spent and the number of people to be supported). Describe the activity/activities to be carried out and provide details of any partner organisations you will work with.

The number of units reported should be calculated by multiplying the length of the session by the number of beneficiaries.† For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of the number of people delivering the session.

Economic value to the individual. Based on a 2021 sample of 16 pricing points from 11 different companies offering cv advice and job interview coaching, either in one-to-one sessions or daily or half-day courses in small groups. Price reductions from 2020 reflect a shift to digital service provision. While the price is reduced a †case can be made for higher need for this measure ? which can be incorporated at procurement though applying a prioritisation coefficient.

**Growth: Supporting Growth of Responsible Regional Business: More opportunities for local MSMEs and VCSEs**

<p><b>NT14</b></p>	<p><b>Total amount (£) spent with VCSEs within your supply chain (£)</b></p> <p><b>Definition</b> Amount spent on suppliers for the contract that are voluntary, community or social enterprises. This might include e.g. choosing a catering company that employs rehabilitating offenders, or a furniture service that recycles donated furniture, or a social enterprise recruitment consultancy, etc. Social Enterprise UK have a useful tool to identify social enterprises that have membership with them based on location <a href="https://tinyurl.com/yekdd53o">https://tinyurl.com/yekdd53o</a> You may refer to the local economic development team in the council to identify potential partners. This is the additional SV (SVA) from spending with a VCSE. A relevant SROI multiplier can be substituted to this default value when available and assured, by using the additional multiplier column in the Measurement Calculator. The total SVA from selecting a local VCSE in the supply chain can be computed by adding the appropriate NT14 and NT18 multipliers, when NT18 or NT19 are not directly included in the analysis.</p>	<p><b>Evidence Required</b> Provide a breakdown of pounds spent with VCSEs within your supply chain on this contract, including the name of the VCSEs and the type of goods/services procured from each†.</p> <p><b>Target Guidance</b> Provide a breakdown of the estimated pounds to be spent with VCSEs in your supply chain on this contract, including the name of the VCSEs (or a range of potential names) and the type of goods/services to be procured from each.</p>	<p>£ spent with VCSEs in the supply chain. Note that they do not need to be local VCSEs. Please see the Rationale for more on double counting.</p>	<p>Value to society resulting from average financial resources reinvested by VCSEs in their social mission (lower bound based on SEs). Assumed average profitability of 25%, wage differential with respect to non-VCSEs of 12.5% (there is about a 12.5% differential between the national Living Wage and the minimum wage for +25 y.o.), and average of 35% of profits reinvested into social purpose. An amber robustness assessment has been attributed given the relative scarcity of specific data and statistics on the various differentials for VCSEs. This is the additional SV (SVA) from spending with a VCSE. A relevant SROI multiplier can be substituted to this default value when available and assured, by using the additional multiplier column in the Measurement Calculator. The total SVA from selecting a local VCSE in the supply chain can be computed by adding the appropriate NT14 and NT18 multipliers, when NT18 or NT19 are not directly included in the analysis (i.e. if doing so please avoid double counting by only recording the same spend under one Measure).</p>
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Should not be double counted with NT18 and NT19 or other relevant Measures if those are included.

**Help Text**  
Please consult the Measure

	Guidance for further information			
<b>NT15</b>	<p><b>Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE)</b> (no. staff expert hours)</p> <p><b>Definition</b> This is expert staff time (e.g. ficial advice / legal advice / HR advice / HSE) dedicated to supporting Voluntary Community or Social Enterprises (VCSEs) or micro, small and medium enterprises (MSMEs). Please include only the amount of volunteering that has been provided by staff during working hours or on paid overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please see the toolkit guidance document for worked out examples on attribution. Please note that MSMEs are defined as (0-250 employees) - Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees). The following Measures should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, and NT29. Please check also other relevant expert time Measures</p>	<p><b>Evidence Required</b> Provide a breakdown of staff hours spent providing expert advice to VCSEs/MSMEs. Provide the details of the VCSEs/MSMEs you have supported. Specify the number of staff hours spent for each VCSE/MSME, the type of expert advice given as well as the qualification/role of the person delivering this advice. Information provided should be made compliant with data protection requirements (GDPR).</p> <p><b>Target Guidance</b> Summarise your strategy for providing expert advice to VCSEs/MSMEs. Provide the names of the VCSEs/MSMEs you will support or a range of options. Describe the number of staff hours to be spent in total and for each VCSE/MSME. Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.</p>	<p>This is the number of hours staff spend providing expert advice. For example, if 5 staff spend 2 hours providing expert advice, the total number of hours reported should be 10. †</p>	<p>Economic benefits to VCSEs or MSMEs resulting from avoided cost of expert advise/support. Based on average self-reported fees from a survey of consultants in various sectors across the UK, updated to 2020 prices.</p>

included.

**Help Text**

Please consult the Measure

	Guidance for further information			
<p><b>NT18</b></p> <p><b>Double Counting Declaration</b> Please tick to confirm no double counting between this measure and NT18a, NT19, NT19a, as well as with NT1b, NT1c</p>	<p><b>Total amount (£) spent in LOCAL supply chain through the contract (£)</b></p> <p><b>Definition</b> Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the project's supply chain. Should not be double counted with NT14 and NT18a, NT19, NT19a.</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p><b>Evidence Required</b> Provide a breakdown of pounds spent with organisations in your local supply chain on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services procured from each and the first three digits of their postcode.</p> <p><b>Target Guidance</b> Provide a breakdown of pounds to be spent with organisations in your local supply chain on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services to be procured from each as well as the first three digits of their postcode.</p>	<p>Total amount of £ spent with the supply chain within the defined local area for the project.</p>	<p>Economic value to the local area - increased business opportunities for the local tier 1 contractors, and their local supply chain. Based on GVA Type I Multiplier. The multiplier should be made industry specific by selecting the appropriate Industry Type I Multiplier and localised by referencing the relevant geographical GVA figures (<a href="https://tinyurl.com/yzc8broo">https://tinyurl.com/yzc8broo</a> - contact the Social Value Portal for guidance). The default assumption for leakage is 20%. An assessment of deadweight should be made on a project specific basis to identify the % increase in local spend with respect to the business-as-usual scenario. This component of value should not be reported as Social Value, but separately as Local Economic Value, unless a specific comparison with the business-as-usual scenario is made.</p>
<p><b>NT18a</b></p> <p><b>Double Counting Declaration</b> Please tick to confirm no</p>	<p><b>Total amount (£) spent through the contract in specified sub-localities (e.g. high deprivation areas) -</b></p>	<p><b>Evidence Required</b> Provide a breakdown of pounds spent with organisations in your local supply chain within the</p>	<p>Total amount of £ spent with the supply chain within the defined local area for the project.</p>	<p>Please note that the proxy does not reflect a higher need due to e.g. high deprivation and this should be captured through prioritisation at</p>

double counting between this measure and NT18, NT19, NT19a, as well as with NT1b,

**please refer to list NT18a for the qualifying areas (£)**

**Definition**

Please refer to the specified sub-localities identified for the contract in list NT18a. This should be calculated as the cumulative spend with suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the project's supply chain. Should not be double counted with NT14 and NT18, NT19, NT19a and other relevant spend Measures.

**Help Text**

Please consult the Measure

specified sub-localities (LIST NT18a) on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services procured from each, and the first half of their postcode.

**Target Guidance**

Provide a breakdown of pounds to be spent with organisations in your supply chain within the specified sub-localities on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services to be procured from each, as well as the first

procurement and through a separate indicator at measurement. Economic value to the local area - increased business opportunities for the local tier 1 contractors, and their local supply chain. Based on GVA Type I Multiplier. The multiplier should be made industry specific by selecting the appropriate Industry Type I Multiplier and localised by referencing the relevant geographical GVA figures (<https://tinyurl.com/yzc8broo> - contact the Social Value Portal for guidance). The default assumption for leakage is 20%. An assessment of deadweight should be made on a project specific base to identify the % increase in local spend with respect to the business as usual scenario. This component of value should not be reported as Social Value, but separately as Local Economic Value, unless a specific comparison with the business as usual scenario is

NT1c	Guidance for further information	three digits of their postcode.		made.
<p><b>NT19</b></p> <p><b>Double Counting Declaration</b></p> <p>Please tick to confirm no double counting between this measure and Please tick to confirm no double counting between this measure and NT18, NT18a, NT19a, as well as with NT1b, NT1c</p>	<p><b>Total amount (£) spent through contract with LOCAL micro, small and medium enterprises (MSMEs) (£)</b></p> <p><b>Definition</b> Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with MSME suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the contract's supply chain. Should not be double counted with NT14 and NT18, NT18a NT19a. Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees).</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p><b>Evidence Required</b> Provide a breakdown of £ spent with organisations in your local supply chain. Specify the name of each eligible supplier, specifying that it is a Micro, Small or Medium Enterprise, and include the category/industry of goods/services procured from each and the first three digits of their postcode.</p> <p><b>Target Guidance</b> Provide a breakdown of £ to be spent with organisations in your supply chain within the specified local area for this contract. Specify the name of each eligible supplier, including the category (MSME)/industry of goods/services to be procured from each as well as the first three digits of their postcode.</p>	<p>Total amount of £ spent with MSMEs (0-249 employees) in the supply chain within the defined local area for the project.</p>	<p>Please note that the proxy does not reflect the specificity of spending with MSMEs. Economic value to the local area - increased business opportunities for the local tier 1 contractors, and their local supply chain. Based on GVA Type I Multiplier. The multiplier should be made industry specific by selecting the appropriate Industry Type I Multiplier and localised by referencing the relevant geographical GVA figures (<a href="https://tinyurl.com/yzc8broo">https://tinyurl.com/yzc8broo</a> - contact the Social Value Portal for guidance). The default assumption for leakage is 20%. An assessment of deadweight should be made on a project specific base to identify the % increase in local spend with respect to the business as usual scenario. This component of value should not be reported as Social Value, but separately as Local Economic Value, unless a specific comparison with the business as usual scenario is made.</p>

**Growth: Supporting Growth of Responsible Regional Business: Improving staff wellbeing and mental health**

**NT20**

**No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes** (no. employees provided access)

**Definition**

Total number of direct or supply chain employees on contract provided with access to comprehensive and multidimensional workplace wellbeing programmes. Qualifying programmes should include the following dimensions, be well managed and employee benefits focussed, and be easily accessible and engaging to employees: flexible working time arrangements; healthy nutrition options; physical health programmes; a health risk appraisal questionnaire; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues). If offered digitally, e.g. to cater to those employees working from home, programmes should reflect potentially changed needs and staff expectations

**Evidence Required**

Please upload a description of the wellbeing programme you have delivered and the number of people on the contract that had access to that. Provide evidence for all of the following for the contract context: employment contract based flexible working time arrangements; access to healthy nutrition options and physical health programmes; if available provide information on use rate of healthy nutrition options and physical health programmes. Information on physical health programmes can include the structure of health and wellbeing support and advice; evidence on and structure of health risk appraisal questionnaire; access to health and wellbeing resources (health improvement web portal; information on use of wellness literature; availability and times of seminars and workshops focused on identified wellness issues). If you are partnering with any specialist organisation, please provide details.

**Target Guidance**

Summarise your strategy for providing access to a

Number of employees on contract that have access to qualifying staff wellbeing programmes.

Average increase in productivity per worker on contract from a workplace wellbeing programme, during the year of delivery. Calculated as a conservative percentage of the assessed increased productivity resulting from reduced absenteeism and presenteeism due to ill health within a sample programme. Measures in the assessed wellbeing programme include: flexible working time arrangements; healthy nutrition options; physical health programmes including personalised health and wellbeing information and advice; a health risk appraisal questionnaire; access to a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues. (Knapp, M., McDaid, D. and Parsonage, M., 2011. Mental health promotion and mental illness prevention: The economic case.; Mills, P.R., Kessler, R.C., Cooper, J. and Sullivan, S., 2007. Impact of a health promotion program on employee health risks and work productivity. American Journal of Health Promotion, 22(1), pp.45-53.) Please note the proxy has been modelled

	<p>around workplace wellbeing derived through continued and meaningful consultation and engagement with employees. This is to ensure offered services remain relevant and are comprehensively provided. For a discussion of good practice approaches to improve staff wellbeing, please see the "Best Practice in Promoting Employee Health and Wellbeing in the City of London" research report:  <a href="https://tinyurl.com/yj6bgaxu">https://tinyurl.com/yj6bgaxu</a></p> <p><b>Help Text</b>  Please consult the Measure</p>	<p>comprehensive workplace wellbeing programme to all employees, including measures in place or planned. Describe how the programme you are going to deliver is going to be structured around the following dimensions: flexible working time arrangements; healthy nutrition options; physical health; health risk appraisal questionnaires; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues). If you are partnering with any specialist organisation, please provide</p>		<p>for a large enterprise, and it might underestimate the costs of delivering the programme</p>
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	Guidance for further information	details or a range of options.		for smaller businesses.
<b>NT21</b>	<p><b>Equality, diversity and inclusion training provided both for staff and supply chain staff</b> (no. hrs (total session duration)*no. attendees)</p> <p><b>Definition</b> This includes training provided to own staff, Tier 1 supply chain and subcontractors specifically around equality, diversity and inclusion. Record the cumulative number of hours experienced by the attendees and specify both separately as a description. Only training provided for supply chain organisation at no cost to them should be included. Should not be double counted with NT20.</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p><b>Evidence Required</b> Provide a breakdown of staff hours spent providing equality, diversity and inclusion training to own staff and supply chain organisations on this contract, including the number of people involved in the training. Describe the objectives of the training session(s) and how progress towards these objectives will be monitored over the course of the contract. Information provided should be made compliant with General Data Protection Regulations (GDPR). If you are partnering with any specialist organisation, please provide details.</p> <p><b>Target Guidance</b> Describe your strategy for delivering equality, diversity and inclusion training to own staff and supply chain on this contract. Provide a workplan, including number of staff hours that will be spent and the number of people that will be involved in the training both from your own organisations and from those in the supply chain. Explain the objectives of the training session(s) and how progress towards these objectives will</p>	<p>The number of hours reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of if the session is delivered by 1 person or 5 people. †</p>	<p>The proxy reflects the average estimated cost of training if delivered by an external consultant. Based on average self-reported fees from a survey of consultants in various sectors across the UK, updated to 2020 prices.</p>

be monitored over the course

of the contract.

### Growth: Supporting Growth of Responsible Regional Business: Reducing inequalities

<p><b>NT41</b></p>	<p><b>Percentage of staff on contract that is paid at least the relevant Real Living wage as specified by Living Wage foundation (%)</b></p> <p><b>Definition</b> The current Real Living wage for the UK as set by the Living Wage foundation is £9.50 per hour, while the London rate is £10.85 per hour (<a href="https://tinyurl.com/y8sfn67a">https://tinyurl.com/y8sfn67a</a>). Please apply the appropriate rate as the relevant threshold depending on the contract.</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p><b>Evidence Required</b> Please provide evidence of the total number of employment contracts and the number of employment contracts where staff are paid at least Real Living wage according to the relevant local rate. For more information see: <a href="https://tinyurl.com/yfb8f8ap">https://tinyurl.com/yfb8f8ap</a> All data should be reported in compliance with GDPR requirements.</p> <p><b>Target Guidance</b> Please specify what Real Living Wage rates you are applying (UK or London rate) to the workforce, or to what percentages of the workforce on the contract if this only partially includes the London area.</p>	<p>Apply relevant rates depending on location of the contract.</p>	<p>Recorded, not monetised. Indicator should be used to measure progress over time.</p>
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### Growth: Supporting Growth of Responsible Regional Business: Ethical Procurement is promoted

<p><b>NT22</b></p>	<p><b>Percentage of your procurement contracts that include commitments to ethical employment practices in the local and global supply chain, including verification that there is zero tolerance of</b></p>	<p><b>Evidence Required</b> Specify the total number of procurement contracts on this contract and the total number of those that include commitments to ethical employment practices. If applicable, provide a copy of</p>		<p>Recorded, not monetised. Indicator should be used to measure progress over time.</p>
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	<p><b>modern slavery, child labour and other relevant requirements such as elimination of false self-employment, unfair zero hours contracts and blacklists (%)</b></p> <p><b>Definition</b>                  Percentage of contracts within the supply chain that include commitments to ethical employment practices in the local and global supply chain, including requirements to ensure the supply chains are free from slavery and that encourage effective and transparent reporting. Please refer to:  <a href="https://tinyurl.com/yhl4ptry">https://tinyurl.com/yhl4ptry</a>                  Should not be double counted with NT23, NT3, and other relevant Measures.</p> <p><b>Help Text</b>                  Please consult the Measure</p>	<p>your ethical procurement policy and a copy of your modern slavery statement.</p> <p><b>Target Guidance</b>                  Specify the total number of procurement contracts on this contract and the total number of those that will include commitments to ethical employment practices. If possible and applicable, provide a copy of your ethical procurement policy and a copy of your modern slavery</p>		
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	Guidance for further information	statement.		
<p><b>NT43</b></p>	<p><b>Initiatives taken throughout the local and global supply chain to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring in relation to the contract (i.e. supply chain mapping, staff training, contract management) (£ invested including staff time)</b></p> <p><b>Definition</b>                      These are initiatives run by your organisations to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring within the supply chain for the contract. Initiatives might include supply chain mapping, staff training, robust checking processes for recruitment and agency workers (e.g. right to work checks, bank account checks, address checks), engagement programmes with the supply chain to communicate expectations and requirements around modern slavery and to offer support to solve challenges, etc.</p> <p><b>Help Text</b>                      Please consult the Measure</p>	<p><b>Evidence Required</b>                      Describe delivered relevant initiatives, and for each initiative provide a breakdown of the costs. Provide detail of the number of organisations in the supply chain for the contract involved.</p> <p><b>Target Guidance</b>                      These are initiatives you are planning to run to strengthen the identification, monitoring and reduction of risks of modern slavery occurring within the supply chain for the contract. Identify and describe planned initiatives, and for each initiative provide a breakdown of expected costs.</p>	<p>£ invested - including staff time (volunteering valued at £16.09 per hours, expert time valued at £101.86 per hour) and materials, equipment or other resources</p>	<p>Input value - this proxy measures the value of resources (e.g. costs of putting on events including hiring of spaces, stands and staff time, etc.) invested in the initiatives on the contract.</p>

	Guidance for further information			
<b>Social: Healthier, Safer and more Resilient Communities: Creating a healthier community</b>				
<b>NT26</b>	<p><b>Initiatives taken or supported to engage people in health interventions (e.g. stop smoking, obesity, alcoholism, drugs, etc.) or wellbeing initiatives in the community, including physical activities for adults and children</b> (£ invested including staff time)</p> <p><b>Definition</b> This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories†. Staff volunteering time should be valued at £16.09 (2020 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan to describe how the initiatives will be delivered. When support is being provided as part of a wider company programme (e.g. a nationwide</p>	<p><b>Evidence Required</b> Provide a breakdown of the amount (£) to be invested in initiatives aimed at improving health and/or wellbeing in the community (including number of staff hours valued at £16.09 per hour - i.e. the general value for volunteering (NT17)). Describe the type of health and/or wellbeing issues you have addressed, including how and where you have done so. Provide details of your initiatives and any organisations you have partnered with. Where an additional multiplier has been added at Measurement because of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided.† There is an expectation for independently assured and audited reports to be provided.† Information provided should be made compliant with data protection requirements (GDPR).</p> <p><b>Target Guidance</b> Provide a breakdown of pounds to be invested in initiatives aimed at improving health and/or wellbeing in the</p>	<p>Calculate the equivalent £ value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.09 per hour).</p>	<p>Input proxy - this proxy measures the value of resources pledged to support, fund or fice existing initiatives in the community. An additional multiplier capturing the rate of investment to impact should be used whenever available in the National TOMs Calculator for Measurement. This could be e.g. an SROI study developed for the specific initiative supported. Once an appropriate additional multiplier is used the proxy will capture the value to the beneficiaries, with economic, fiscal or wellbeing components included depending on what the additional multiplier adopted is designed to capture.</p>

initiative or collaboration with a charity) attribution should be considered (please see the toolkit guidance document for worked out examples on attribution)†. This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.†

**Help Text**

Please consult the Measure

community (including the number of staff hours valued at £16.09 per hour, i.e. the general value for volunteering (NT17)). Describe the type of health and/or wellbeing issue(s) you will address, including how and where you aim to do so. Provide details of any organisations you intend to partner with to

	Guidance for further information	deliver the initiatives.		
<b>Social: Healthier, Safer and more Resilient Communities: More working with the Community</b>				
<b>NT28</b>	<p><b>Donations or in-kind contributions to local community projects (£ &amp; materials) (£ value)</b></p> <p><b>Definition</b> This could be a cash donation or the equivalent value of in-kind contributions - e.g. donating a van to a community organisation - that have been made for a specific community project. The focus of this Measure is a direct provision of support to specific community projects, rather than a more general support for organisations such as VCSE. Equivalent £ value should be calculated and assumptions and details about the calculation should be made explicit. Attribution might need to be taken into account where resources are being donated not strictly as a result of commitments made in relation to the contract. There needs to be a clear link to the contractual activity. Please see the toolkit guidance document for worked examples on attribution. This Measure should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT29,</p>	<p><b>Evidence Required</b> Provide a breakdown of the pound equivalent value of donations and/or in-kind contributions donated to local community projects. Describe the local community projects you have supported. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at Measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with General Data Protection Regulations (GDPR).</p> <p><b>Target Guidance</b> Provide a breakdown of the pound equivalent value of donations and/or in-kind contributions that will be donated to local community projects. Describe the local community projects you will support. Provide details of any organisations you will partner</p>	£ donated (or equivalent value in £)	Input proxy - this proxy measures the value of resources pledged to support, fund or face existing initiatives in the community. An additional multiplier capturing the rate of investment to impact should be used whenever available in the National TOMs Calculator for Measurement. This could be e.g. an SROI study developed for the specific initiative supported. Once an appropriate additional multiplier is used the proxy will capture the value to the beneficiaries, with economic, fiscal or wellbeing components included depending on what the additional multiplier adopted is designed to capture.



	<p>NT30, NT63 and NT69 or other relevant Measures.</p> <p><b>Help Text</b> Please consult the Measure</p>	<p>with.</p>		
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	Guidance for further information			
<b>NT29</b>	<p><b>No. of hours volunteering time provided to support local community projects</b> (no. staff volunteering hours)</p> <p><b>Definition</b> Please refer to the definition of the local area specified for NT1. Volunteering is defined by the International Labour Organisation (2001) as 'unpaid non-compulsory work; that is, time individuals give without pay to activities performed either through an organisation or directly for others outside of the household?'. Here staff volunteering hours should only be recorded when time has been allocated for staff to spend on formal volunteering (not for family and friends). In the case of local community projects there might not be a community organisation at the receiving end of the volunteering, but it might be an initiative set up by the company itself based on local intelligence. Time invested in organising such activities must be recorded in this category on top of the staff volunteering time itself. Please include only the amount of volunteering that has been provided by staff during working hours or on</p>	<p><b>Evidence Required</b> Describe the volunteering activity/activities you have delivered and the local community projects you have supported. Provide details of any organisations you have partnered with. Provide a breakdown of staff volunteering hours delivered to local community projects. Only regular work hours and paid overtime hours can be counted as volunteering hours. Information provided should be made compliant with data protection requirements (GDPR).</p> <p><b>Target Guidance</b> Describe the volunteering activity/activities to be delivered and the local community projects to be supported. Provide details of any organisations you will partner with. Provide a breakdown of staff volunteering hours to be delivered to local community projects. Only regular work hours and overtime hours can be counted as volunteering hours. For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.</p>	<p>For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.</p>	<p>The proxy reflects the replacement cost for the wage of the individual volunteering activity. It is the ONS hourly value of volunteering: based on different types of volunteering being identified in survey data (Community Life Survey) and valued at the closest market equivalent wage rate from the ASHE dataset. Updated to 2020 prices. (<a href="https://tinyurl.com/ye5sdunb">https://tinyurl.com/ye5sdunb</a>). Can be localised by selecting appropriate wages for the relevant geographical area.</p>

overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with by the employees (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT30, NT63 and NT69 or other relevant Measures.

**Help Text**

Please consult the Measure

	Guidance for further information			
<b>Environment: Decarbonising and Safeguarding our World: Carbon emissions are reduced</b>				
<p><b>NT31</b></p> <p><b>Double Counting Declaration</b> Please tick to confirm no double counting between this measure and RE37, RE37a, RE39, RE39a, RE40</p>	<p><b>Savings in CO2 emissions on contract achieved through de-carbonisation (i.e. a reduction of the carbon intensity of processes and operations, specify how these are to be achieved)</b> (tCO2e)</p> <p><b>Definition</b> These could result, for example††, from a deliberate programme aimed at changing processes or from de-carbonisation work. This category does not include transport related savings resulting from car miles saved (e.g. cycling to work or carpooling initiatives for employees - NT32) or from low emission vehicles - NT33.†Reduction should be measured against a pre-existing baseline level of emissions (the level of emission estimated in a given year for the project in the absence of reduction efforts). The measure therefore requires provision of additional metrics including this baseline level of emissions and a baseline year, the target level of emissions on the project (as</p>	<p><b>Evidence Required</b> Carbon reductions should be evidenced through an independent and verifiable process (e.g. Planet Mark Certification or equivalent). There is an expectation for independently assured and audited reports to be provided. Specify and evidence the pre-existing baseline level and year that have been used to measure savings/reductions and the total emissions generated as a result of reduction efforts, as well as the relevant emission reduction policy (e.g. net zero by 2050 or earlier). Include any relevant information on how the targeted or realised reductions†relate to this emission reduction policy or net zero targets.</p> <p><b>Target Guidance</b> Describe the programmes or initiatives that you are going to put in place to achieve the identified savings in CO2 emissions on the contract against the specified baseline, including timeframes. These could be from de-carbonisation work (other than transport initiatives that</p>	<p>Reductions in tonnes of CO2e†† against the baseline emissions level specified in the accompanying input field. The Measure requires data inputs for additional metrics: a baseline level of emissions (the level of emission estimated in a given year for the project in the absence of reduction efforts), the year that this estimate is based on (e.g. based on emission levels in 2018), the total level of emissions on the project as determined by the reduction efforts, and the relevant emission reduction policy (e.g. net zero by 2050 or earlier). These data inputs must be provided and evidenced, as they allow for the evidencing of the savings recorded through the main unit.</p>	<p>The proxy value is based on the abatement costs, i.e. ?(...) the economic cost of mitigating a unit cost of carbon?, to meet specific emissions reduction targets (HM Green Book, Central Government Guidance on Appraisal Evaluation (2018) and BEIS's DECC/HM Treasury Green Book supplementary appraisal guidance on valuing energy use and greenhouse gas (GHG) emissions: <a href="https://tinyurl.com/yjzc8w3w">https://tinyurl.com/yjzc8w3w</a></p>

determined by the reduction commitments), as well as the relevant net zero carbon target year (e.g. net zero carbon by 2030) as relevant at project or corporate level. Targets for reaching net zero carbon should be specified as a minimum to be in line with a net zero greenhouse gas emissions target of 2050. More ambitious targets are strongly encouraged (e.g. net zero by 2030). For further guidance on target setting and related baselining please see the Unit and Target Guidance. Should not be double counted with NT32 and NT33 or RE37, Re37a, RE39 or RE39a.

**Help Text**

Please consult the Measure Guidance for further information

can be measured elsewhere). Specify and evidence the baseline level of emissions used to measure savings/reductions against and the baseline year (e.g. based on 2018 emission levels), as well as the target emissions after savings/reductions (i.e. the level of emissions on the project resulting from your reduction efforts). Also specify relevant emissions reduction policy (e.g. net zero by 2050 or earlier). This could be a general corporate policy or a specific project policy where it exists. Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets. The purpose of the TOMs is to report added value. In environmental terms, this means going above and beyond the minimum required, and to support initiatives that help the world to decarbonise as quickly as possible. It also means pushing for a 'green normal', rather than treating environmental outcomes as a bolt-on or an afterthought. This determines how we establish the minimum requirements for carbon reduction measures in the TOMs, which adopts the minimum targets identified by the UN, the UK Government,

		<p>and the scientific community; namely that to keep global temperature rises as close to 1.5 degrees Celsius as possible, it is necessary to achieve net zero carbon emissions by 2050 (?NZC 2050?). While the TOMs adopts this minimum target to 2050 as the baseline, it follows that ?added value? in measurement terms should come from the voluntary adoption of targets that exceed minimum requirements. More ambitious targets such as net zero by 2030, embraced by over 100 local authorities across the UK, are becoming increasingly widespread and provide greater scope to mitigate</p>		
<p><b>NT44</b></p>	<p><b>Do you have a policy and programme to achieve net zero carbon, including monitoring plan with specific milestones? (Y/N)</b></p> <p><b>Definition</b> At corporate level† this will be your existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon. If you have not issued one yet, but are committing to do, please provide a statement including scope and expected publication date. The purpose</p>	<p><b>Evidence Required</b> Please provide a copy of your policy, strategy, and plan with specific milestones to achieve, evidence and monitor net zero carbon for the specified date.</p> <p><b>Target Guidance</b> At corporate level, this will be your existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon for the specified date. If you have not issued one but are committing to do so, please</p>	<p>Provide relevant documents and specify the set target for reaching Net Zero Carbon.</p>	<p>Recorded, not monetised.</p>

	<p>of the TOMs is to report added value. In environmental terms, this means going above and beyond the minimum required, and to support initiatives that help the world to decarbonise as quickly as possible. It also means pushing for a 'green normal', rather than treating environmental outcomes as a bolt-on or an afterthought. This determines how we establish the minimum requirements for carbon reduction to qualify as social value measures in the TOMs. We adopt the minimum target identified by the UN, the UK Government, and the scientific community: net zero carbon by 2050 (namely that to keep global temperature rises as close to 1.5 degrees Celsius as possible, it is necessary to achieve net zero carbon emissions by 2050 - 'NZC 2050?'). While the TOMs adopt this minimum target to 2050 as the baseline, it follows that 'added value' in measurement terms should come from the voluntary adoption of targets that exceed minimum requirements. More ambitious targets such as net zero by 2030, embraced by over 100 local authorities across the UK, are becoming increasingly widespread and provide greater scope to</p>	<p>provide a statement including scope and expected publication date. This includes outlining and explaining set</p>		
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	<p>mitigate Climate Change than NZC 2050†. These are strongly encouraged especially for sectors where this is becoming more common.</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	targets.		
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### Environment: Decarbonising and Safeguarding our World: Air pollution is reduced

<b>NT32</b>	<p><b>Car miles saved on the project as a result of a green transport programme or equivalent (e.g. cycle to work programmes, public transport or car pooling programmes, etc.)</b> (miles saved)</p> <p><b>Definition</b> These benefits are expected to be delivered as a result of transport programmes. Provide detail on different programmes including how passenger car miles have been saved, and figures that have been used as benchmarks. There is an expectation for independently assured and audited reports to be provided. Miles can be saved on contract or through direct contract related commuting/travel. Reasonable assumptions have to be made and</p>	<p><b>Evidence Required</b> Provide details of the corporate green transport programme implemented to reduce passenger car miles driven, including a breakdown of the number of car miles saved and how they have been saved. Specify the baseline that is used (i.e. car miles driven before a programme was put in place to reduce car miles driven) and full methodology of calculation.</p> <p><b>Target Guidance</b> Provide details on the programme to be implemented to reduce passenger car miles driven, including a breakdown of the number of car miles to be saved and how the car miles will be saved. Specify the baseline to be used (i.e. car miles driven before a programme is put in place to</p>	Car miles (not hundreds of miles) saved against baseline, which must be provided	Carbon cost of CO2 emissions and social cost (including health costs) of PM2.5 and NOx for emissions from road transport by cars (ref. fleet 2019). The Carbon cost is from DfT's WebTAG guidance and based on estimated abatement costs that will need to be incurred in order to meet specific emissions reduction targets ((HM Green Book, Central Government Guidance on Appraisal Evaluation (2020) and BEIS's DECC/HM Treasury Green Book supplementary appraisal guidance on valuing energy use and greenhouse gas (GHG) emissions: <a href="https://tinyurl.com/yjzc8w3w">https://tinyurl.com/yjzc8w3w</a> The social cost based on DEFRA Damage Cost Approach (DCA) and monetised. Updated to 2020 prices. The value has changed from 2020 due to
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	<p>evidenced regarding the reduction of car miles travelled. This measure can be localized if desired, which can lead to a substantial increase in the captured social value. For further information please see DEFRA "Air quality damage cost guidance July 2020" document which can be downloaded from this homepage:  <a href="https://tinyurl.com/yf6qwof6">https://tinyurl.com/yf6qwof6</a>  Please reach out to SVP if you have further questions regarding the localization of this measure.</p> <p><b>Help Text</b>  Please consult the Measure Guidance for further information</p>	<p>reduce car miles driven) and full methodology of calculation. This measure can be localized if desired, which can lead to a substantial increase in the captured social value. For further information please see DEFRA "Air quality damage cost guidance July 2020" document which can be downloaded from this homepage:  <a href="https://tinyurl.com/yf6qwof6">https://tinyurl.com/yf6qwof6</a>  Please reach out to SVP if you have further questions regarding the localization of this measure.</p>		<p>updates to the pollution costs published by DEFRA, providing more accurate measurement of costs occurring as a result of NOx and PM2.5 emissions.</p>
<p><b>NT33</b></p>	<p><b>Car miles driven using low or no emission staff vehicles included on project as a result of a green transport programme</b> (miles driven)</p> <p><b>Definition</b>  These benefits are expected to be delivered as a result of transport programmes. Examples of evidence would be fleet reports or mileage logs. There is an expectation for independently assured and audited reports to be provided.</p>	<p><b>Evidence Required</b>  Fleet report and mileage log. There is an expectation for independently assured and audited reports to be provided.</p> <p><b>Target Guidance</b>  Provide details on the programme to be implemented. When in addition to data on the miles driven additional data on the location is collected, this measure can further be localized if desired. This could lead to a substantial increase in the captured social value.</p>	<p>No. miles driven on contract on LEV as part of a specific sustainable transport programme</p>	<p>CO2, PM2.5 and NOx emissions saved by Low Emission Vehicles (LEV) (defined by emissions &lt;75mg/km). Carbon cost of CO2 emissions and social cost (including health costs) of PM2.5 and NOx for emissions from road transport by cars (ref. fleet 2019). The Carbon cost is from DfT's WebTAG guidance and based on estimated abatement costs that will need to be incurred in order to meet specific emissions reduction targets (HM Green Book, Central Government Guidance on</p>

	<p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p>For further information please see DEFRA "Air quality damage cost guidance July 2020" document which can be downloaded from this homepage: <a href="https://tinyurl.com/ye6fkglw">https://tinyurl.com/ye6fkglw</a> Please reach out to SVP if you have further questions regarding the localisation of this Measure.†</p>		<p>Appraisal Evaluation (2020) and BEIS's DECC/HM Treasury Green Book supplementary appraisal guidance on valuing energy use and greenhouse gas (GHG) emissions: <a href="https://tinyurl.com/yjzc8w3w">https://tinyurl.com/yjzc8w3w</a> The social cost based on DEFRA Damage Cost Approach (DCA) and monetised. Updated to 2020 prices.</p>
<b>Environment: Decarbonising and Safeguarding our World: Safeguarding the natural environment</b>				
<p><b>NT67</b></p>	<p><b>Donations or investments towards initiatives aimed at environmental and biodiversity conservations and sustainable management projects for both marine and terrestrial ecosystems (£)</b></p> <p><b>Definition</b> These are donations or investments attributable to the contract geared towards environmental and biodiversity conservation and towards sustainable management projects for both marine and terrestrial ecosystems.</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p><b>Evidence Required</b> Provide a list of donations and projects supported on the contract, together with information on what the anticipated impacts were and an explanation of the Monitoring and Evaluation processes that were put in place for each programme.</p> <p><b>Target Guidance</b> Provide a list of donations and projects to be supported on the contract, together with anticipated impacts and an explanation of the Monitoring and Evaluation processes to be put in place.</p>	<p>£ invested attributable to the contract</p>	<p>Input value - record investments. Can be combined with an independently calculated impact multiplier if a dedicated impact assessment has been carried out.</p>

<p><b>NT47</b></p>	<p><b>Donations or investments towards expert designed sustainable reforestation or afforestation initiatives (£)</b></p> <p><b>Definition</b> These are donations or investments attributable to the contract. Reforestation or afforestation initiatives must be designed by experts to take into account, among other aspects, placement on different types of land, alternative use, climate change effects, biodiversity implications, etc.</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p><b>Evidence Required</b> Provide a list of donations and projects supported on the contract, together with information on what the anticipated impacts were and an explanation of the monitoring and evaluation processes that were put in place for each programme. Specify or list areas that were directly impacted by the reforestation or afforestation projects.</p> <p><b>Target Guidance</b> Provide a list of donations and projects to be supported on the contract, together with anticipated impacts and an explanation of the monitoring and evaluation processes to be put in place. Specify a list of areas expected to be impacted by the reforestation or afforestation projects.</p>	<p>£ invested attributable to the contract</p>	<p>Input value - record investments. Can be combined with an independently calculated impact multiplier if a dedicated impact assessment has been carried out.</p>
<p><b>NT68</b></p>	<p><b>Plastic recycling rate on the contract (to e.g. reduce microplastics) (%)</b></p> <p><b>Definition</b> % of plastic used on the contract that is recycled. †</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p><b>Evidence Required</b> Provide a breakdown of the total amount of plastic used on the contract and the total amount of that that has been recycled.</p> <p><b>Target Guidance</b> % of plastic used on the contract that is expected to be recycled.</p>	<p>(Plastics used on the contract that are recycled (tonnes) / total plastic used on the contract (tonnes)) * 100 to arrive at a percentage</p>	<p>Recorded, not monetised. Indicator should be used to measure progress over time.</p>

**Environment: Decarbonising and Safeguarding our World: Resource efficiency and circular economy solutions are promoted**

<b>NT70</b>	<p><b>Single-use plastic packaging eliminated through reusable packaging solutions or schemes (e.g. Loop or equivalent) on the contract (kg)</b></p> <p><b>Definition</b> These are benefits resulting from a plastic packaging substitution programme, and they would include either solutions that substitute plastic packaging with alternatives that have been demonstrated to be more sustainable (i.e. with an overall lower carbon footprint and not leading to collateral pollution issues) over the course of their lifecycle, or "milkman" type schemes where products are delivered in reusable packaging as opposed to single use (options are currently set to be launched in some UK markets in 2020 by different providers).</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p><b>Evidence Required</b> Report of the programme with a description of the sustainability analysis comparing the original options to the chosen alternatives. In the case of "milkman schemes", description of the scheme and intended impact.</p> <p><b>Target Guidance</b> Kilos of plastic packaging to be replaced on the programme, and description of the sustainability analysis comparing the original options to the chosen alternatives. In the case of "milkman schemes", description of the scheme and intended impact.</p>	<p>Kilos of plastic packaging use reduced</p>	<p>Recorded, not monetised.</p>
<b>NT72</b>	<p><b>Hard to recycle waste diverted from landfill or incineration through specific recycling</b></p>	<p><b>Evidence Required</b> Report the total amount of hard to recycle waste on the contract that has been</p>	<p>Tonnes of waste that would not be recycled through standard recycling but that have been diverted to a</p>	<p>Standard Landfill rate.</p>

	<p><b>partnerships (e.g. Terracycle or equivalent)</b> (tonnes)</p> <p><b>Definition</b> Hard to recycle waste can include, but is not limited to: cigarette butts, wrappers, cosmetic product packaging including different types of plastics. For examples of relevant programmes see Terracycle, or equivalent. (<a href="https://tinyurl.com/yfugdrad">https://tinyurl.com/yfugdrad</a>; <a href="https://tinyurl.com/ygxujku9">https://tinyurl.com/ygxujku9</a>).</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p>diverted through a dedicated recycling programme. Provide details of any partner organisations on the contract for the programme. Provide information on the nature of the waste recycled to evidence the nature of recycling difficulties.</p> <p><b>Target Guidance</b> Calculate the estimated tonnes of waste that would not be recycled through standard recycling but that will be diverted to a dedicated recycling programme because of your programme or partnership. Provide information on the nature of the waste to be recycled to evidence the nature of recycling difficulties.</p>	<p>dedicated recycling programme.</p>	
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**Environment: Decarbonising and Safeguarding our World: Sustainable Procurement is promoted**

<p><b>NT35</b></p>	<p><b>Percentage of procurement contracts that include sustainable procurement commitments or other relevant requirements and certifications (e.g. to use local produce, reduce food waste, and keep resources in circulation longer.)</b> (% of contracts)</p> <p><b>Definition</b> List requirements and contracts where applied.</p>	<p><b>Evidence Required</b> Specify the total number of procurement contracts on the contract and the total number of contracts that have included sustainable procurement commitments on the contract. Provide a copy of your sustainable procurement policy or equivalent statement.</p> <p><b>Target Guidance</b> Specify the total number of procurement contracts on the</p>	<p>(Total contracts including relevant commitments / total contracts) * 100 to arrive at a percentage.</p>	<p>Recorded, not monetised. Indicator can be used to establish a baseline and measure progress over time.†</p>
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	<p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p>contract, and the total number of contracts that will include sustainable procurement commitments on the contract. Provide a copy of your sustainable procurement policy or an equivalent statement.</p>		
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**Innovation: Promoting Social Innovation: Social innovation to create local skills and employment**

<p><b>NT50</b></p>	<p><b>Innovative measures to promote local skills and employment to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.</b> (£ invested inc. time, materials, equipment etc)</p> <p><b>Definition</b> Innovative Measures to promote local skills and employment to be delivered on the contract.</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p><b>Evidence Required</b> Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.09 per hour), staff time expert advice (valued at £101.86), equipment or equivalent value of other assets should be provided.</p> <p><b>Target Guidance</b> Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.09 per hour or at £101.86 if it is expert time) should be provided. Provide details of any organisations that you will work with and specify whether</p>	<p>£ invested - including staff time (volunteering valued at £16.09 per hours, expert time valued at £101.86 per hour) and materials, equipment, or other resources</p>	<p>Input proxy - this proxy measures the value of resources pledged to support, fund or fice existing initiatives in the community. An additional multiplier capturing the rate of investment to impact should be used whenever available in the National TOMs Calculator for Measurement. This could be e.g. an SROI study developed for the specific initiative supported. Once an appropriate additional multiplier is used the proxy will capture the value to the beneficiaries, with economic, fiscal or wellbeing components included depending on what the additional multiplier adopted is designed to capture. For the specific rationale for the volunteering rate (£16.09 per hour) see NT17; for the hourly rate for expert support provided pro bono to VCSEs and MSMEs (£101.86 per</p>
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they will be covering the reported cost with you and how.

hour) see e.g. NT14

### Innovation: Promoting Social Innovation: Social innovation to support responsible business

<p><b>NT51</b></p>	<p><b>Innovative measures to promote and support responsible business to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.</b> (£ invested inc. time, materials, equipment etc)</p> <p><b>Definition</b> Innovative Measures to promote and support responsible business to be delivered on the contract.</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p><b>Evidence Required</b> Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.09 per hour), staff time expert advice (valued at £101.86), equipment or equivalent value of other assets should be provided.</p> <p><b>Target Guidance</b> Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.09 per hour or at £101.86 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.</p>	<p>£ invested - including staff time (volunteering valued at £16.09 per hours, expert time valued at £101.86 per hour) and materials, equipment or other resources</p>	<p>Input proxy - this proxy measures the value of resources pledged to support, fund or fice existing initiatives in the community. An additional multiplier capturing the rate of investment to impact should be used whenever available in the National TOMs Calculator for Measurement. This could be e.g. an SROI study developed for the specific initiative supported. Once an appropriate additional multiplier is used the proxy will capture the value to the beneficiaries, with economic, fiscal or wellbeing components included depending on what the additional multiplier adopted is designed to capture. For the specific rational for the volunteering rate (£16.09 per hour) see NT17; for the hourly rate for expert support provided pro bono to VCSEs and MSMEs (£101.86 per hour) see e.g. NT15</p>
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### Innovation: Promoting Social Innovation: Social innovation to enable healthier safer and more resilient communities

<p><b>NT52</b></p>	<p><b>Innovative measures to enable healthier, safer and more resilient communities to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.</b> (£ invested inc. time, materials, equipment etc)</p> <p><b>Definition</b> Innovative Measures to enable healthier, safer and more resilient communities to be delivered on the contract.</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p><b>Evidence Required</b> Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.09 per hour), staff time expert advice (valued at £101.86), equipment or equivalent value of other assets should be provided.</p> <p><b>Target Guidance</b> Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.09 per hour or at £101.86 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.</p>	<p>£ invested - including staff time (volunteering valued at £16.09 per hours, expert time valued at £101.86 per hour) and materials, equipment or other resources</p>	<p>Input proxy - this proxy measures the value of resources pledged to support, fund or fice existing initiatives in the community. An additional multiplier capturing the rate of investment to impact should be used whenever available in the National TOMs Calculator for Measurement. This could be e.g. an SROI study developed for the specific initiative supported. Once an appropriate additional multiplier is used the proxy will capture the value to the beneficiaries, with economic, fiscal or wellbeing components included depending on what the additional multiplier adopted is designed to capture. For the specific rational for the volunteering rate (£16.09 per hour) see NT17; for the hourly rate for expert support provided pro bono to VCSEs and MSMEs (£101.86 per hour) see NT16</p>
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### Innovation: Promoting Social Innovation: Social innovation to safeguard the environment and respond to the climate emergency

<p><b>NT53</b></p>	<p><b>Innovative measures to safeguard the environment</b></p>	<p><b>Evidence Required</b> Please provide a project</p>	<p>£ invested - including staff time (volunteering valued at</p>	<p>Input proxy - this proxy measures the value of</p>
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	<p><b>and respond to the climate emergency to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.</b> (£ invested inc. time, materials, equipment etc)</p> <p><b>Definition</b> Innovative Measures to safeguard the environment and respond to the climate emergency to be delivered on the contract.</p> <p><b>Help Text</b> Please consult the Measure Guidance for further information</p>	<p>report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.09 per hour), staff time expert advice (valued at £101.86), equipment or equivalent value of other assets should be provided.</p> <p><b>Target Guidance</b> Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.09 per hour or at £101.86 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.</p>	<p>£16.09 per hours, expert time valued at £101.86 per hour) and materials, equipment or other resources</p>	<p>resources pledged to support, fund or fice existing initiatives in the community. An additional multiplier capturing the rate of investment to impact should be used whenever available in the National TOMs Calculator for Measurement. This could be e.g. an SROI study developed for the specific initiative supported. Once an appropriate additional multiplier is used the proxy will capture the value to the beneficiaries, with economic, fiscal or wellbeing components included depending on what the additional multiplier adopted is designed to capture. For the specific rational for the volunteering rate (£16.09 per hour) see NT17; for the hourly rate for expert support provided pro bono to VCSEs and MSMEs (£101.86 per hour) see e.g. NT17</p>
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