

OCC Light TOM Set 2022 Updated

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

Jobs: Promote Local Skills and Employment: More local people in employment

Reference	Measure	Requirements	Guidance
<p>NT1</p> <p>Units no. people FTE</p> <p>Proxy Localised by project</p>	<p>No. of full time equivalent direct local employees (FTE) hired or retained for the duration of the contract</p> <p>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 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 targeted areas found 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.</p>	<p>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 with them.</p> <p>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; full-time; 0.5 FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>Unit guidance 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>
NT1a		Target guidance	Unit guidance

Reference	Measure	Requirements	Guidance
<p>Units no. people FTE</p> <p>Proxy Localised by project</p> <p>Double counting Do not double count with NT1</p>	<p>No. of full time equivalent local direct employees (FTE) hired or retained for the duration of the contract which are TUPE transfers</p> <p>Definition This measure can be used alternatively to NT1 at Measurement whenever the contract has been renewed or entails TUPE transfers (Transfer of Undertakings (Protection of Employment) as a business changes its owner). Employees that fall within the TUPE transfer and that satisfy the Definition for NT1 should be recorded.</p>	<p>The measure is designed to be used as an alternative to NT1 at Measurement. Commitments should be made at procurement against NT1.</p> <p>Evidence required Specify the number of TUPE transfer direct employees retained 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>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. Do not double count direct and supply chain employment for the same areas with other relevant measures.</p>
<p>NT1c</p> <p>Units no. people FTE</p> <p>Proxy Localised by project</p> <p>Double counting Do not double count with NT1</p>	<p>No. of full time equivalent local employees (FTE) hired or retained for the duration of the contract who are employed in your supply chain</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</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>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</p>	<p>Unit guidance 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>

Reference	Measure	Requirements	Guidance
	requirements for details on postcode collection. Should not be double counted with NT18/NT18a/NT19/NT19a.	Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district). For example, Employee 1: 6 months; full-time; 0.5FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).	

Jobs: Promote Local Skills and Employment: More opportunities for disadvantaged people

Reference	Measure	Requirements	Guidance
<p>NT3</p> <p>Units no. people FTE</p> <p>Proxy £20,429</p>	<p>No. of full time equivalent employees (FTE) hired on the contract who are long term unemployed (unemployed for a year or longer)</p> <p>Definition This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people directly employed as a result of a specific and deliberate employment initiative. Record the number of full time annual equivalent (FTE) employees taken on as a result of the contract that had been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract. For a definition of long term unemployment see: https://tinyurl.com/ycktsk4n. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. NT3a, NT3b, NT3c, NT3d, NT4, all NT5s, NT6, NT76 etc).</p>	<p>Target guidance Summarise your strategy for employing your target number of long-term unemployed people on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them.</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: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been long-term unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 14 months of unemployment. Provide details of any</p>	<p>Unit guidance 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>

Reference	Measure	Requirements	Guidance
		<p>organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	
<p>NT3a</p> <p>Units no. people FTE</p> <p>Proxy £20,429</p>	<p>No. of full time equivalent armed forces veterans employees (FTE) hired on the contract who are long term unemployed (unemployed for a year or longer) and facing specific barriers to transitioning to civilian employment that do not qualify them as disabled (e.g. long term service)</p> <p>Definition This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific deliberate employment initiative. Record the full time annual equivalent number of employees taken on that are armed forces veterans facing barriers to employment and have been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract. For definitions and resources around veterans see: https://tinyurl.com/2p9fk2h8. 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. NT3, NT3b-d, NT4, all NT5s, NT6, NT76 etc).</p>	<p>Target guidance Summarise your strategy for employing your target number of armed forces veterans that were previously LTU on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations, so please specify the organisations you intend to partner with and how you will approach working with them.</p> <p>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: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been long-term unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 14 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>Unit guidance 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>NT4</p> <p>Units</p>	<p>No. of full time equivalent employees (FTE) hired on the contract who are NOT in Employment, Education, or Training (NEETs)</p>	<p>Target guidance Summarise your strategy for employing your target number of people who are NEET on this contract. For example, it is likely you will need</p>	<p>Unit guidance 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</p>

Reference	Measure	Requirements	Guidance
no. people FTE Proxy £15,382.90	<p>Definition This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of 16-24 yr. old employees taken on as a result of the contract that had not been in employment, education, or training (NEET) before the start of the employment contract. See the following link for a list of categories included: https://tinyurl.com/3vz7h8wv. 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, NT76 etc).</p>	<p>to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them.</p> <p>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: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) whether this is the first employment experience after having been NEET. For example, Employee 1: 3 months; full-time; 0.25 FTE; this is the first employment experience after being NEET. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>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>
NT6 Units no. people FTE Proxy £16,605	<p>No. of full time equivalent disabled employees (FTE) hired on the contract</p> <p>Definition This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that are disabled. A disabled person is defined as "someone with a physical or mental impairment that has a 'substantial' and 'long-term' effect on their ability to do normal daily activities" (Equality Act 2010). For guidance about employing disabled people and support programmes for employers please</p>	<p>Target guidance Summarise your strategy for employing your target number of disabled people on this contract. For example, it is likely you will need to cooperate with job centres, care homes or charities so please specify the organisations you intend to partner with and how you will approach working with them.</p> <p>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: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE). For example, Employee 1: 3 months; full-time; 0.25 FTE.</p>	<p>Unit guidance 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</p>

Reference	Measure	Requirements	Guidance
	see: https://tinyurl.com/ycktezay . 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, NT76, etc).	Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).	employment here as working at least 35 hours per week.

Jobs: Promote Local Skills and Employment: Improved skills

Reference	Measure	Requirements	Guidance
NT8 Units no. staff hours Proxy £16.93	<p>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)</p> <p>Definition 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>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>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>Unit guidance Example: if 10 staff have spent 3 hours each, then the total number of hours reported should be 30.</p>

Reference	Measure	Requirements	Guidance
NT10 Units no. weeks Proxy £251.79	No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation) Definition This Measure applies to direct employees only and does not include staff upskilling (for upskilling use NT80 and NT81). Time spent as part of apprenticeships created specifically for the contract or that are made use of on contract can be counted, for those weeks during which apprentices work primarily on contract. Only apprenticeships supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://tinyurl.com/mry393vr . To find registered qualifications see: https://tinyurl.com/2ju3m72a . The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT9.	Target guidance Summarise your strategy for providing the target number of apprenticeship weeks on this contract, including details of how you will support completion of the apprenticeships. If possible, provide details of the accredited training provider, the type and the level of the apprenticeships to be achieved as well as the resulting qualifications. If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider. Evidence required Specify the number of people on apprenticeships on this contract and the number of apprenticeship weeks per person. Provide details of the accredited training provider, the type and the level of the apprenticeship achieved, as well as the resulting qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification. If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider.	Unit guidance Record weeks of training for the apprenticeships provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as the apprenticeship will be supported to completion.

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

Reference	Measure	Requirements	Guidance
NT11 Units	No. of hours of 'support into work' assistance provided to unemployed people through career mentoring, including mock	Target guidance Summarise your strategy for supporting unemployed people into work (including the	Unit guidance The number of units reported should be calculated by multiplying the length of the

Reference	Measure	Requirements	Guidance
no. hrs (total session duration)*no. attendees Proxy £105.58	interviews, CV advice, and careers guidance Definition This is the number of staff hours dedicated to individual or group employment support . This Measure requires support to be targeted and focussed on the participating individuals. Group sessions should therefore be of a size that allows for individuals to be supported based on their specific needs. Units targeted or claimed within this Measure should not be double counted with other similar Measures.	number of staff hours to be spent and the number of people to be supported). Describe the activity/activities to be carried out and provide details of any partner organisations you will work with. Evidence required Specify number of sessions, and for each session the duration, number of staff providing unemployment support and unemployed people supported. Describe the activity/activities delivered and provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).	session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of the number of people delivering the session.

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

Reference	Measure	Requirements	Guidance
NT13 Units no. weeks Proxy £194.50	Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships) Definition 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. The cumulative number of weeks of work placements (noting that each placement must last 6 weeks or more) should be registered. This Measure does not apply for placements shorter than 6 weeks as meaningful learning opportunities should be promoted. Only placements paid at least minimum or national living wage, as per	Target guidance Summarise your strategy for providing your target number of positions and weeks of paid work placements on this contract. Specify the type of work placements (as well as pay type, i.e. minimum wage, national living wage or higher wage) that will be provided, including what kind of industry-based experience they will result in and how. If you will partner with any organisations, schools, colleges or universities, please specify which you will partner up with and how you will approach these. Evidence required Specify the number of people in work placements, and for each person specify the following: the duration in weeks and type (including pay type, i.e. minimum wage,	Unit guidance Number of weeks in total on the contract (note that each placement must be at least 6 weeks).

Reference	Measure	Requirements	Guidance
	governmental regulations, should be included. For guidance please see: https://tinyurl.com/2p8nk5fb and here https://tinyurl.com/pzrzsnkd . Should not be double counted with NT12 or similar work placement Measures.	national living wage, higher wage) of the work placement. Describe the industry-based experience gained and provide details of any organisations, schools, colleges or universities that you have 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
<p>NT15</p> <p>Units no. staff expert hours</p> <p>Proxy £101</p>	<p>Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE)</p> <p>Definition 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,</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>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>Unit guidance 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>

Reference	Measure	Requirements	Guidance
	NT24, NT25, NT26, NT27, NT28, and NT29. Please check also other relevant expert time Measures included		
NT15a Units no. staff expert hours Proxy £101	Provision of expert business advice to help VCSEs and MSMEs achieve net zero carbon Definition 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:	Target guidance Summarise your strategy for providing expert advice around decarbonisation to VCSEs/MSMEs to achieve net zero carbon. 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. Evidence required 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).	Unit guidance 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.

Reference	Measure	Requirements	Guidance
	NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, and NT29. Please check also other relevant expert time Measures included.		
NT18 Units £ Proxy Localised by project	Total amount (£) spent in local supply chain through the contract 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 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.	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. Evidence required 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.	Unit guidance Total amount of £ spent with 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
NT20 Units no. employees provided access Proxy £130.29	No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes Definition Total number of direct or supply chain employees on contract provided with access to comprehensive and multidimensional workplace wellbeing programmes. Qualifying	Target guidance Summarise your strategy for providing access to a comprehensive workplace wellbeing programme to all employees, including measures in place or planned. Describe how the programme you are going to deliver is going to be structured around the following dimensions: flexible working time arrangements; healthy nutrition options; physical health; health risk appraisal	Unit guidance Number of employees on contract that have access to qualifying staff wellbeing programmes.

Reference	Measure	Requirements	Guidance
	<p>programmes should be well managed and focussed on employee benefits, be easily accessible and engaging to employees and should include the following dimensions: flexible working time arrangements; healthy nutrition options; physical health programmes; a health risk appraisal questionnaire; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues). If given repeated access during the duration of a contract, the number of entitled employees can be reported annually; however, the same employee can only be counted once per year (beware of double counting for employees registered on multiple projects). If offered digitally, e.g. to cater to those employees working from home, programmes should reflect potentially changed needs and staff expectations around workplace wellbeing derived through continued and meaningful consultation and engagement with employees. This is to ensure offered services remain relevant and are comprehensively provided. For a discussion of good practice approaches to improve staff wellbeing, please see the "Best Practice in Promoting Employee Health and Wellbeing in the City of London" research report: https://tinyurl.com/cpt3z96d</p>	<p>questionnaires; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues). If you are partnering with any specialist organisation, please provide details or a range of options.</p> <p>Evidence required Please upload a description of the wellbeing programme you have delivered and the number of people on the contract that had access to that. Provide evidence for all of the following for the contract context: employment contract based flexible working time arrangements; access to healthy nutrition options and physical health programmes; if available provide information on use rate of healthy nutrition options and physical health programmes. Information on physical health programmes can include the structure of health and wellbeing support and advice; evidence on and structure of health risk appraisal questionnaire; access to health and wellbeing resources (health improvement web portal; information on use of wellness literature; availability and times of seminars and workshops focused on identified wellness issues). If you are partnering with any specialist organisation, please provide details.</p>	
<p>NT21</p> <p>Units no. hrs (total session duration)*no. attendees</p> <p>Proxy</p>	<p>Equality, diversity and inclusion training provided both for staff and supply chain staff</p> <p>Definition This includes training provided to directly employed staff, Tier 1 supply chain and subcontractors specifically around equality,</p>	<p>Target guidance 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 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</p>	<p>Unit guidance The number of hours reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of if the session is delivered by 1 person or 5 people.</p>

Reference	Measure	Requirements	Guidance
£101	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>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>Evidence required 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>	

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

Reference	Measure	Requirements	Guidance
<p>NT43</p> <p>Units £ invested including staff time</p> <p>Proxy £1</p>	<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)</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,</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> <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>Unit guidance £ 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
	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.		

Social: Healthier, Safer and more Resilient Communities: Crime is reduced

Reference	Measure	Requirements	Guidance
<p>NT24</p> <p>Units £ invested including staff time</p> <p>Proxy £1</p>	<p>Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, etc.)</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 £16.93 (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.</p>	<p>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.</p> <p>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</p>	<p>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).</p>

Reference	Measure	Requirements	Guidance
		to be provided. Information provided should be made compliant with data protection requirements (GDPR).	

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

Reference	Measure	Requirements	Guidance
<p>NT25</p> <p>Units £ invested including staff time</p> <p>Proxy £1</p>	<p>Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc.)</p> <p>Definition 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</p>	<p>Target guidance 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.</p> <p>Evidence required 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).</p>	<p>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).</p>

Reference	Measure	Requirements	Guidance
	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.		
NT63 Units £ invested including staff time Proxy £1	<p>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</p> <p>Definition 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</p>	<p>Target guidance 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>Evidence required 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>Unit guidance 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
	<p>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, NT25, NT26, NT27, NT28, NT29, NT30 and NT69 or other relevant Measures.</p>		
<p>NT26</p> <p>Units £ invested including staff time</p> <p>Proxy £1</p>	<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</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 £16.93 (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</p>	<p>Target guidance 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>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 £16.93 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</p>	<p>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).</p>

Reference	Measure	Requirements	Guidance
	double counted with NT15, NT16, NT17, NT24, NT25, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.	to be provided. Information provided should be made compliant with data protection requirements (GDPR).	

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

Reference	Measure	Requirements	Guidance
<p>NT27</p> <p>Units £ invested including staff time</p> <p>Proxy £1</p>	<p>Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)</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 £16.93 (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.</p>	<p>Target guidance 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.</p> <p>Evidence required 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</p>	<p>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).</p>

Reference	Measure	Requirements	Guidance
		to be provided. Information provided should be made compliant with data protection requirements (GDPR).	

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

Reference	Measure	Requirements	Guidance
<p>NT28</p> <p>Units £ value</p> <p>Proxy £1</p>	<p>Donations and/or in-kind contributions to specific local community projects (£ & materials)</p> <p>Definition 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>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 with.</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>Unit guidance £ donated (or equivalent value in £)</p>
NT29		Target guidance	Unit guidance

Reference	Measure	Requirements	Guidance
<p>Units no. staff volunteering hours</p> <p>Proxy £16.93</p>	<p>No. of hours volunteering time provided to support local community projects</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 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>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>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>For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.</p>

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

Reference	Measure	Requirements	Guidance
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Reference	Measure	Requirements	Guidance
<p>NT31</p> <p>Units tCO₂e</p> <p>Proxy £244.63</p> <p>Double counting Do not double count with NT82</p>	<p>Savings in CO₂e 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) against a specific benchmark.</p> <p>Definition General savings could result, for example, from a deliberate programme aimed at changing processes or from de-carbonisation work. Where possible, savings resulting from specific interventions or achieved in specific areas should be recorded under the Measure(s) that is most relevant (if part of the operative Measure set): - CO₂e savings achieved to energy efficiency measures - use NT82 - Indirect CO₂e savings achieved along the supply chain (Scope 3 savings) - use NT31a - Transport related CO₂e savings resulting from car miles saved (e.g. through cycling to work or carpooling initiatives for employees) - use NT32 - Transport related CO₂e savings resulting from freight miles saved (e.g. through green transport plans) - use NT84 - CO₂e savings resulting from using low emission vehicles - use 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 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</p>	<p>Target guidance Describe the 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 e.g. from de-carbonisation work. Specify and evidence the baseline level of emissions used to measure reductions against and the baseline year, as well as the target emissions after 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). This could be a general corporate policy or a specific project policy. Include any relevant information on how the targeted/realised reductions relate to this emission reduction policy or net zero targets. The purpose of the National TOMs framework is to report added value. 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, 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</p>	<p>Unit guidance 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. The Social Value Portal offers a GHG savings calculator to derive the achieved/committed savings in CO₂e emissions.</p>

Reference	Measure	Requirements	Guidance
	<p>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). The Social Value Portal offers a GHG savings calculator to derive the achieved/committed savings in CO2e emissions. For further guidance on target setting and related baselining please see the Unit and Target Guidance. Should not be double counted with NT31a, NT32 and NT33 or RE37, Re37a, RE39 or RE39a.</p>	<p>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 Climate Change than NZC 2050. Where a more demanding emissions requirement than NZC 2050 has been set, this should be adopted.</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>NT82</p> <p>Units tCO2e</p> <p>Proxy £244.63</p>	<p>Carbon emission reductions through reduced energy use and energy efficiency measures - on site</p> <p>Definition Reductions, baselines and target levels should be recorded in equivalent tonnes of CO2 emissions based on standard kWh conversion factors. 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</p>	<p>Target guidance Specify and evidence the baseline level of emissions used to measure reductions against and the baseline year (e.g. based on 2018 emission levels), as well as the target emissions after 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). This could be a general corporate policy or a specific project policy. Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets. All information provided through this Measure</p>	<p>Unit guidance 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 relevant emissions 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 relevant 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</p>

Reference	Measure	Requirements	Guidance
	<p>baseline year, the target level of emissions on the project (as 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. Evidence could include metering data or a statement from the Energy Manager (i.e. degree day adjusted average). May include use of energy efficient equipment above required minimum standards, such as a use of LED lighting or of hybrid generators. For further information see: https://tinyurl.com/3hb5wm5b. Should not be double counted with other CO2e reduction measures such as NT31, NT31a, NT32, NT84 or other relevant Measures.</p>	<p>should relate specifically to on site energy use. The purpose of the TOMs is to report added value. 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, 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 Climate Change than NZC 2050. In some cases, a more demanding emissions requirement than NZC 2050 may have been set at a localised level with legal / regulatory effect – for example through planning regulations. In which case, this should be adopted.</p> <p>Evidence required 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</p>	<p>must be provided and evidenced, as they allow for an evidencing of the savings recorded through the main unit</p>

Reference	Measure	Requirements	Guidance
		earlier). Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets. Provide a breakdown of your CO2e emissions reductions related to energy savings. Give details of the specific intervention that was undertaken to reduce the energy consumption.	

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

Reference	Measure	Requirements	Guidance
<p>NT32</p> <p>Units miles saved</p> <p>Proxy £0.06</p> <p>Double counting Do not double count with NT82</p>	<p>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.)</p> <p>Definition 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 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:</p>	<p>Target guidance 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: https://tinyurl.com/58tppd5j. Please reach out to SVP if you have further questions regarding the localization of this Measure.</p> <p>Evidence required 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</p>	<p>Unit guidance Car miles (not hundreds of miles) saved against baseline, which must be provided</p>

Reference	Measure	Requirements	Guidance
	<p>https://tinyurl.com/58tppd5j Please reach out to SVP if you have further questions regarding the localization of this Measure.</p>	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>NT33</p> <p>Units miles driven</p> <p>Proxy £0.02</p> <p>Double counting Do not double count with NT82</p>	<p>Car miles driven using low or no emission staff vehicles included on project as a result of a green transport programme</p> <p>Definition 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>Target guidance 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: https://tinyurl.com/58tppd5j. Please reach out to SVP if you have further questions regarding the localisation of this Measure.</p> <p>Evidence required Fleet report and mileage log. There is an expectation for independently assured and audited reports to be provided.</p>	<p>Unit guidance 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
<p>NT87</p> <p>Units kg</p> <p>Proxy £158.02</p>	<p>Total volume of reduced plastics against a relevant benchmark</p> <p>Definition Total reduction in the usage plastics (in kg) against a relevant benchmark through reduction activities. Measures designed to</p>	<p>Target guidance Specify the benchmark or baseline to be used. Provide both your expected total volume of avoided virgin plastics and volume expected above the benchmark. Describe the measures taken or to be implemented to achieve this.</p>	<p>Unit guidance No of kg of avoided virgin plastic usage against a typical benchmark.</p>

Reference	Measure	Requirements	Guidance
	avoid plastic usage completely mark the top of the circular economy priorities having the highest impact by preventing already the start of the plastic life cycle with production, usage, managed or mismanaged disposal and decay.	<p>Evidence required</p> <p>Provide information of relevance of the adopted benchmark. Provide both your expected total volume of avoided virgin plastics and volume expected above the benchmark. Describe the measures taken or to be implemented to achieve this.</p>	

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

Reference	Measure	Requirements	Guidance
<p>NT69</p> <p>Units no. staff expert hours</p> <p>Proxy £101</p>	<p>Support provided internally and to MSMEs and VCSEs within the supply chain to adopt Circular Economy solutions - business case and leadership for circular economy</p> <p>Definition 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 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 (0-249 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, NT29, NT30 and NT63 or other relevant Measures.</p>	<p>Target guidance Summarise your strategy for providing expert advice to support VCSEs/MSMEs to adopt circular economy solutions. 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>Evidence required Provide a breakdown of staff hours spent providing expert advice to VCSEs/MSMEs. Provide the names of the VCSEs/MSMEs you have supported. Specify the number of expert staff hours spent with 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>Unit guidance 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>

Reference	Measure	Requirements	Guidance
<p>NT72</p> <p>Units tonnes</p> <p>Proxy £96.70</p>	<p>Hard to recycle waste diverted from landfill or incineration through specific recycling partnerships (e.g. Terracycle or equivalent)</p> <p>Definition 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 (https://tinyurl.com/2p8vamfb).</p>	<p>Target guidance Calculate the estimated tonnes of waste that would not be recycled through standard recycling but that will be diverted to a dedicated recycling programme because of your programme or partnership. Provide information on the nature of the waste to be recycled to evidence the nature of recycling difficulties.</p> <p>Evidence required 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.</p>	<p>Unit guidance Tonnes of waste that would not be recycled through standard recycling but that have been diverted to a dedicated recycling programme.</p>
<p>NT88</p> <p>Units tonnes</p> <p>Proxy £96.70</p>	<p>Reduce waste through reuse of products and materials</p> <p>Definition Products and materials reused (e.g. packaging, paper, glass, textiles, waste materials, wooden products, windows, metals, etc.) rather than recycled, scrapped or disposed.</p>	<p>Target guidance Calculate the estimated tonnes of material that has been / will be reused as a result of your initiative. Provide information on the nature of the material to evidence the nature of initiative.</p> <p>Evidence required Report the total amount of reduced waste achieved on the contract through reuse of material. Provide information on the nature of the reused material to evidence the nature of circular economy initiative.</p>	<p>Unit guidance Tonnes of material that would have been recycled or binned that has instead been reused.</p>

Innovation: Promoting Social Innovation: Social innovation to create local skills and employment

Reference	Measure	Requirements	Guidance

Reference	Measure	Requirements	Guidance
NT50 Units £ invested inc. time, materials, equipment etc Proxy £1	<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.</p> <p>Definition Innovative Measures to promote local skills and employment to be delivered on the contract.</p>	<p>Target guidance Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 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>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 £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.</p>	<p>Unit guidance £ 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>

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

Reference	Measure	Requirements	Guidance
NT51 Units £ invested inc. time, materials, equipment etc Proxy £1	<p>Innovative measures to promote and support responsible business to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.</p> <p>Definition Innovative Measures to promote and support responsible business to be delivered on the contract.</p>	<p>Target guidance Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 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>Evidence required Please provide a project report that evidences the activities carried out during the reporting</p>	<p>Unit guidance £ 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
		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 £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.	

Innovation: Promoting Social Innovation: Social innovation to enable healthier safer and more resilient communities

Reference	Measure	Requirements	Guidance
<p>NT52</p> <p>Units £ invested inc. time, materials, equipment etc</p> <p>Proxy £1</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 minimising carbon footprint from initiatives, etc.</p> <p>Definition Innovative Measures to enable healthier, safer and more resilient communities to be delivered on the contract.</p>	<p>Target guidance Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 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>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 £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.</p>	<p>Unit guidance £ 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>

Innovation: Promoting Social Innovation: Social innovation to safeguard the environment and respond to the climate emergency

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Reference	Measure	Requirements	Guidance
NT53 Units £ invested inc. time, materials, equipment etc Proxy £1	<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.</p> <p>Definition Innovative Measures to safeguard the environment and respond to the climate emergency to be delivered on the contract.</p>	<p>Target guidance Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 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>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 £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.</p>	<p>Unit guidance £ 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>