

Torbay Council Light 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
Jobs: Promote Local Skills and Employment: More local people in employment				
NT1 Double Counting Declaration Please tick to confirm no double counting between this measure and NT1a, NT1b, NT1c	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 (no. people FTE) Definition 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	Evidence Required 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†.	https://tinyurl.com/yz4kjcuk
<p>NT1c</p> <p>Double Counting Declaration</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>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 (no. people FTE)</p> <p>Definition 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>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required 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>Target Guidance 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 https://tinyurl.com/yz4kjcuk</p>

<p>NT2</p>	<p>Percentage of local employees (FTE) on contract (%)</p> <p>Definition 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>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required 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>Target Guidance 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>
<p>NT4a</p> <p>Double Counting Declaration Please tick to confirm no double counting between this measure and NT3, NT3a, NT3b, NT3c, NT3d, NT4,</p>	<p>No. of 16-25 y.o. care leavers (FTE) hired on the contract as a result of a recruitment programme (no. people FTE)</p> <p>Definition This Measure applies to direct</p>	<p>Evidence Required 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:</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</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</p>

<p>NT5, NT5a, NT6, NT6a</p>	<p>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: https://tinyurl.com/ye4sqwh3 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>Help Text Please consult the Measure</p>	<p>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>Target Guidance 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</p>	<p>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</p>	<p>Rationale.</p>
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	Guidance for further information	approach working with them.	at least 35 hours per week.	
Jobs: Promote Local Skills and Employment: Improved skills				
<p>NT8</p> <p>Double Counting Declaration Please tick to confirm no double counting between this measure and NT7, NT11</p>	<p>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)</p> <p>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.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>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).</p> <p>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.</p>	<p>Example: if 10 staff have spent 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. 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.</p>

FM19

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) (no. staff volunteering hours)

Definition

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 (<https://tinyurl.com/y57dfzkn>). 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.

Help Text

Please consult the Measure Guidance for further information

Evidence Required

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.

Target Guidance

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

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.

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>). The proxy can be localised by selecting appropriate wages for the relevant geographical area.

		<p>organisation you plan to partner with to develop this training, as well as the number of staff work hours expected to be spent</p>		
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		providing this training.		
NT15	<p>Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE) (no. staff expert hours)</p> <p>Definition 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>Evidence Required 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>Target Guidance 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>NT18</p> <p>Double Counting Declaration Please tick to confirm no double counting between this measure and NT18a, NT19, NT19a, as well as with NT1b, NT1c</p>	<p>Total amount (£) spent in LOCAL supply chain through the contract (£)</p> <p>Definition 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>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required 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>Target Guidance 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 (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 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>NT19</p> <p>Double Counting Declaration Please tick to confirm no</p>	<p>Total amount (£) spent through contract with LOCAL micro, small and medium enterprises</p>	<p>Evidence Required Provide a breakdown of £ spent with organisations in your local supply chain. Specify the name of each</p>	<p>Total amount of £ spent with MSMEs (0-249 employees) in the supply chain within the defined local area for the</p>	<p>Please note that the proxy does not reflect the specificity of spending with MSMEs. Economic value to the local area - increased business</p>

double counting between this measure and Please tick to confirm no double counting between this measure and NT18, NT18a, NT19a, as well

(MSMEs) (£)

Definition

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).

Help Text

Please consult the Measure

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.

Target Guidance

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

project.

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

as with NT1b, NT1c	Guidance for further information	three digits of their postcode.		made.
NT43	<p>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)</p> <p>Definition 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>Help Text</p>	<p>Evidence Required 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>Target Guidance 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>	£ 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	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.

Please consult the Measure

	Guidance for further information			
Social: Healthier, Safer and more Resilient Communities: Creating a healthier community				
NT26	<p>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 (£ invested including staff time)</p> <p>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 £16.09 (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>Evidence Required 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>Target Guidance 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.		
Social: Healthier, Safer and more Resilient Communities: More working with the Community				
NT28	<p>Donations or in-kind contributions to local community projects (£ & materials) (£ value)</p> <p>Definition 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>Evidence Required 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>Target Guidance 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>Help Text Please consult the Measure</p>	<p>with.</p>		
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	Guidance for further information			
NT29	<p>No. of hours volunteering time provided to support local community projects (no. staff volunteering hours)</p> <p>Definition 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>Evidence Required 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>Target Guidance 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. (https://tinyurl.com/ye5sdunb). 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			
Environment: Decarbonising and Safeguarding our World: Carbon emissions are reduced				
<p>NT31</p> <p>Double Counting Declaration Please tick to confirm no double counting between this measure and RE37, RE37a, RE39, RE39a, RE40</p>	<p>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) (tCO2e)</p> <p>Definition 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>Evidence Required 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>Target Guidance 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: https://tinyurl.com/yjzc8w3w</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

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>Guidance for further information</p>	<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>NT44</p>	<p>Do you have a policy and programme to achieve net zero carbon, including monitoring plan with specific milestones? (Y/N)</p> <p>Definition 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>Evidence Required 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>Target Guidance 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>Help Text Please consult the Measure Guidance for further information</p>	<p>targets.</p>		
<p>Environment: Decarbonising and Safeguarding our World: Safeguarding the natural environment</p>				
<p>NT67</p>	<p>Donations or investments towards initiatives aimed at environmental and biodiversity conservations and sustainable management projects for both marine and terrestrial ecosystems (£)</p> <p>Definition 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>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required 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>Target Guidance 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>Innovation: Promoting Social Innovation: Social innovation to create local skills and employment</p>				

<p>NT50</p>	<p>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. (£ invested inc. time, materials, equipment etc)</p> <p>Definition Innovative Measures to promote local skills and employment to be delivered on the contract.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required 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>Target Guidance 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 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 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 hour) see e.g. NT14</p>
<p>Innovation: Promoting Social Innovation: Social innovation to support responsible business</p>				
<p>NT51</p>	<p>Innovative measures to promote and support responsible business to be delivered on the contract -</p>	<p>Evidence Required Please provide a project report that evidences the activities carried out during the reporting period, their</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</p>	<p>Input proxy - this proxy measures the value of resources pledged to support, fund or fice existing initiatives in the community. An</p>

	<p>these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc. (£ invested inc. time, materials, equipment etc)</p> <p>Definition Innovative Measures to promote and support responsible business to be delivered on the contract.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>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>Target Guidance 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>other resources</p>	<p>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 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>NT52</p>	<p>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</p>	<p>Evidence Required 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</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</p>
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	<p>minimising carbon footprint from initiatives, etc. (£ invested inc. time, materials, equipment etc)</p> <p>Definition Innovative Measures to enable healthier, safer and more resilient communities to be delivered on the contract.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>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>Target Guidance 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>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 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>NT53</p>	<p>Innovative measures to safeguard the environment 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. (£ invested inc. time, materials, equipment etc)</p>	<p>Evidence Required 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</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</p>
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	<p>Definition Innovative Measures to safeguard the environment and respond to the climate emergency to be delivered on the contract.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>£101.86), equipment or equivalent value of other assets should be provided.</p> <p>Target Guidance 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>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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