

# Torbay Intermediate TOM System

For further information on TOMs, please refer to the [TOMs Handbook](#) or the [National TOMs Framework](#).

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

| Reference  | Measure  | Requirements   | Guidance   |
|--|--|--|--|
| <b>FM14/NT8</b><br><br><b>Units</b><br>no. staff hours<br><br><b>Proxy</b><br>£16.93 | <p><b>No. of staff hours spent on local school and college visits supporting pupils e.g. delivering career talks, curriculum support, literacy support, safety talks (including preparation time)</b></p> <p><b>Definition</b><br/>                     This is the number of staff hours dedicated to the preparation and delivery of curriculum related activities in schools and colleges (talks at universities cannot be captured under this measure) including literacy support, career talks, safety talks, etc. Please provide a description of the range of activities provided. Reported activities should not be double counted with other similar Measures, including NT17 and NT29.</p> | <p><b>Target guidance</b><br/>                     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.</p> <p><b>Evidence required</b><br/>                     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).</p> | <p><b>Unit guidance</b><br/>                     Example: if 10 staff have spent 3 hours each, then the total number of hours reported should be 30.</p> |

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

| Reference | Measure | Requirements    | Guidance      |
|-----------|---------|-----------------|---------------|
| FM19      |         | Target guidance | Unit guidance |

| Reference  | Measure  | Requirements   | Guidance   |
|--|--|--|--|
| <b>Units</b><br>no. staff volunteering hours<br><br><b>Proxy</b><br>£16.93 | <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></p> <p><b>Definition</b><br/>           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/4wp4mek6">https://tinyurl.com/4wp4mek6</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>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, 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.</p> <p><b>Evidence required</b><br/>           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>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. For example, a 2-hour session attended by 8 people would be 16 hours, regardless of if the session is delivered by 1 person or 5 people.</p> |

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

| Reference                            | Measure | Requirements  | Guidance                    |
|--------------------------------------|---------|---|-----------------------------|
| <b>FM24/RE14</b><br><br><b>Units</b> |         | <p><b>Target guidance</b><br/>           Provide a breakdown of expected costs for each employment taster day to be held.</p> | <p><b>Unit guidance</b></p> |

| Reference   | Measure  | Requirements   | Guidance  |
|---|--|--|---|
| <p>£ invested including staff time</p> <p><b>Proxy</b><br/>£1</p>                         | <p><b>Employment taster days for those interested in working in the primary project industry or sector, such as real estate, construction, or facilities management</b></p> <p><b>Definition</b><br/>Aimed at anyone (school or college pupils, local residents) interested in entering into the primary project industry or sector. They should include taster days across all professions relating to this primary sector, such as including construction, design and building management in the case of real estate. May be organised by any member of the professional team. The day needs to be properly managed with opportunities for young people to get a view of all aspects of the industry. Insert costs of putting on the events including hiring of spaces, stands and staff time (to be valued at £16.93 per staff hour). Please include the number of events and details of each in the Description. Useful links: <a href="https://tinyurl.com/3xn4a5vd">https://tinyurl.com/3xn4a5vd</a></p> | <p>Describe and provide details of your upcoming employment taster days, e.g. place, time and expected number of attendees.</p> <p><b>Evidence required</b><br/>Provide a breakdown of the costs incurred for each employment taster day. Describe and provide details of each employment taster day, e.g. place, time and number of attendees. Information provided should be made compliant with data protection requirements (GDPR).</p>  | <p>Costs incurred (£) for putting on the event(s) including hiring of spaces, stands and staff time (to be valued at £16.93 per staff hour)</p> |
| <p><b>FM22/NT12</b></p> <p><b>Units</b><br/>no. weeks</p> <p><b>Proxy</b><br/>£194.50</p> | <p><b>No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)</b></p> <p><b>Definition</b><br/>Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. Only work placements for students with a duration of 1 to 6 weeks (typically unpaid) should be registered here. The cumulative number of weeks (from 1 to 6 for each student work placement) should be</p>   | <p><b>Target guidance</b><br/>Summarise your strategy for providing your target number of weeks of student work placements or pre-employment courses on this contract. Specify the type of student work placements or/and pre-employment courses that will be provided, including what kind of industry-based experience they will result in and how. As you will cooperate with schools, colleges, or universities, please specify which ones and how you will approach this.</p> <p><b>Evidence required</b><br/>Specify the number of people in student work placements or pre-employment courses on this</p> | <p><b>Unit guidance</b><br/>Number of total student placement weeks on the contract (only student placements between 1-6 weeks).</p>            |

| Reference | Measure  | Requirements   | Guidance |
|-----------|--|--|----------|
|           | registered. This Measure does not apply to placements longer than 6 weeks as the National TOMs framework discourage unpaid long-term employment. For guidance please see: <a href="https://tinyurl.com/2p8nk5fb">https://tinyurl.com/2p8nk5fb</a> . Should not be double counted with other work placement Measures. | contract, and for each person specify: the duration in weeks and type of the work placement or pre-employment course. Describe the industry-based experience gained and provide details of the school, college or university partnered with. Information provided should be made compliant with data protection requirements (GDPR). |          |

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

| Reference   | Measure   | Requirements  | Guidance  |
|---|---|---|---|
| <b>FM25/NT14</b><br><b>Units</b><br>£<br><b>Proxy</b><br>£0.12<br><b>Double counting</b><br>Do not double count with <b>NT18, NT18a, NT19</b> | <b>Total amount (£) spent with VCSEs within your supply chain</b><br><b>Definition</b><br>Amount spent on suppliers for the contract that are Voluntary, Community or Social Enterprises (VCSEs). 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/96ukhfv">https://tinyurl.com/96ukhfv</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 | <b>Target guidance</b><br>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.<br><b>Evidence required</b><br>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 . | <b>Unit guidance</b><br>£ 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. |

| Reference   | Measure   | Requirements   | Guidance   |
|---|---|--|--|
|   | <p>appropriate NT14 and NT18 multipliers, when NT18 or NT19 are not directly included in the analysis. Should not be double counted with NT18 and NT19 or other relevant Measures if those are included.</p>  |  |  |
| <p><b>FM26/NT15</b></p> <p><b>Units</b><br/>no. staff<br/>expert hours</p> <p><b>Proxy</b><br/>£101</p> <p><b>Double counting</b><br/>Do not double count with <b>NT15a</b></p> | <p><b>Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE)</b></p> <p><b>Definition</b><br/>This is expert staff time (e.g. financial 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 count only the time for delivering the activity (preparation time is not captured). Please see the toolkit guidance document for worked out examples on attribution. Please note that MSMEs are defined as (0-249 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 included</p> | <p><b>Target guidance</b><br/>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><b>Evidence required</b><br/>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>Unit guidance</b><br/>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><b>FM26a/NT15a</b></p> <p><b>Units</b></p>   | <p><b>Provision of expert business advice to help VCSEs and MSMEs achieve net zero carbon</b></p>   | <p><b>Target guidance</b><br/>Summarise your strategy for providing expert advice around decarbonisation to VCSEs/MSMEs to achieve net zero carbon.</p>  | <p><b>Unit guidance</b></p>  |

| Reference   | Measure  | Requirements   | Guidance  |
|---|--|--|---|
| <p>no. staff expert hours</p> <p><b>Proxy</b><br/>£101</p> <p><b>Double counting</b><br/>Do not double count with <b>NT15</b></p> | <p><b>Definition</b></p> <p>This is expert staff time (specifically around decarbonisation) dedicated to supporting Voluntary Community or Social Enterprises (VCSEs) or micro, small and medium enterprises (MSMEs) to achieve net zero carbon. In line with international ambitions, it is advised to aim for a reduction of emissions to net zero as soon as possible, with 2050 being the minimum target reflecting current UK government policy and an earlier target to be strongly encouraged. Many private sector organisations, sectoral institutions such as the World Green Building Council and more than 100 LAs have set the more ambitious 2030 target. Please include only the number of hours of expert staff time 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 count only the time for delivering the activity (preparation time is not captured). Please see the toolkit guidance document for worked out examples on attribution. MSMEs are defined as 0-249 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 included.</p> | <p>Provide the names of the VCSEs/MSMEs you will support or details of proposed 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><b>Evidence required</b></p> <p>Provide a breakdown of staff hours spent providing expert decarbonisation advice to VCSEs/MSMEs. Provide the details of the VCSEs/MSMEs you have supported. Specify the number of staff hours spent supporting each VCSE/MSME, the type of expert advice provided, 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>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><b>FM27/NT16</b></p> <p><b>Units</b><br/>£</p> <p><b>Proxy</b></p>   | <p><b>Equipment or resources donated to VCSEs (£ equivalent value)</b></p> <p><b>Definition</b></p> <p>This Measure captures the value of in-kind contributions e.g. donating a van to an VCSE -</p>   | <p><b>Target guidance</b></p> <p>Provide a list of VCSEs you have already identified or a range of options. Provide a breakdown of the value of resources and/or equipment to be donated to VCSEs, including the names of the VCSEs.</p>   | <p><b>Unit guidance</b></p> <p>Equivalent £ value of the donation.</p>  |



| Reference   | Measure  | Requirements  | Guidance   |
|---|--|---|--|
| £1  | <p>provide details about value calculations including assumptions made (e.g. buying price, age, depreciation age etc.). Excluded are monetary donations such as staff donations or donations as a result of a fund raiser. Attribution has to be considered if the total contribution results from multiple organisations being involved. Should not be double counted with N17 and NT28 and other Measures around donation of equipment or resources.</p>   | <p><b>Evidence required</b><br/>Provide a breakdown of the equivalent value of resources and/or equipment donated to each VCSE, including evidence of the donations and the names of the VCSEs supported.</p>   |  |
| <p><b>FM28/NT17</b></p> <p><b>Units</b><br/>no. staff volunteering hours</p> <p><b>Proxy</b><br/>£16.93</p> | <p><b>Number of voluntary hours donated to support VCSEs (excludes expert business advice)</b></p> <p><b>Definition</b><br/>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, only staff volunteering hours should be recorded when time has been allocated for staff to spend on formal volunteering (not for family and friends). 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 count only the time for delivering the activity (preparation time is not captured). Please see the toolkit guidance document for worked examples on attribution. The following Measures should not be double counted : NT15, NT16, NT24, NT25, NT26, NT27, NT28, and NT29 and other volunteering Measures.</p> | <p><b>Target guidance</b><br/>Specify the list of VCSEs that are going to be supported and describe the volunteering activities to be delivered and their intended purposes. Provide a breakdown of staff volunteering hours to be delivered to VCSEs. For example, if 10 staff volunteer 3 hours each, then the reported total should be 30.</p> <p><b>Evidence required</b><br/>Specify the name of the VCSEs supported, the volunteering activities delivered and their intended purposes. Provide a breakdown of staff volunteering hours delivered to VCSEs. Information provided should be made compliant with General Data Protection Regulation (GDPR).</p> | <p><b>Unit guidance</b><br/>Number of staff hours spent on volunteering with VCSEs. For example, if 10 staff volunteer 3 hours each, then the reported total should be 30.</p> |

| Reference   | Measure  | Requirements  | Guidance   |
|---|--|---|--|
| <p><b>FM29/NT18</b></p> <p><b>Units</b><br/>£</p> <p><b>Proxy</b><br/>Localised by project</p> <p><b>Double counting</b><br/>Do not double count with <b>NT14, NT18a, NT19</b></p>  | <p><b>Total amount (£) spent in local supply chain through the contract</b></p> <p><b>Definition</b><br/>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 framework. 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>Target guidance</b><br/>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><b>Evidence required</b><br/>Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location.</p>                                | <p><b>Unit guidance</b><br/>Total amount of £ spent with the supply chain within the defined local area for the project.</p> |
| <p><b>FM29a/NT18a</b></p> <p><b>Units</b><br/>£</p> <p><b>Proxy</b><br/>Localised by project</p> <p><b>Double counting</b><br/>Do not double count with <b>NT14, NT18, NT19</b></p> | <p><b>Total amount (£) spent through the contract in targeted areas (areas specifically targeted for support under the scheme e.g. high deprivation areas)</b></p> <p><b>Definition</b><br/>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 framework. 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</p>                    | <p><b>Target guidance</b><br/>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 three digits of their postcode.</p> <p><b>Evidence required</b><br/>Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location.</p> | <p><b>Unit guidance</b><br/>Total amount of £ spent with the supply chain within the defined local area for the project.</p> |



| Reference  | Measure   | Requirements   | Guidance  |
|--|---|--|---|
|  | 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.  |  |   |
| <b>FM30/NT19</b><br><br><b>Units</b><br>£<br><br><b>Proxy</b><br>Localised by project<br><br><b>Double counting</b><br>Do not double count with <b>NT14, NT18, NT18a</b> | <b>Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs)</b><br><br><b>Definition</b><br>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 framework. 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). | <b>Target guidance</b><br>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.<br><br><b>Evidence required</b><br>Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location. | <b>Unit guidance</b><br>Total amount of £ spent with MSMEs (0-249 employees) in the supply chain within the defined local area for the project. |

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

| Reference   | Measure   | Requirements  | Guidance   |
|---|---|---|--|
| <b>FM36/NT21</b><br><br><b>Units</b><br>no. hrs (total session) | <b>Equality, diversity and inclusion training provided both for staff and supply chain staff</b><br><br><b>Definition</b> | <b>Target guidance</b><br>Describe your strategy for delivering equality, diversity and inclusion training to directly employed staff and supply chain on this contract. Provide a workplan, including number | <b>Unit guidance</b><br>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 |

| Reference   | Measure   | Requirements  | Guidance   |
|---|---|---|--|
| <p>duration)*no. attendees</p> <p><b>Proxy</b><br/>£101</p> | <p>This includes training provided to directly employed 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.</p> | <p>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 be monitored over the course of the contract.</p> <p><b>Evidence required</b><br/>Provide a breakdown of staff hours spent providing equality, diversity and inclusion training to directly employed 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>unemployed people would be 16 hours, regardless of if the session is delivered by 1 person or 5 people.</p> |

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

| Reference  | Measure  | Requirements  | Guidance  |
|--|--|---|---|
| <p><b>FM39/NT40</b></p> <p><b>Units</b><br/>£ invested including staff time</p> <p><b>Proxy</b><br/>£1</p> | <p><b>Number and type of initiatives to be put in place to reduce the gender pay gap for staff employed in relation to the contract (describe and document initiatives)</b></p> <p><b>Definition</b><br/>Guidance on practices that reduce the gender pay gap: <a href="https://tinyurl.com/3bk783eb">https://tinyurl.com/3bk783eb</a></p> | <p><b>Target guidance</b><br/>Please describe initiatives and how you plan to implement them. You can include e.g. changes to recruitment and promotion practices, relevant networking and mentoring programmes, flexibility and shared parental leave policies, and specific training for staff (for examples of relevant practices see <a href="https://tinyurl.com/3bk783eb">https://tinyurl.com/3bk783eb</a>). Please provide a description of initiatives to be delivered on the contract and a breakdown of projected</p> | <p><b>Unit guidance</b><br/>£ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment or other resources</p> |

| Reference | Measure | Requirements  | Guidance |
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|           |         | <p>costs for each. If you are partnering with any specialist organisation, please provide details.</p> <p><b>Evidence required</b><br/>Provide a list of initiatives included and describe their aims and reach, together with any assessment of their impact if available (quantitative or qualitative). For each initiative, provide a breakdown of the £ invested. If you are partnering with any specialist organisation, please provide details.</p> |          |

**Growth:** Supporting Growth of Responsible Regional Business: Ethical procurement is promoted

| Reference  | Measure   | Requirements  | Guidance  |
|--|---|---|---|
| <p><b>FM44/NT43</b></p> <p><b>Units</b><br/>£ invested including staff time</p> <p><b>Proxy</b><br/>£1</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)</b></p> <p><b>Definition</b><br/>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>Target guidance</b><br/>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><b>Evidence required</b><br/>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>Unit guidance</b><br/>£ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment or other resources</p> |

| Reference | Measure | Requirements | Guidance |
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**Social: Healthier, Safer and more Resilient Communities: Crime is reduced**

| Reference | Measure | Requirements | Guidance |
|-----------|---------|--------------|----------|
|-----------|---------|--------------|----------|

**FM49/NT24**

**Units**  
£ invested including staff time

**Proxy**  
£1

**Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, etc.)**

**Definition**

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 £16.93 (2021 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. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT25, NT26, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.

**Target guidance**

Provide a breakdown of pounds to be invested in initiatives aimed at reducing crime (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Describe what type of crime/s you aim to reduce, including how and where you aim to do so. Details of any organisations you will partner with to reduce crime must be provided.

**Evidence required**

Provide a breakdown of pounds invested in initiatives aimed at reducing crime (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Describe what type of crime you have aimed to reduce, including how and where you have done so. 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 data protection requirements (GDPR).

**Unit guidance**

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 £16.93 per hour).

**Social: Healthier, Safer and more Resilient Communities: Creating a healthier community**

| Reference | Measure | Requirements | Guidance |
|-----------|---------|--------------|----------|
|-----------|---------|--------------|----------|

| Reference   | Measure   | Requirements  | Guidance   |
|---|---|---|--|
| <b>Reference</b>  | <b>Measure</b>  | <b>Requirements</b>   | <b>Guidance</b>  |
| <b>FM50/NT25</b><br><br><b>Units</b><br>£ invested including staff time<br><br><b>Proxy</b><br>£1<br><br><b>Double counting</b><br>Do not double count with <b>NT63</b> | <b>Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc.)</b><br><br><b>Definition</b><br>This includes resources (spending and staff time) devoted to a programme designed to improve the situation of people without a home e.g. people living in hostels, shelters, refugees or other temporary circumstances (e.g. in institutions), people staying temporarily with family and friends ('sofa surfing'), people who are threatened with eviction or people living in unfit housing or extreme overcrowding - for people without any shelter, use NT63. The programme 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 £16.93 (2021 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. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT26, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures. | <b>Target guidance</b><br>Provide a breakdown of pounds to be invested in initiatives aimed at tackling homelessness (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17). Describe how you aim to tackle homelessness, including how and where you aim to do so. Details of any organisations you will partner with to tackle homelessness must be provided.<br><br><b>Evidence required</b><br>Provide a breakdown of pounds invested in initiatives aimed at tackling homelessness (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17), and of any organisations you have partnered with. Describe how you have worked to tackle homelessness, including how and where you have aimed to do so. 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 data protection requirements (GDPR). | <b>Unit guidance</b><br>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 £16.93 per hour). |

| Reference   | Measure   | Requirements  | Guidance  |
|---|---|---|---|
| <p><b>FM51/NT63</b></p> <p><b>Units</b><br/>£ invested including staff time</p> <p><b>Proxy</b><br/>£1</p> <p><b>Double counting</b><br/>Do not double count with <b>NT25</b></p> | <p><b>Initiatives to support rough sleepers - including training for security and night staff, opening up facilities spaces (e.g. showers or additional beds when temperature drops) after hours</b></p> <p><b>Definition</b><br/>This includes resources (spending and staff time) devoted to a programme designed to improve the situation people sleeping bedded down (or are about to do so) in the open air (e.g. tents, doorways, parks or bus shelters) or people living in facilities not designed for habitation (e.g. stairwells, barns, sheds, car parks, cars, derelict boats or stations). The measure does not include people in campsites or other sites used for recreational purposes or organised protest, squatters and travellers. Activities designed to help people living in hostels or shelters report under NT25. The programme 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 £16.93 (2021 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. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be</p> | <p><b>Target guidance</b><br/>Provide a breakdown of pounds to be invested in initiatives aimed at tackling rough sleeping (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Describe the initiatives to support rough sleepers you are planning to deliver. Details of any organisations you will partner with to tackle rough sleeping must be provided.</p> <p><b>Evidence required</b><br/>Provide a breakdown of pounds (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)) invested in initiatives aimed at tackling rough sleeping, and of any organisations you have partnered with. Describe how you have worked to tackle rough sleeping, including how and where you have aimed to do so. 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 data protection requirements (GDPR).</p> | <p><b>Unit guidance</b><br/>Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.93 per hour)</p> |



| Reference   | Measure  | Requirements  | Guidance  |
|---|--|---|---|
|   | double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT29, NT30 and NT69 or other relevant Measures.  |   |   |
| <b>FM52/NT26</b><br><br><b>Units</b><br>£ invested including staff time<br><br><b>Proxy</b><br>£1 | <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></p> <p><b>Definition</b><br/>           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 £16.93 (2021 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 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.</p> | <p><b>Target guidance</b><br/>           Provide a breakdown of pounds to be invested in initiatives aimed at improving health and/or wellbeing in the community (including the number of staff hours valued at £16.93 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 deliver the initiatives.</p> <p><b>Evidence required</b><br/>           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 £16.93 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>Unit guidance</b><br/>           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 £16.93 per hour).</p> |

**Social:** Healthier, Safer and more Resilient Communities: Vulnerable people are helped to live independently

| Reference                                       | Measure   | Requirements  | Guidance   |
|---|---|---|--|
| <b>FM54/NT27</b>                                | <b>Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)</b>  | <b>Target guidance</b><br>Provide a breakdown of £ value to be invested in initiatives aimed at supporting older, disabled and vulnerable people to build stronger community networks (including the number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Describe the group(s) you will be supporting and the activities you will deliver, including how and where you will do so. Details of any organisations you will partner with must be provided.  | <b>Unit guidance</b><br>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 £16.93 per hour). |
| <b>Units</b><br>£ invested including staff time | <b>Definition</b><br>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 £16.93 (2021 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. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures. | <b>Evidence required</b><br>Provide a breakdown of £ value (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)) invested in initiatives aimed at supporting older, disabled and vulnerable people to build stronger community networks. Describe the groups you have supported and the activities you have delivered, including how and where you have done so. 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 data protection requirements (GDPR). |  |
| <b>Proxy</b><br>£1                              |   |   |  |

**Social:** Healthier, Safer and more Resilient Communities: More working with the community

| Reference  | Measure   | Requirements  | Guidance  |
|--|---|---|---|
| <b>FM55/NT28</b><br><b>Units</b><br>£ value<br><b>Proxy</b><br>£1                          | <p><b>Donations and/or in-kind contributions to specific local community projects (£ &amp; materials)</b></p> <p><b>Definition</b><br/>This Measure captures direct contributions to community specific projects. Contributions include cash donations or the equivalent value of in-kind contributions e.g. donating a van to an organisation in support of a specific community project - provide details about value calculations including made assumptions (e.g. buying price, age, depreciation age etc.). Excluded are general donations to charity groups, staff donations (unless matched by the organisation), contributions that are not the explicitly linked to the contract (e.g. contributions that would have been made anyway) or donations as a result of a fund raiser (organisation can claim for the money spent to organise the event). Attribution has to be considered if the total contribution results from multiple organisations being involved. This Measure should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT29, NT30, NT63 and NT69 or other relevant Measures.</p> | <p><b>Target guidance</b><br/>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 with.</p> <p><b>Evidence required</b><br/>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>Unit guidance</b><br/>£ donated (or equivalent value in £)</p>  |
| <b>FM56/NT29</b><br><b>Units</b><br>no. staff volunteering hours<br><b>Proxy</b><br>£16.93 | <p><b>No. of hours volunteering time provided to support local community projects</b></p> <p><b>Definition</b><br/>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</p>   | <p><b>Target guidance</b><br/>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</p>  | <p><b>Unit guidance</b><br/>For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.</p> |

| Reference | Measure   | Requirements   | Guidance |
|-----------|---|--|----------|
|           | <p>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 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, NT29a, NT29b NT30, NT63 and NT69 or other relevant Measures.</p> | <p>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><b>Evidence required</b><br/>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> |          |

**Environment:** Decarbonising and Safeguarding our World: Carbon emissions are reduced

| Reference  | Measure  | Requirements   | Guidance   |
|--|--|--|--|
| <p><b>FM62/NT64</b></p> <p><b>Units</b><br/>£</p> <p><b>Proxy</b><br/>£1</p> | <p><b>Contributions made to certified carbon offset funds (compliant with UKGBC guidance)</b></p> <p><b>Definition</b><br/>Monetary contributions to offset equivalent tonnes of carbon, where carbon cannot be reduced within the contract's timeframe.</p> | <p><b>Target guidance</b><br/>List carbon offset contributions made into own fund or funds managed by certified external providers. Only contributions made to funds that are compliant with UKGBC guidance are accepted (<a href="https://tinyurl.com/nhz55rhn">https://tinyurl.com/nhz55rhn</a>). Provide a breakdown for the different types of</p> | <p><b>Unit guidance</b><br/>Contributions should be calculated based on the tonnes CO2e and multiplied by the per tonne value of carbon adopted on the fund. CO2e savings refer to CO2 equivalent emissions savings.</p> |

| Reference  | Measure  | Requirements  | Guidance   |
|--|--|---|--|
|  | <p>Chosen funds (own or external) must be compliant with UKGBC guidance (<a href="https://tinyurl.com/nhz55rhn">https://tinyurl.com/nhz55rhn</a>); contributions to external funds are only accepted if done via certified provider. Offsetting should always be the secondary option; explanation required on why carbon emissions cannot be reduced during contract timeframe has to be provided. For further guidance on target setting and related baselining please see the provided Target Guidance.</p> | <p>offsetting and an explanation of why said carbon cannot be reduced within the contract's timeframe. Please provide information on the conversion rate used (price of CO2e applied per tonne). Offsetting should always be a secondary option to be implemented only once reduction of emissions and direct decarbonization cannot be reasonably achieved. In practice, this 'reasonableness' requirement which is incorporated within the Evidence Requirements for those Measures will always be relative to the context of the project and will be the subject of professional judgement. As for other Measures within the national TOMs framework, the expectation is that organizations will use these Measures to showcase genuine progress as opposed to pushing the envelope to inflate their social value reports. Evidence collection, verification and auditing play an important role in ensuring the right process is set up to create meaningful and transparent social value reports.</p> <p><b>Evidence required</b><br/>List contributions to offset carbon made on the contract into own fund or with certified external providers, providing a breakdown for the different types of offsetting, description how UKGBC guidelines are met and an explanation of why said carbon cannot be reduced within the contract timeframe, as specified in the Target Guidance.</p> |  |
| <p><b>FM64/RE62</b></p> <p><b>Units</b><br/>£</p> <p><b>Proxy</b><br/>£1</p> | <p><b>Contribution made on the contract to own carbon offsetting, either through own fund or with external providers - against new developments</b></p> <p><b>Definition</b></p>   | <p><b>Target guidance</b><br/>List contributions to offset carbon made into external fund (it could be from S106 agreements), providing a breakdown for the different types of offsetting and where relevant explanation of why said carbon cannot be reduced within the contract's timeframe and</p>   | <p><b>Unit guidance</b><br/>Contributions should be calculated based on the tonnes CO2e and multiplied by the per tonne value of carbon agreed with the external fund.</p> |

| Reference | Measure   | Requirements   | Guidance |
|-----------|---|--|----------|
|           | Monetary contributions to offset equivalent carbon emissions. £ value should be linked to the tonnes of CO2e being offset and the value of carbon chosen for the calculation. | <p>how reduction targets relate to relevant medium- to long-term net zero emissions targets. Please provide information on the conversion rate used (price of CO2e applied per tonne).</p> <p><b>Evidence required</b><br/>List contributions to offset carbon made on the contract into an external carbon offset fund, providing a breakdown for the different types of planned offsetting and where relevant explanation of why this carbon cannot be reduced within the contract's timeframe and how reduction targets relate to relevant medium- to long-term net zero emissions targets.</p> |          |

**Environment: Decarbonising and Safeguarding our World: Air pollution is reduced**

| Reference  | Measure  | Requirements   | Guidance   |
|--|--|--|--|
| <p><b>FM68/NT32</b></p> <p><b>Units</b><br/>miles saved</p> <p><b>Proxy</b><br/>£0.06</p> <p><b>Double counting</b><br/>Do not double count with <b>NT33</b></p> | <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></p> <p><b>Definition</b><br/>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 evidenced regarding the reduction of car</p> | <p><b>Target guidance</b><br/>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 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 appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage: <a href="https://tinyurl.com/58tppd5j">https://tinyurl.com/58tppd5j</a>. Please reach out to SVP if you have further</p> | <p><b>Unit guidance</b><br/>Car miles (not hundreds of miles) saved against baseline, which must be provided</p> |



| Reference  | Measure   | Requirements   | Guidance   |
|--|---|--|--|
|  | <p>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 appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage: <a href="https://tinyurl.com/58tppd5j">https://tinyurl.com/58tppd5j</a> Please reach out to SVP if you have further questions regarding the localization of this Measure.</p> | <p>questions regarding the localization of this Measure.</p> <p><b>Evidence required</b><br/>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>FM69/NT33</b><br/><b>Units</b><br/>miles driven<br/><br/><b>Proxy</b><br/>£0.02<br/><br/><b>Double counting</b><br/>Do not double count with <b>NT32</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></p> <p><b>Definition</b><br/>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>Target guidance</b><br/>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. For further information please see DEFRA "Air quality appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage: <a href="https://tinyurl.com/58tppd5j">https://tinyurl.com/58tppd5j</a>. Please reach out to SVP if you have further questions regarding the localisation of this Measure.</p> <p><b>Evidence required</b><br/>Fleet report and mileage log. There is an expectation for independently assured and audited reports to be provided.</p> | <p><b>Unit guidance</b><br/>No. miles driven on contract using low or no emission vehicles as part of a specific sustainable transport programme</p> |

**Environment:** Decarbonising and Safeguarding our World: Safeguarding the natural environment

| Reference | Measure | Requirements | Guidance |
|-----------|---------|--------------|----------|
|-----------|---------|--------------|----------|

| Reference  | Measure  | Requirements   | Guidance  |
|--|--|--|---|
| <b>FM77/NT67</b><br><br><b>Units</b><br>£<br><br><b>Proxy</b><br>£1      | <b>Donations or investments towards initiatives aimed at environmental and biodiversity conservations and sustainable management projects for both marine and terrestrial ecosystems</b><br><br><b>Definition</b><br>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.      | <b>Target guidance</b><br>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.<br><br><b>Evidence required</b><br>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.   | <b>Unit guidance</b><br>£ invested attributable to the contract   |
| <b>FM78/NT47</b><br><br><b>Units</b><br>£<br><br><b>Proxy</b><br>£1      | <b>Donations or investments towards expert designed sustainable reforestation or afforestation initiatives</b><br><br><b>Definition</b><br>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. | <b>Target guidance</b><br>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.<br><br><b>Evidence required</b><br>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. | <b>Unit guidance</b><br>£ invested attributable to the contract   |
| <b>FM75/RE48a</b><br><br><b>Units</b><br>£ invested including staff time | <b>Volunteering with initiatives working on environmental conservation and sustainable ecosystem management - resources invested including time, funds and in-kind contributions</b>   | <b>Target guidance</b><br>Participation and resources invested including time and volunteering that can be attributed to the contract. Only volunteering hours spent during work hours or paid overtime hours can be counted.  | <b>Unit guidance</b><br>Total £ value including time, funds and in-kind contributions. Volunteering time spent in multi-stakeholder engagement initiatives and sustainable ecosystem management can be valued at £16.93 per hour. |

| Reference          | Measure  | Requirements  | Guidance |
|--------------------|--|---|----------|
| <b>Proxy</b><br>£1 | <b>Definition</b><br>Participation and resources to be invested, including time and volunteering, in relevant environmental conservation and sustainable ecosystem management initiatives that can be attributed to the contract. Only volunteering hours spent during work hours or paid overtime hours can be counted. | <b>Evidence required</b><br>For each initiative or project supported, provide a breakdown of volunteering and staff time invested, alongside other investment. Only volunteering hours spent during work hours or paid overtime hours can be counted. |          |

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

| Reference  | Measure  | Requirements   | Guidance  |
|--|--|--|---|
| <b>FM91/NT72</b><br><br><b>Units</b><br>tonnes<br><br><b>Proxy</b><br>£96.70 | <b>Hard to recycle waste diverted from landfill or incineration through specific recycling partnerships (e.g. Terracycle or equivalent)</b><br><br><b>Definition</b><br>Hard to recycle waste can include, but is not limited to: cigarette butts, wrappers, cosmetic product packaging including different types of plastics or food. For examples of relevant programmes see Terracycle, WRAP or equivalent ( <a href="https://tinyurl.com/2p8vamfb">https://tinyurl.com/2p8vamfb</a> ). | <b>Target guidance</b><br>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.<br><br><b>Evidence required</b><br>Report the total amount of hard to recycle waste on the contract that has been 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. | <b>Unit guidance</b><br>Tonnes of waste that would not be recycled through standard recycling but that have been diverted to a dedicated recycling programme. |