

# National TOMs 2022

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
<b>NT1</b>  <b>Units</b> no. people FTE  <b>Proxy</b> Localised by project	<b>No. of full time equivalent direct local employees (FTE) hired or retained for the duration of the contract</b>  <b>Definition</b> The full time annual equivalent (FTE) number of people directly employed on the contract , e.g. as a result of this procurement requirements (if you are the procuring organisation) or 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.	<b>Target guidance</b> 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.  <b>Evidence required</b> Specify the number of qualifying employees directly employed on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district). For example, Employee 1: 6 months; full-time; 0.5 FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).	<b>Unit guidance</b> 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.
<b>NT1a</b>		<b>Target guidance</b>	<b>Unit guidance</b>

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<p><b>Units</b> no. people FTE</p> <p><b>Proxy</b> Localised by project</p> <p><b>Double counting</b> Do not double count with <b>NT1</b></p>	<p><b>No. of full time equivalent local direct employees (FTE) hired or retained for the duration of the contract which are TUPE transfers</b></p> <p><b>Definition</b> 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><b>Evidence required</b> 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><b>NT1b</b></p> <p><b>Units</b> no. people FTE</p> <p><b>Proxy</b> Localised by project</p> <p><b>Double counting</b> Do not double count with <b>NT1</b></p>	<p><b>No. of full time equivalent local employees (FTE) hired or retained directly or through the supply chain for the duration of the contract who are resident in targeted areas</b></p> <p><b>Definition</b> The full time annual equivalent (FTE) number of people directly employed on the contract or employed through the supply chain. If you are a bidder you can include also jobs created through your own supply chain here. Recorded employees should be residing in the selected targeted areas (LIST NT1b) and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the list of targeted areas provided for this measure and for the specific contract (LIST NT1b).</p>	<p><b>Target guidance</b> Summarise your strategy for employing your target number of people from targeted areas 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><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home</p>	<p><b>Unit guidance</b> The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only employees with a contract duration that is at least one year or lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week. Include both direct</p>

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	<p>Please check evidence requirements for details on postcode collection. Include both direct employment and unlocked through the supply chain as a result of your procurement requirements. Should not be double counted with NT18/NT18a/NT19/NT19a. If you are recording direct employees under NT1 please ensure no double counting occurs.</p>	<p>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>employment and jobs unlocked through the supply chain as a result of your procurement requirements. Do not double count direct and supply chain employment for the same areas with other relevant measures.</p>
<p><b>NT1c</b></p> <p><b>Units</b> no. people FTE</p> <p><b>Proxy</b> Localised by project</p> <p><b>Double counting</b> Do not double count with <b>NT1</b></p>	<p><b>No. of full time equivalent local employees (FTE) hired or retained for the duration of the contract who are employed in your supply chain</b></p> <p><b>Definition</b> The full time annual equivalent (FTE) number of people employed on the contract by the supply chain as a result of your procurement requirements. Employees included should be residing in the local area and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the definition of 'local area' provided for the specific contract. Please check evidence requirements for details on postcode collection. Should not be double counted with NT18/NT18a/NT19/NT19a.</p>	<p><b>Target guidance</b> Summarise your existing or planned requirements for the supply chain on local employment and their strategy for employing your target number of local people on this contract. For example, if they will advertise in local newspapers, please explain which ones and how regularly. Or, if they will cooperate with local job centres, please specify which ones and how you will approach this.</p> <p><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district). For example, Employee 1: 6 months; full-time; 0.5FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p><b>Unit guidance</b> 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><b>NT2</b></p> <p><b>Units</b> %</p>	<p><b>Percentage of full time equivalent local employees (FTE) on contract - employed directly or through supply chain</b></p>	<p><b>Target guidance</b> Specify the total number of people that will be employed on this contract. Of these, what is the total number of local people that will be</p>	<p><b>Unit guidance</b></p>

Reference	Measure	Requirements	Guidance
<b>Proxy</b> £0	<b>Definition</b> This is the percentage of people directly employed or employed through the supply chain as a result of your procurement requirements on the contract that reside within the local area, over the overall number of people employed on the contract. Please refer to the definition of local area provided above for NT1.	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.  <b>Evidence required</b> Specify the total number of people employed on this contract and the total number of local people employed on this contract. Information provided should be made compliant with data protection requirements (GDPR).	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 – (%).

**Jobs: Promote Local Skills and Employment: Fair work**

Reference	Measure	Requirements	Guidance
<b>NT74</b>  <b>Units</b> Y/N  <b>Proxy</b> £0	<b>Union recognition agreements (or equivalent worker representation) and collective bargaining are present and encouraged in the supply chain.</b>  <b>Definition</b> This includes the existence of and facilitation of recognition agreements and of collective bargaining in the supply chain. Corporate policy and initiatives that encourage or facilitate both recognition agreements and collective bargaining in the supply chain can be included for evidencing. Relevant documents from suppliers also are to be provided for evidencing. For further government information please see the following link: <a href="https://tinyurl.com/2p846j5d">https://tinyurl.com/2p846j5d</a> . Additional information on good practice can be	<b>Target guidance</b> Please provide information on the situation of union recognition agreements or equivalent worker representation, as well as collective bargaining in the supply chain and how such engagement will be encouraged. Documentation and evidencing are to be provided. This can include among other things: supply chain data, past experiences, existing union recognition agreements or documentation that provides proof of equivalent worker representation, etc.  <b>Evidence required</b> Please provide information on the situation of union recognition agreements or equivalent worker representation, as well as collective bargaining in the supply chain and how such	<b>Unit guidance</b> Provide relevant documents

Reference	Measure	Requirements	Guidance
	<p>found e.g. in UNISON's "Seeking recognition and achieving the best terms" report. (<a href="https://tinyurl.com/3e6s4t93">https://tinyurl.com/3e6s4t93</a>).</p>	<p>engagement has been encouraged. Documentation and evidencing are to be provided. This can include among other things: supply chain data, past experiences, existing union recognition agreements or documentation that provides proof of equivalent worker representation, etc.</p>	
<p><b>NT75</b> <b>Units</b> Y/N <b>Proxy</b> £0</p>	<p><b>Good and fair work charters and related employment practices are implemented and facilitated on contract</b></p> <p><b>Definition</b> This is the implementation and facilitation of "good" or "fair" work practices and related charters on the contract. Such charters set out guidelines around what is understood as good practice in regard to fair work and how it can be facilitated. Examples for comprehensive good practice charters or comparable documents include, but are not limited to: The Scottish Fair Work Convention / Framework / Action Plan; The Welsh Government Fair Work Commission; The Mayor of London's Good Work Standard; Greater Manchester Combined Authority's Good Employer Charter; OECD Job Quality Framework / International Labour Organisation.</p>	<p><b>Target guidance</b> Summarise how you plan to reflect and facilitate employment practices guided by "good" and "fair" work charters on contract. This includes providing information on any organisations you might want to partner with, as well as an evidencing of how the desired work practices are expected to be integrated into the relevant contract related operations and how they will impact the workforce on contract. It is further necessary to evidence how the proposed practices related to best practice examples outlined in comprehensive "good" or "fair" work charters.</p> <p><b>Evidence required</b> Summarise how you structured employment practices guided by ideas of by "good" and "fair" work as outlined in relevant charters on contract. This includes providing information on any organisations you partnered with, as well as an evidencing of how "fair" work practices were integrated into the relevant contract related operations and how they impacted the workforce on contract. Further, evidence how the implemented practices related to best practice examples outlined in comprehensive "good" or "fair" work charters.</p>	<p><b>Unit guidance</b> Provide relevant documents</p>

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

Reference	Measure	Requirements	Guidance
<b>Reference</b>	<b>Measure</b>	<b>Requirements</b>	<b>Guidance</b>
<b>NT78</b> <b>Units</b> % <b>Proxy</b> £0	<b>Percentage of leadership positions (manager or above (Level 4)) on the contract filled by women</b>  <b>Definition</b> This measure applies to direct employees only. Record the share of women in leading positions (managers or directors) in your organisation (women in leading position divided by total number of leading positions)	<b>Target guidance</b> The objective is to promote a diverse workforce in senior management.  <b>Evidence required</b> Provide information on the % share of women in leading positions (manager or above (Level 4)) on contract (FTE). The provided data has to be supported by official company employment statistics or other documentation. The data has to be adjusted for FTE employment to allow for comparability between different kinds of contracts.	<b>Unit guidance</b> Percentage. Consider the ratio between the total number of higher managers and directors to those who are female.
<b>NT79</b> <b>Units</b> % <b>Proxy</b> £0	<b>Percentage of leadership positions (manager or above - (Level4)) on the contract held by people from Ethnic Minority Groups</b>  <b>Definition</b> This measure applies to direct employees only. Record the share of members from Ethnic Minorities in leading positions (managers or directors) (managers from Ethnic Minorities in leading positions divided by total number of leading positions).	<b>Target guidance</b> The objective is to promote a diverse workforce in senior management.  <b>Evidence required</b> Provide information on the % share of members from an Ethnic Minority Group in leading positions (manager or above (Level 4)) on contract (FTE). The provided data has to be supported by official company employment statistics or other documentation. The data has to be adjusted for FTE employment to allow for comparability between different kinds of contracts.	<b>Unit guidance</b> Percentage. Consider the ratio between the total number of people at higher level of management and directors to those with an ethnic minority background.
<b>NT3</b> <b>Units</b> no. people FTE <b>Proxy</b> £20,429	<b>No. of full time equivalent employees (FTE) hired on the contract who are long term unemployed (unemployed for a year or longer)</b>  <b>Definition</b> This Measure applies to direct employees only and can only be applied once per employee,	<b>Target guidance</b> 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	<b>Unit guidance</b> 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

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	<p>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: <a href="https://tinyurl.com/ycktsk4n">https://tinyurl.com/ycktsk4n</a>. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. NT3a, NT3b, NT3c, NT3d, NT4, all NT5s, NT6, NT76 etc).</p>	<p>specify the organisations you intend to partner with and how you will approach working with them.</p> <p><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) 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>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><b>NT3a</b></p> <p><b>Units</b> no. people FTE</p> <p><b>Proxy</b> £20,429</p>	<p><b>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)</b></p> <p><b>Definition</b> This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific deliberate employment initiative. Record the full time annual equivalent number of employees taken on that are armed forces veterans facing barriers to employment and</p>	<p><b>Target guidance</b> 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><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.)</p>	<p><b>Unit guidance</b> 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
	<p>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: <a href="https://tinyurl.com/2p9fk2h8">https://tinyurl.com/2p9fk2h8</a>. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. NT3, NT3b-d, NT4, all NT5s, NT6, NT76 etc).</p>	<p>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>employment here as working at least 35 hours per week.</p>
<p><b>NT3b</b> <b>Units</b> no. people FTE  <b>Proxy</b> £20,429</p>	<p><b>No. of full time equivalent homeless employees (FTE) hired on the contract who are long term unemployed</b></p> <p><b>Definition</b> This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that are homeless at the start of the employment contract and 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 definitions and some resources: <a href="https://tinyurl.com/bdebvrx2">https://tinyurl.com/bdebvrx2</a>; <a href="https://tinyurl.com/bdfszipby">https://tinyurl.com/bdfszipby</a>; <a href="https://tinyurl.com/5fkyetyf">https://tinyurl.com/5fkyetyf</a>. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around</p>	<p><b>Target guidance</b> Summarise your strategy for employing your target number of homeless 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><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) 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</p>	<p><b>Unit guidance</b> 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>



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	employment from disadvantaged groups in this outcome (e.g. NT3, NT3a, NT3c-d, NT4, all NT5s, NT6, NT76, etc).	provided should be made compliant with data protection requirements (GDPR).	
<p><b>NT3c</b></p> <p><b>Units</b> no. people FTE</p> <p><b>Proxy</b> £20,429</p>	<p><b>No. of full time equivalent mothers returning to work (FTE) hired on the contract who are long-term unemployed (unemployed for a year or longer) - (when the mother is the primary carer)</b></p> <p><b>Definition</b> This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific deliberate employment initiative. Record the full time annual equivalent number of mothers (when the mother is the primary carer) returning to work that have been unemployed for one year or longer (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). Please note that this Measure is directed at mothers - and not parents more generally - as it is aimed at redressing gender inequalities in long term labour market outcomes resulting from the distribution of childcare across parents. ‘Despite progress towards greater gender equality, significant inequalities persist in the way that childcare responsibilities are divided up and shared, with women in the UK doing on average about twice as much childcare as men. This disparity contributes to gender gaps in both employment and earnings, with women being substantially disadvantaged relative to men. For example, in April to June 2017, 91.7% of fathers aged 25-34 were in work</p>	<p><b>Target guidance</b> Summarise your strategy for employing your target number of mothers returning to work 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><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) 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><b>Unit guidance</b> 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>compared to just 67.7% of mothers' (ONS, 2017d). For further information see: <a href="https://tinyurl.com/2p9858z9">https://tinyurl.com/2p9858z9</a>. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. NT3, NT3a-b, NT3d, NT4, all NT5s, NT6, NT76, etc).</p>		
<p><b>NT3d</b></p> <p><b>Units</b> no. people FTE</p> <p><b>Proxy</b> £20,429</p>	<p><b>No. of full time equivalent employees (FTE) hired on the contract that are survivors of modern slavery</b></p> <p><b>Definition</b> This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific deliberate employment initiative. Record the full time annual equivalent number of survivors of modern slavery that have been unemployed for one year or longer, that 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. Examples of recruitment programmes include: City Hearts/Co-op Bright Future scheme (<a href="https://tinyurl.com/2p8sjhz9">https://tinyurl.com/2p8sjhz9</a>) or equivalent. For further information see: <a href="https://tinyurl.com/bddjdvx7">https://tinyurl.com/bddjdvx7</a>. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around</p>	<p><b>Target guidance</b> Summarise your strategy for employing your target number of survivors of modern slavery 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. (For examples of programmes see e.g. City Hearts/Co-op Bright Future scheme (<a href="https://tinyurl.com/2p8sjhz9">https://tinyurl.com/2p8sjhz9</a>) or equivalent)</p> <p><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) 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</p>	<p><b>Unit guidance</b> 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
	employment from disadvantaged groups in this outcome (e.g. NT3, NT3a-c, NT4, all NT5s, NT6, NT76, etc).	provided should be made compliant with data protection requirements (GDPR).	
<b>NT4</b> <b>Units</b> no. people FTE  <b>Proxy</b> £15,382.90	<b>No. of full time equivalent employees (FTE) hired on the contract who are NOT in Employment, Education, or Training (NEETs)</b>  <b>Definition</b> This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of 16-24 yr. old employees taken on as a result of the contract that had not been in employment, education, or training (NEET) before the start of the employment contract. See the following link for a list of categories included: <a href="https://tinyurl.com/3vz7h8wv">https://tinyurl.com/3vz7h8wv</a> . The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, NT76 etc).	<b>Target guidance</b> Summarise your strategy for employing your target number of people who are NEET on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them.  <b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) whether this is the first employment experience after having been NEET. For example, Employee 1: 3 months; full-time; 0.25 FTE; this is the first employment experience after being NEET. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).	<b>Unit guidance</b> 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.
<b>NT4a</b> <b>Units</b> no. people FTE  <b>Proxy</b> £15,382.90	<b>No. of full time equivalent 16-25 year old care leavers (FTE) hired on the contract</b>  <b>Definition</b> This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a	<b>Target guidance</b> Summarise your strategy for employing your target number of people who are NEET on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them.	<b>Unit guidance</b> 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

Reference	Measure	Requirements	Guidance
	<p>specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of 16-24 yr. old employees taken on as a result of the contract that had not been in employment, education, or training (NEET) before the start of the employment contract. See the following link for a list of categories included: <a href="https://tinyurl.com/3vz7h8wv">https://tinyurl.com/3vz7h8wv</a>. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, NT76, etc).</p>	<p><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) whether this is the first employment experience after having been NEET. For example, Employee 1: 3 months; full-time; 0.25 FTE; this is the first employment experience after being NEET. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>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><b>NT76</b> <b>Units</b> no. people FTE  <b>Proxy</b> £2,899</p>	<p><b>No. of full time equivalent employees (FTE) hired on the contract who are registered as unemployed</b></p> <p><b>Definition</b> This measure applies to direct employees only and can only be applied once per employee, for the first year of employment. Does not apply to TUPE transfers. 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 registered as unemployed (e.g. claiming Jobseeker's Allowance (JSA) or Universal Credit or that can otherwise be clearly identified as unemployed seeking for employment preceding the start of the employment contract) for less than 1 year taken on as a result of the contract. 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</p>	<p><b>Target guidance</b> Please specify the number of FTE opportunities to be created directly through the contract, for local people. Please also provide information on your strategy for bringing into employment the specified number of people.</p> <p><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been 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 6 months of unemployment. Provide details of any organisation partnered with. Information</p>	<p><b>Unit guidance</b> 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. 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
	with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. NT3a, NT3b, NT3c, NT3d, NT4, all NT5s, NT6 or other relevant Measures).	provided should be made compliant with data protection requirements (GDPR).	
<b>NT5</b> <b>Units</b> no. people FTE  <b>Proxy</b> £24,269	<b>No. of full time equivalent employees (FTE) aged 18+ years hired on the contract who are rehabilitating or ex-offenders.</b>  <b>Definition</b> This Measure applies to direct employees only. 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 aged 18+ taken on as a result of the contract that were within the rehabilitation period before the start of the employment contract. Support from Youth Offending Teams ( <a href="https://tinyurl.com/4hnbx6c8">https://tinyurl.com/4hnbx6c8</a> ), Jobcentre Plus or other agencies carrying out specific programmes may be beneficial in identifying eligible individuals. For guidance about rehabilitation periods see: <a href="https://tinyurl.com/39y3s2d2">https://tinyurl.com/39y3s2d2</a> . The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, NT7 etc).	<b>Target guidance</b> Summarise your strategy for employing your target number of 18+ year old rehabilitating or ex-offenders 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.  <b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that they were an 18+ year old rehabilitating or ex-offender before the start of the employment contract; that this is the first employment experience as an ex-offender. For example, Employee 1: 3 months; full-time; 0.25 FTE; was a 29 year old rehabilitating or ex-offender before the start of the employment contract; this is the first employment experience. Provide details of any organisation partnered with Information provided should be made compliant with data protection requirements (GDPR).	<b>Unit guidance</b> 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.
<b>NT5a</b> <b>Units</b>	<b>No. of full time equivalent employees (FTE) aged 18-24 y.o. hired on the contract who are rehabilitating or ex-offenders.</b>	<b>Target guidance</b> Summarise your strategy for employing your target number of 18-24 year old rehabilitating	<b>Unit guidance</b> The proxy value can be applied to a person working full time for a year, so if you are

Reference	Measure	Requirements	Guidance
<p>no. people FTE</p> <p><b>Proxy</b> £23,056.23</p>	<p><b>Definition</b> This Measure applies to direct employees only. 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 aged 18 to 24 taken on as a result of the contract that were within the rehabilitation period before the start of the employment contract. Support from Youth Offending Teams (<a href="https://tinyurl.com/4hnbx6c8">https://tinyurl.com/4hnbx6c8</a>), Jobcentre Plus or other agencies carrying out specific programmes may be beneficial in identifying eligible individuals. For guidance about rehabilitation periods see: <a href="https://tinyurl.com/39y3s2d2">https://tinyurl.com/39y3s2d2</a>. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, NT76 etc).</p>	<p>offenders 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><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that they were a 18-24 year old rehabilitating offender before the start of the employment contract; that this is the first employment experience as an ex-offender. For example, Employee 1: 3 months; full-time; 0.25 FTE; was a 23 years old ex-offender before the start of the employment contract; this is the first employment experience. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>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><b>NT6</b></p> <p><b>Units</b> no. people FTE</p> <p><b>Proxy</b> £16,605</p>	<p><b>No. of full time equivalent disabled employees (FTE) hired on the contract</b></p> <p><b>Definition</b> This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that are disabled. A disabled person is defined as "someone with a physical or mental</p>	<p><b>Target guidance</b> Summarise your strategy for employing your target number of disabled people on this contract. For example, it is likely you will need to cooperate with job centres, care homes or charities so please specify the organisations you intend to partner with and how you will approach working with them.</p> <p><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition</p>	<p><b>Unit guidance</b> 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</p>

Reference	Measure	Requirements	Guidance
	<p>impairment that has a ‘substantial’ and ‘long-term’ effect on their ability to do normal daily activities" (Equality Act 2010). For guidance about employing disabled people and support programmes for employers please see: <a href="https://tinyurl.com/ycktezay">https://tinyurl.com/ycktezay</a>. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, NT76, etc).</p>	<p>box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE). For example, Employee 1: 3 months; full-time; 0.25 FTE. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>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><b>NT6a</b> <b>Units</b> no. people FTE  <b>Proxy</b> £16,605</p>	<p><b>No. of full time equivalent armed forces veterans employees (FTE) hired on the contract who are disabled and are facing specific barriers to transitioning to civilian employment (e.g. physical injury, medical discharge, psychological condition)</b></p> <p><b>Definition</b> This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that are armed forces veterans facing barriers to employment due to a disability. A disabled person is defined as "someone with a physical or mental impairment that has a ‘substantial’ and ‘long-term’ effect on their ability to do normal daily activities" (Equality Act 2010). For guidance about employing disabled people and support programmes for employers please see: <a href="https://tinyurl.com/ycktezay">https://tinyurl.com/ycktezay</a>. For definitions and resources around veterans</p>	<p><b>Target guidance</b> Summarise your strategy for employing your target number of disabled armed forces veterans 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><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE). For example, Employee 1: 3 months; full-time; 0.25 FTE. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p><b>Unit guidance</b> 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
	see: <a href="https://tinyurl.com/2p9fk2h8">https://tinyurl.com/2p9fk2h8</a> . The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. NT3, NT3a, NT3b, NT3c, NT3d, NT4, NT5, NT6, NT76, etc).		

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

Reference	Measure	Requirements	Guidance
<b>NT8</b> <b>Units</b> no. staff hours <b>Proxy</b> £16.93	<p><b>No. of staff hours spent on local school and college visits supporting pupils e.g. delivering career talks, curriculum support, literacy support, safety talks (including preparation time)</b></p> <p><b>Definition</b>                      This is the number of staff hours dedicated to the preparation and delivery of curriculum related activities in schools and colleges (talks at universities cannot be captured under this measure) including literacy support, career talks, safety talks, etc. Please provide a description of the range of activities provided. Reported activities should not be double counted with other similar Measures, including NT17 and NT29.</p>	<p><b>Target guidance</b>                      Summarise your workplan for delivering your target number of local school and college visits. Provide a breakdown of the number of staff hours to be spent on each visit (preparation versus delivery). For example, if 10 staff will spend 3 hours each, then the total number of hours reported should be 30.</p> <p><b>Evidence required</b>                      Provide the names of the schools/colleges visited and a breakdown of the number of staff hours spent on each visit (including time spent preparing and then delivering the session). For example, if 10 staff have spent 3 hours each on a visit, then the total number of hours reported for that visit should be 30. Describe the visits and the activities delivered and provide any supporting information, e.g. a confirmation from the school/college after the visit. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p><b>Unit guidance</b>                      Example: if 10 staff have spent 3 hours each, then the total number of hours reported should be 30.</p>



Reference	Measure	Requirements	Guidance
<p><b>NT9</b></p> <p><b>Units</b> no. weeks</p> <p><b>Proxy</b> £317.82</p>	<p><b>No. of weeks of training opportunities (BTEC, City &amp; Guilds, NVQ, HNC - Level 2,3, or 4+) on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years</b></p> <p><b>Definition</b> This Measure applies to direct employees only and does not include staff upskilling (for upskilling use NT80 and NT81). Time spent as part of training opportunities created specifically for the contract or that are made use of on contract can be counted, for those weeks during which a person works primarily on contract. Only vocational training opportunities supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: <a href="https://tinyurl.com/mry393vr">https://tinyurl.com/mry393vr</a>. To find registered qualifications see: <a href="https://tinyurl.com/2ju3m72a">https://tinyurl.com/2ju3m72a</a>. The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10, NT80, NT81 and other Measures around apprenticeships or vocational qualifications.</p>	<p><b>Target guidance</b> Specify the number of people in vocational qualification training on this contract and the number of weeks of training per person. Provide details of the accredited training provider, the type and the level of the outcomes achieved as well as the resulting training qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification.</p> <p><b>Evidence required</b> Specify the number of people in vocational qualification training on this contract and the number of weeks of training per person. Provide details of the accredited training provider, the type and the level of the outcomes achieved as well as the resulting training qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification.</p>	<p><b>Unit guidance</b> Record weeks of vocational qualification training provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as it will be supported to completion.</p>
<p><b>NT10</b></p> <p><b>Units</b> no. weeks</p> <p><b>Proxy</b> £251.79</p>	<p><b>No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation)</b></p> <p><b>Definition</b> 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</p>	<p><b>Target guidance</b> 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</p>	<p><b>Unit guidance</b> 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.</p>

Reference	Measure	Requirements	Guidance
	<p>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: <a href="https://tinyurl.com/mry393vr">https://tinyurl.com/mry393vr</a>. To find registered qualifications see: <a href="https://tinyurl.com/2ju3m72a">https://tinyurl.com/2ju3m72a</a>. The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT9.</p>	<p>apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider.</p> <p><b>Evidence required</b> 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.</p>	
<p><b>NT80</b></p> <p><b>Units</b> no. weeks</p> <p><b>Proxy</b> £13.81</p>	<p><b>No. of weeks of employee (FTE) upskilling (i.e. training opportunities and comprehensive upskilling programmes) specifically delivered on the contract e.g. (BTEC, City &amp; Guilds, NVQ, HNC, RQF). Must have either been completed during the year, or will be supported by the organisation until completion in the following years - Level 2,3, or 4+</b></p> <p><b>Definition</b> Only vocational training opportunities that are part of a contract related comprehensive upskilling programme and 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: <a href="https://tinyurl.com/mry393vr">https://tinyurl.com/mry393vr</a>.</p>	<p><b>Target guidance</b> Summarise your strategy for providing your target number of weeks of upskilling related training for vocational qualifications on this contract, including details of how you will support completion of the qualifications. If possible, provide details of the accredited training provider, the type and the level of the outcomes to be achieved as well as the resulting qualification.</p> <p><b>Evidence required</b> Specify the number of people in upskilling related vocational qualification training on this contract and the number of weeks of training per person. Provide details of the accredited training provider, the type and the level of the outcomes achieved as well as the resulting training qualification. Information provided</p>	<p><b>Unit guidance</b> Record total number of weeks of upskilling related vocational qualification training provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as it will be supported to completion. This should only include training provided as part of comprehensive upskilling programmes</p>

Reference	Measure	Requirements	Guidance
		should be made compliant with data protection requirements (GDPR).	
<b>NT81</b> <b>Units</b> no. weeks <b>Proxy</b> £57.29	<b>No. of weeks of employee upskilling (FTE) delivered on contract as part of apprenticeships and comprehensive upskilling programmes - Only applies to apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+</b>  <b>Definition</b> Only apprenticeships that are part of a contract related comprehensive upskilling programme and 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: <a href="https://tinyurl.com/mry393vr">https://tinyurl.com/mry393vr</a> .	<b>Target guidance</b> Summarise your strategy for providing your target number of upskilling related 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  <b>Evidence required</b> Specify the number of people on upskilling related 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).	<b>Unit guidance</b> Record total number of weeks of upskilling related training for apprenticeships provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as it will be supported to completion. This should only include training provided as part of comprehensive upskilling programmes.

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

Reference	Measure	Requirements	Guidance
<b>NT9a</b> <b>Units</b> no. weeks <b>Proxy</b> £317.82	<b>No. of weeks of training opportunities (BTEC, City &amp; Guilds, NVQ, HNC - Level 2,3, or 4+) on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years - delivered for specified groups (e.g. NEETs,</b>	<b>Target guidance</b> Summarise your strategy for providing your target number of weeks of training for vocational qualifications on this contract and for engaging with the listed target categories (LIST NT9a), including details of how you will support completion of the qualifications. If possible, provide details of the accredited training provider, the type and the level of the	<b>Unit guidance</b> Record weeks of training provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as it will be supported to completion.

Reference	Measure	Requirements	Guidance
	<p><b>under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)</b></p> <p><b>Definition</b> This Measure applies to direct employees only and does not include staff upskilling (for upskilling use NT80 and NT81). Time spent as part of training opportunities created specifically for the contract or that are made use of on contract can be counted, for those weeks during which a person works primarily on contract. Please refer to the list of target groups specified for this Measure on the contract (LIST NT9a). Only vocational training opportunities supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: <a href="https://tinyurl.com/mry393vr">https://tinyurl.com/mry393vr</a>. To find registered qualifications see: <a href="https://tinyurl.com/2ju3m72a">https://tinyurl.com/2ju3m72a</a>. The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10 and other Measures around apprenticeships or vocational qualifications.</p>	<p>outcomes to be achieved as well as the resulting qualification. If you are going to work with a charity or third sector partner to reach the targeted group, please provide details for those.</p> <p><b>Evidence required</b> Provide evidence of how you have reached the targeted categories - e.g. targeted upskilling programme reports or documented partnerships with a relevant third sector organisation. Specify the number of people in training on this contract including the number of weeks of training per person. Provide details of the accredited training provider, the type and the level of the outcomes achieved as well as the resulting training qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification.</p>	
<p><b>NT10a</b></p> <p><b>Units</b> no. weeks</p> <p><b>Proxy</b> £251.79</p>	<p><b>No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation) - delivered for specified groups (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)</b></p> <p><b>Definition</b> This Measure applies to direct employees only and does not include staff upskilling (for</p>	<p><b>Target guidance</b> Summarise your strategy for providing the target number of apprenticeship weeks on this contract, as well as your strategy for engaging with the listed target categories (LIST NT10a), including details of how you will support completion of the apprenticeships. If possible, provide details of the accredited training provider, the type and the level of the apprenticeships to be achieved, as well as the resulting qualifications. Provide details of any</p>	<p><b>Unit guidance</b> Record weeks of training for the apprenticeships provided on the contract for categories in LIST NT10a . Apprenticeships must be supported to completion, even if this support extends beyond the duration of the contract.</p>

Reference	Measure	Requirements	Guidance
	<p>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. Please refer to the list of target groups specified for this Measure on the contract (LIST NT10a). Only apprenticeships supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: <a href="https://tinyurl.com/mry393vr">https://tinyurl.com/mry393vr</a>. To find registered qualifications see: <a href="https://tinyurl.com/2ju3m72a">https://tinyurl.com/2ju3m72a</a>. The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10.</p>	<p>charity or third sector partner you plan to work with to reach the targeted group. 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.</p> <p><b>Evidence required</b> Provide evidence of how you have reached the targeted categories, e.g. targeted upskilling programme reports or documented partnerships with a relevant third sector organisation. Specify the number of people on an apprenticeship on this contract and the number of weeks of apprenticeship per person. Provide details of the accredited training provider, the type and the level of the apprenticeships achieved as well as the resulting qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification. If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider.</p>	
<p><b>NT11</b></p> <p><b>Units</b> no. hrs (total session duration)*no. attendees</p> <p><b>Proxy</b> £105.58</p>	<p><b>No. of hours of 'support into work' assistance provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance</b></p> <p><b>Definition</b> 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</p>	<p><b>Target guidance</b> Summarise your strategy for supporting unemployed people into work (including the number of staff hours to be spent and the number of people to be supported). Describe the activity/activities to be carried out and provide details of any partner organisations you will work with.</p> <p><b>Evidence required</b> Specify number of sessions, and for each session the duration, number of staff providing</p>	<p><b>Unit guidance</b> The number of units reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of the number of people delivering the session.</p>

Reference	Measure	Requirements	Guidance
	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.	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).	
<b>NT11a</b>  <b>Units</b> no. hrs (total session duration)*no. attendees  <b>Proxy</b> £105.58	<b>No. of hours of 'support into work' assistance provided to unemployed people in targeted areas through career mentoring, including mock interviews, CV advice, and careers guidance</b>  <b>Definition</b> This is the number of staff hours dedicated to individual or group employment support in targeted areas. 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.	<b>Target guidance</b> Summarise your strategy for supporting unemployed people into work (including the number of staff hours to be spent and the number of people to be supported). Describe the activity/activities to be carried out and provide details of any partner organisations you will work with. Give details about what areas have been targeted.  <b>Evidence required</b> Specify number of sessions, and for each session the duration, targeted area, 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).	<b>Unit guidance</b> The number of units reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of the number of people delivering the session.

**Jobs: Promote Local Skills and Employment: Improved skills for a low carbon transition**

Reference	Measure	Requirements	Guidance
<b>NT54</b>  <b>Units</b> no. hrs (total session duration)*no. attendees	<b>Support a 'just transition' for workers by supporting those in 'traditional' high carbon industries to retrain</b>  <b>Definition</b> Training programmes for people to acquire skills for the low carbon economy and	<b>Target guidance</b> 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	<b>Unit guidance</b> The number of hours reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8

Reference	Measure	Requirements	Guidance
<p><b>Proxy</b> £105.58</p>	<p>renewable technologies (e.g. technical feasibility analysis, solar system design, solar panel installation, energy efficiency, community engagement). For guidance on initiatives see "A toolkit for city regions and local authorities", Ashden - examples include Repowering's Youth Training programme (<a href="https://tinyurl.com/2vbthe2j">https://tinyurl.com/2vbthe2j</a>). Examples for traditionally high carbon industries are: Non-renewable energy and fuels (e.g. coal, oil and gas), materials (e.g. chemicals, iron and steel, cement, forestry), transportation.</p>	<p>unemployed people would be 16 hours, regardless of if the session is delivered by 1 person or 5 people.</p> <p><b>Evidence required</b> Describe the nature and relevance of the training, and any certificates or qualifications achieved. Report the number of employees in high carbon industries that have benefitted, and number of hours of training provided.</p>	<p>unemployed people would be 16 hours, regardless of if the session is delivered by 1 person or 5 people.</p>
<p><b>NT10b</b> <b>Units</b> no. weeks <b>Proxy</b> £251.79</p>	<p><b>No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation) - relating to the low carbon economy.</b></p> <p><b>Definition</b> 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 the weeks during which apprentices work primarily on contract. This Measure should be used specifically for apprenticeships relevant to the low carbon economy (Relevant activity areas include renewable energy production and distribution; environmental consulting services; technical and advisory services; water, sewage and waste sustainable management; supporting manufacturing services; remodelling and renovation services; installation and repair services, etc). Only apprenticeships supported to completion should be counted. For a description of the qualification levels see:</p>	<p><b>Target guidance</b> 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 and relevance for the low carbon economy. 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.</p> <p><b>Evidence required</b> 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 and its relevance for the low carbon economy. Information provided should be made compliant with data protection requirements (GDPR). Provide information on</p>	<p><b>Unit guidance</b> 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.</p>

Reference	Measure	Requirements	Guidance
	<p><a href="https://tinyurl.com/mry393vr">https://tinyurl.com/mry393vr</a>. To find a registered qualification see: <a href="https://tinyurl.com/2ju3m72a">https://tinyurl.com/2ju3m72a</a>. The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10, NT10a, or similar Measures.</p>	<p>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.</p>	

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

Reference	Measure	Requirements	Guidance
<p><b>NT12</b></p> <p><b>Units</b> no. weeks</p> <p><b>Proxy</b> £194.50</p>	<p><b>No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)</b></p> <p><b>Definition</b> Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. Only work placements for students with a duration of 1 to 6 weeks (typically unpaid) should be registered here. The cumulative number of weeks (from 1 to 6 for each student work placement) should be registered. This Measure does not apply to placements longer than 6 weeks as the National TOMs framework discourage unpaid long-term employment. For guidance please see: <a href="https://tinyurl.com/2p8nk5fb">https://tinyurl.com/2p8nk5fb</a>. Should not be double counted with other work placement Measures.</p>	<p><b>Target guidance</b> Summarise your strategy for providing your target number of weeks of student work placements or pre-employment courses on this contract. Specify the type of student work placements or/and pre-employment courses that will be provided, including what kind of industry-based experience they will result in and how. As you will cooperate with schools, colleges, or universities, please specify which ones and how you will approach this.</p> <p><b>Evidence required</b> Specify the number of people in student work placements or pre-employment courses on this contract, and for each person specify: the duration in weeks and type of the work placement or pre-employment course. Describe the industry-based experience gained and provide details of the school, college or university partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p><b>Unit guidance</b> Number of total student placement weeks on the contract (only student placements between 1-6 weeks).</p>



Reference	Measure	Requirements	Guidance
<p><b>NT12a</b></p> <p><b>Units</b> no. weeks</p> <p><b>Proxy</b> £194.50</p>	<p><b>No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid) for students from targeted areas</b></p> <p><b>Definition</b> Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. Only work placements for students with a duration of 1 to 6 weeks (typically unpaid) should be registered here. The cumulative number of weeks (from 1 to 6 for each student work placement) should be registered. This Measure does not apply to placements longer than 6 weeks as the National TOMs framework discourage unpaid long-term employment. For guidance please see: <a href="https://tinyurl.com/2p8nk5fb">https://tinyurl.com/2p8nk5fb</a>. Should not be double counted with other work placement Measures.</p>	<p><b>Target guidance</b> Summarise your strategy for providing your target number of weeks of student work placements or pre-employment courses on this contract. Specify the type of student work placements or/and pre-employment courses that will be provided, including what kind of industry-based experience they will result in and how. As you will cooperate with schools, colleges, or universities, please specify which ones and how you will approach this.</p> <p><b>Evidence required</b> Specify the number of people in student work placements or pre-employment courses on this contract, and for each person specify: the duration in weeks and type of the work placement or pre-employment course. Describe the industry-based experience gained and provide details of the school, college or university partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p><b>Unit guidance</b> Number of total student placement weeks on the contract (only student placements between 1-6 weeks).</p>
<p><b>NT13</b></p> <p><b>Units</b> no. weeks</p> <p><b>Proxy</b> £194.50</p>	<p><b>Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)</b></p> <p><b>Definition</b> 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</p>	<p><b>Target guidance</b> 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.</p> <p><b>Evidence required</b></p>	<p><b>Unit guidance</b> Number of weeks in total on the contract (note that each placement must be at least 6 weeks).</p>

Reference	Measure	Requirements	Guidance
	<p>placements shorter than 6 weeks as meaningful learning opportunities should be promoted. Only placements paid at least minimum or national living wage, as per governmental regulations, should be included. For guidance please see: <a href="https://tinyurl.com/2p8nk5fb">https://tinyurl.com/2p8nk5fb</a> and here <a href="https://tinyurl.com/pzrzsnkd">https://tinyurl.com/pzrzsnkd</a>. Should not be double counted with NT12 or similar work placement Measures.</p>	<p>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, 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).</p>	
<p><b>NT13a</b></p> <p><b>Units</b> no. weeks</p> <p><b>Proxy</b> £346.50</p>	<p><b>Meaningful work placements that pay Real Living wage according to eligibility - 6 weeks or more (internships)</b></p> <p><b>Definition</b> 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 be longer than 6 weeks) should be registered. Only placements paid at least UK Real Living Wage, as defined by the Living Wage Foundation should be included. For guidance please see: <a href="https://tinyurl.com/2p8nk5fb">https://tinyurl.com/2p8nk5fb</a> and here <a href="https://tinyurl.com/3avsvcu5">https://tinyurl.com/3avsvcu5</a>. Units targeted or claimed should not be double counted with similar work placement Measures.</p>	<p><b>Target guidance</b> 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. UK Real Living Wage, London 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 cooperate with any organisation, school, college or university, please specify which ones and how you will approach this.</p> <p><b>Evidence required</b> Specify the number of people in work placements, and for each person specify: the duration in weeks and type (including pay type, i.e. UK Real Living Wage, London Living wage, or higher wage) of the work placement. Describe the industry-based experience gained and provide details of any organisation, school, college or university partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p><b>Unit guidance</b> Number of weeks in total on the contract (note that each placement must be at least 6 weeks).</p>
<p><b>NT13b</b></p>		<p><b>Target guidance</b></p>	<p><b>Unit guidance</b></p>

Reference	Measure	Requirements	Guidance
<p><b>Units</b> no. weeks</p> <p><b>Proxy</b> £194.50</p>	<p><b>Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships) for people from targeted areas</b></p> <p><b>Definition</b> 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 include placements that pay at least minimum or national living wage, as per governmental regulations, and that recruit people from targeted areas. For guidance please see: <a href="https://tinyurl.com/2p8nk5fb">https://tinyurl.com/2p8nk5fb</a> and here <a href="https://tinyurl.com/pzrzsnkd">https://tinyurl.com/pzrzsnkd</a>. Should not be double counted with NT12 or similar work placement Measures.</p>	<p>Summarise your strategy for providing your target number of positions and weeks of paid work placements in the targeted areas 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, and what areas have been targeted. 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.</p> <p><b>Evidence required</b> Specify the number of people in work placements, and for each person specify the following: targeted area(s), the duration in weeks and type (including pay type, i.e. minimum wage, 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).</p>	<p>Number of weeks in total on the contract (note that each placement must be at least 6 weeks).</p>

**Jobs: Promote Local Skills and Employment: Retaining jobs and skills during the COVID-19 crisis**

Reference	Measure	Requirements	Guidance
<p><b>C19-1</b></p> <p><b>Units</b> % own staff on contract retained</p>	<p><b>Safeguarding jobs on contract - Percentage of directly employed staff on contract retained with pre-crisis level pay and hours (to be used at Management/measurement only - not Procurement)</b></p> <p><b>Definition</b></p>	<p><b>Evidence required</b> Specify the overall number of directly employed staff employed on the contract at the beginning of the reporting period and retained at the end of the period - maintaining the same time and pay conditions. Provide</p>	<p><b>Unit guidance</b> Number of directly employed staff retained on contract maintaining pre crisis time and pay conditions at the end of the reporting period</p>

Reference	Measure	Requirements	Guidance
<p><b>Proxy</b> £0</p>	<p>Employment contracts for directly employed staff on the contract - maintaining the same time and pay conditions. This Measure can be used at management/measurement only. Given the current crisis, innovation and engagement with creative and best practice solutions are encouraged. Examples or innovative and best practice solutions can be accessed through the following links: Support for business through the Coronavirus Job Retention Scheme (<a href="https://tinyurl.com/p4axc7a2">https://tinyurl.com/p4axc7a2</a>). For jobs that have not been retained at the original contract conditions or that have been terminated, please provide a description of the operating context and type of contracts (i.e. effect of COVID 19 on ability to operate contract e.g. closure of sites - schools, offices, etc.) Please specify if relevant where employees have been redeployed internally. For employment contracts that have been terminated, explain how you have given due consideration to realistic alternatives for retaining those jobs before resorting to redundancies.</p>	<p>reference to the relevant payroll document. Information provided should be made compliant with data protection requirements (GDPR). For jobs that have been terminated, please provide a description of the operating context and type of contracts (i.e. effect of COVID 19 on ability to operate contract). Please specify if relevant where employees have been redeployed internally. For employment contracts that have been terminated, explain of how you have given due consideration to realistic alternatives for retaining those jobs before resorting to redundancies. Evidence requirements about giving due consideration to realistic alternatives should be applied and considered with proportionality to the scale, scope and impact of the crisis on the contract.</p>	<p>over the overall number of directly employed staff employed on the contract at the beginning of the reporting period (*100).</p>
<p><b>C19-2</b> <b>Units</b> % own staff on contract retained - with reduced hours <b>Proxy</b> £0</p>	<p><b>Percentage of staff on contract retained with agreed temporarily reduced hours (to be used at Management/measurement only - not Procurement) - This is to reduce layoffs for directly employed staff on contract that can only partially deliver against their responsibilities as a result of the COVID-19 crisis</b></p> <p><b>Definition</b> Employment contracts for directly employed staff on the contract retained with altered conditions (e.g. time and pay). This Measure can be used at management/measurement</p>	<p><b>Evidence required</b> Specify the overall number of directly employed staff on the contract at the beginning of the reporting period and the number of retained staff with time or pay alterations at the end. Examples include e.g. working week reduced to 3 day for a specific list of employment contracts or pay reduced to 80% . Provide a description of all alterations (e.g. percentage of reduction in time or pay) and reference to the relevant documents. Information provided should be compliant with data protection requirements (GDPR). Please provide a description of the operating context.</p>	<p><b>Unit guidance</b> Number of directly employed staff retained with time or pay alterations on contract at the end of the reporting period over the overall number of directly employed staff employed on the contract at the beginning of the reporting period (*100).</p>

Reference	Measure	Requirements	Guidance
	<p>only. Please provide a description of the changes made to all affected contracts (time reduced or pay reduced and how) and the operating contexts (i.e. effect of COVID 19 on ability to operate contract e.g. closure of sites - schools, offices, etc.). Please specify if relevant where these employees have been redeployed internally. Please provide evidence that you have given due consideration to realistic alternatives for retaining them at the original employment conditions before resorting to reductions in time or pay. Evidence requirements about giving due consideration to realistic alternatives should be applied and considered with proportionality to the scale, scope and impact of the crisis on the contract.</p>	<p>Specify if relevant where these employees have been redeployed internally. Provide evidence of how you have given due consideration to realistic alternatives for retaining those jobs without alterations before resorting to reducing time and/or pay. Evidence requirements about giving due consideration to realistic alternatives should be applied and considered with proportionality to the scale, scope and impact of the crisis.</p>	
<p><b>C19-3</b></p> <p><b>Units</b> % own staff on contract furloughed</p> <p><b>Proxy</b> £0</p>	<p><b>Reducing layoffs for directly employed staff on contract that can no longer work as a result of the COVID-19 crisis - Percentage of staff on contract furloughed (to be used at Management / measurement only - not Procurement)</b></p> <p><b>Definition</b> Under the Coronavirus Job Retention Scheme, all UK employers with a PAYE scheme will be able to access support to continue paying part of their employees' salary for those that would otherwise have been laid off during this crisis. This Measure can be used at management/measurement stage only (not in procurement). This applies to your own employees who have been asked to stop working, but who are being kept on the payroll, otherwise described as 'furloughed workers'. HMRC will reimburse 80% of their wages, up to £2,500 per month. This is to safeguard</p>	<p><b>Evidence required</b> Specify the overall number of staff employed on the contract at the beginning of the reporting period and the number of staff furloughed at the end of the reporting period. Provide reference to the relevant payroll document. Information provided should be made compliant with data protection requirements (GDPR). Please provide evidence that you have given due consideration to realistic alternatives (e.g. reduced time and pay) before proceeding with furlough. Evidence requirements about giving due consideration to realistic alternatives should be applied and considered with proportionality to the scale, scope and impact of the crisis on the contract.</p>	<p><b>Unit guidance</b> Number of directly employed staff on contract furloughed at the end of the reporting period over the overall number of directly employed staff employed on the contract at the beginning of the reporting period (*100).</p>

Reference	Measure	Requirements	Guidance
	<p>workers from being made redundant. The Coronavirus Job Retention Scheme will cover the cost of wages backdated to 1st November 2020 , and currently runs until 30 April 2021. (<a href="https://tinyurl.com/p4axc7a2">https://tinyurl.com/p4axc7a2</a>). Please provide evidence that you have given due consideration to realistic alternatives (e.g. reduced time and pay) before proceeding with furlough. Evidence requirements about giving due consideration to realistic alternatives should be applied and considered with proportionality to the scale, scope and impact of the crisis on the contract.</p>		
<p><b>C19-4</b></p> <p><b>Units</b> % supply chain staff on contract retained</p> <p><b>Proxy</b> £0</p>	<p><b>Safeguarding supply chain jobs on contract - Percentage of supply chain staff on contract retained either at pre-crisis level pay and hours or with temporarily altered conditions (e.g. reduced time and pay, to be specified)- (to be used at Management/Measurement only - not Procurement)</b></p> <p><b>Definition</b> Supply chain employment contracts for staff not terminated before the original end date or renewed - maintaining the same time and pay conditions or with temporarily altered conditions (e.g. reduced time and pay, to be specified in the description). This Measure can be used at management/measurement only (not in procurement). Given the current crisis situation, innovation and engagement with creative and best practice solutions are encouraged. Examples of innovative and best practice solutions can be accessed through the following links: Support for business through the Coronavirus Job Retention Scheme (<a href="https://tinyurl.com/p4axc7a2">https://tinyurl.com/p4axc7a2</a>). For</p>	<p><b>Evidence required</b> Specify number of supply chain staff employed on the contract at the beginning and number of retained staff at the end of the reporting period at full or temporarily reduced time and pay. Give description of altered conditions and where they have been applied, incl. reference to the relevant documents. Reductions in supply chain staff resulting from non-contract related redundancies do not have to be counted. Data must be compliant with data protection requirements (GDPR). For jobs that have been terminated, provide a description of the operating context and type of contracts. If applicable, specify where supply chain staff have been redeployed internally. For employment contracts that have been terminated or conditions have changed (e.g. pay) explain considered alternatives. Evidence requirements about giving due consideration to alternatives should be applied and considered with proportionality to the scale, scope and impact of the crisis on the contract.</p>	<p><b>Unit guidance</b> Number of supply chain staff retained on contract at the end of the reporting period over the overall number of supply chain staff employed on the contract at the beginning of the reporting period (*100).</p>

Reference	Measure	Requirements	Guidance
	<p>jobs that have not been retained at the original contract conditions or that have been terminated, please provide a description of the operating contexts and type of contracts (i.e. effect of COVID 19 on ability to operate contract e.g. closure of sites e.g. schools, offices, etc.) Please specify if relevant where supply chain staff have been redeployed internally. For employment contracts that have been terminated or where pay and time conditions have been reduced please offer an explanation of how you have given due consideration to realistic alternatives. Evidence requirements about giving due consideration to realistic alternatives should be applied and considered with proportionality to the scale, scope and impact of the crisis on the contract.</p>		
<p><b>C19-19</b></p> <p><b>Units</b> no. people FTE</p> <p><b>Proxy</b> £0</p>	<p><b>No. people hired who had previously lost their job or had been unable to find work due to Covid-19</b></p> <p><b>Definition</b> The number of people hired on the contract who had lost their job or had been unable to find work due to Covid-19. For included employees, evidence must be provided of their Covid-19 related joblessness. For further information on joblessness related to Covid-19 please see the House of Commons Library BRIEFING PAPER Number 8898, 26 November 2020 - Coronavirus: Impact on the labour market (<a href="https://tinyurl.com/37xs3xc4">https://tinyurl.com/37xs3xc4</a>). The paper provides information of varying impacts of Covid-19 on the job market. In particular, the paper outlines disproportionate economic impacts of Covid-19 on Members of</p>	<p><b>Target guidance</b> Summarise your strategy for employing your target number of eligible people on this contract. For example, if you will cooperate with local job centres, please specify which centres you plan to work with and how you will approach engaging with them.</p> <p><b>Evidence required</b> Specify the number of qualifying employees employed on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). Evidence has to be provided regarding the eligibility of each employee recorded through this Measure.</p>	<p><b>Unit guidance</b> Upload evidence regarding outreach to eligible people and on the eligibility of recorded employees and provide a total number of eligible employees employed on contract.</p>

Reference	Measure	Requirements	Guidance
	an Ethnic Minority Group, women, young workers, low paid workers and disabled workers.		

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

Reference	Measure	Requirements	Guidance
<p><b>NT14</b></p> <p><b>Units</b> £</p> <p><b>Proxy</b> £0.12</p>	<p><b>Total amount (£) spent with VCSEs within your supply chain</b></p> <p><b>Definition</b> Amount spent on suppliers for the contract that are Voluntary, Community or Social Enterprises (VCSEs). This might include e.g. choosing a catering company that employs rehabilitating offenders, or a furniture service that recycles donated furniture, or a social enterprise recruitment consultancy, etc. Social Enterprise UK have a useful tool to identify social enterprises that have membership with them based on location <a href="https://tinyurl.com/96ukhfvr">https://tinyurl.com/96ukhfvr</a>. You may refer to the local economic development team in the council to identify potential partners. This is the additional SV (SVA) from spending with a VCSE. A relevant SROI multiplier can be substituted to this default value when available and assured, by using the additional multiplier column in the measurement Calculator. The total SVA from selecting a local VCSE in the supply chain can be computed by adding the appropriate NT14 and NT18 multipliers, when NT18 or NT19 are not directly included in the analysis. Should not be double counted with NT18 and NT19 or other relevant Measures if those are included.</p>	<p><b>Target guidance</b> Provide a breakdown of the estimated pounds to be spent with VCSEs in your supply chain on this contract, including the name of the VCSEs (or a range of potential names) and the type of goods/services to be procured from each.</p> <p><b>Evidence required</b> Provide a breakdown of pounds spent with VCSEs within your supply chain on this contract, including the name of the VCSEs and the type of goods/services procured from each .</p>	<p><b>Unit guidance</b> £ spent with VCSEs in the supply chain. Note that they do not need to be local VCSEs. Please see the Rationale for more on double counting.</p>



Reference	Measure	Requirements	Guidance
<p><b>NT15</b></p> <p><b>Units</b> no. staff expert hours</p> <p><b>Proxy</b> £101</p>	<p><b>Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE)</b></p> <p><b>Definition</b> This is expert staff time (e.g. financial advice / legal advice / HR advice / HSE) dedicated to supporting Voluntary Community or Social Enterprises (VCSEs) or micro, small and medium enterprises (MSMEs). Please include only the amount of volunteering that has been provided by staff during working hours or on paid overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please count only the time for delivering the activity (preparation time is not captured). Please see the toolkit guidance document for worked out examples on attribution. Please note that MSMEs are defined as (0-249 employees) - Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees). The following Measures should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, and NT29. Please check also other relevant expert time Measures included</p>	<p><b>Target guidance</b> Summarise your strategy for providing expert advice to VCSEs/MSMEs. Provide the names of the VCSEs/MSMEs you will support or a range of options. Describe the number of staff hours to be spent in total and for each VCSE/MSME. Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.</p> <p><b>Evidence required</b> Provide a breakdown of staff hours spent providing expert advice to VCSEs/MSMEs. Provide the details of the VCSEs/MSMEs you have supported. Specify the number of staff hours spent for each VCSE/MSME, the type of expert advice given as well as the qualification/role of the person delivering this advice. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p><b>Unit guidance</b> This is the number of hours staff spend providing expert advice. For example, if 5 staff spend 2 hours providing expert advice, the total number of hours reported should be 10.</p>
<p><b>NT15a</b></p> <p><b>Units</b> no. staff expert hours</p> <p><b>Proxy</b> £101</p>	<p><b>Provision of expert business advice to help VCSEs and MSMEs achieve net zero carbon</b></p> <p><b>Definition</b> 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</p>	<p><b>Target guidance</b> 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</p>	<p><b>Unit guidance</b> 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>advised to aim for a reduction of emissions to net zero as soon as possible, with 2050 being the minimum target reflecting current UK government policy and an earlier target to be strongly encouraged. Many private sector organisations, sectoral institutions such as the World Green Building Council and more than 100 LAs have set the more ambitious 2030 target. Please include only the number of hours of expert staff time that has been provided by staff during working hours or on paid overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please count only the time for delivering the activity (preparation time is not captured). Please see the toolkit guidance document for worked out examples on attribution. MSMEs are defined as 0-249 employees - Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees). The following Measures should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, and NT29. Please check also other relevant expert time Measures included.</p>	<p>type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.</p> <p><b>Evidence required</b> Provide a breakdown of staff hours spent providing expert decarbonisation advice to VCSEs/MSMEs. Provide the details of the VCSEs/MSMEs you have supported. Specify the number of staff hours spent supporting each VCSE/MSME, the type of expert advice provided, as well as the qualification/role of the person delivering this advice. Information provided should be made compliant with data protection requirements (GDPR).</p>	
<p><b>NT16</b> <b>Units</b> £ <b>Proxy</b> £1</p>	<p><b>Equipment or resources donated to VCSEs (£ equivalent value)</b></p> <p><b>Definition</b> This Measure captures the value of in-kind contributions e.g. donating a van to an VCSE - provide details about value calculations including assumptions made (e.g. buying price, age, depreciation age etc.). Excluded are monetary donations such as staff donations or donations as a result of a fund raiser. Attribution has to be considered if the total contribution results from multiple</p>	<p><b>Target guidance</b> Provide a list of VCSEs you have already identified or a range of options. Provide a breakdown of the value of resources and/or equipment to be donated to VCSEs, including the names of the VCSEs.</p> <p><b>Evidence required</b> Provide a breakdown of the equivalent value of resources and/or equipment donated to each VCSE, including evidence of the donations and the names of the VCSEs supported.</p>	<p><b>Unit guidance</b> Equivalent £ value of the donation.</p>

Reference	Measure	Requirements	Guidance
	<p>organisations being involved. Should not be double counted with N17 and NT28 and other Measures around donation of equipment or resources.</p>		
<p><b>NT17</b></p> <p><b>Units</b> no. staff volunteering hours</p> <p><b>Proxy</b> £16.93</p>	<p><b>Number of voluntary hours donated to support VCSEs (excludes expert business advice)</b></p> <p><b>Definition</b> Volunteering is defined by the International Labour Organisation (2001) as ‘unpaid non-compulsory work; that is, time individuals give without pay to activities performed either through an organisation or directly for others outside of the household’. Here, only staff volunteering hours should be recorded when time has been allocated for staff to spend on formal volunteering (not for family and friends). Please include only the amount of volunteering that has been provided by staff during working hours or on paid overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please count only the time for delivering the activity (preparation time is not captured). Please see the toolkit guidance document for worked examples on attribution. The following Measures should not be double counted : NT15, NT16, NT24, NT25, NT26, NT27, NT28, and NT29 and other volunteering Measures.</p>	<p><b>Target guidance</b> Specify the list of VCSEs that are going to be supported and describe the volunteering activities to be delivered and their intended purposes. Provide a breakdown of staff volunteering hours to be delivered to VCSEs. For example, if 10 staff volunteer 3 hours each, then the reported total should be 30.</p> <p><b>Evidence required</b> Specify the name of the VCSEs supported, the volunteering activities delivered and their intended purposes. Provide a breakdown of staff volunteering hours delivered to VCSEs. Information provided should be made compliant with General Data Protection Regulation (GDPR).</p>	<p><b>Unit guidance</b> Number of staff hours spent on volunteering with VCSEs. For example, if 10 staff volunteer 3 hours each, then the reported total should be 30.</p>
<p><b>NT18</b></p> <p><b>Units</b> £</p> <p><b>Proxy</b></p>	<p><b>Total amount (£) spent in local supply chain through the contract</b></p> <p><b>Definition</b></p>	<p><b>Target guidance</b> Provide a breakdown of pounds to be spent with organisations in your local supply chain on this contract. Specify the name of each eligible supplier, including the</p>	<p><b>Unit guidance</b> Total amount of £ spent with the supply chain within the defined local area for the project.</p>

Reference	Measure	Requirements	Guidance
Localised by project	Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs framework. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the project's supply chain. Should not be double counted with NT14 and NT18a, NT19, NT19a.	<p>category/industry of goods/services to be procured from each as well as the first three digits of their postcode.</p> <p><b>Evidence required</b> Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location.</p>	
<b>NT18a</b> <b>Units</b> £ <b>Proxy</b> Localised by project	<p><b>Total amount (£) spent through the contract in targeted areas (areas specifically targeted for support under the scheme e.g. high deprivation areas)</b></p> <p><b>Definition</b> Please refer to the specified sub-localities identified for the contract in list NT18a. This should be calculated as the cumulative spend with suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs framework. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the project's supply chain. Should not be double counted with NT14 and NT18, NT19, NT19a and other relevant spend Measures.</p>	<p><b>Target guidance</b> Provide a breakdown of pounds to be spent with organisations in your supply chain within the specified sub-localities on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services to be procured from each, as well as the first three digits of their postcode.</p> <p><b>Evidence required</b> Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location.</p>	<p><b>Unit guidance</b> Total amount of £ spent with the supply chain within the defined local area for the project.</p>

Reference	Measure	Requirements	Guidance
<p><b>NT19</b></p> <p><b>Units</b> £</p> <p><b>Proxy</b> Localised by project</p>	<p><b>Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs)</b></p> <p><b>Definition</b> Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with MSME suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs framework. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the contract's supply chain. Should not be double counted with NT14 and NT18, NT18a NT19a. Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees).</p>	<p><b>Target guidance</b> Provide a breakdown of £ to be spent with organisations in your supply chain within the specified local area for this contract. Specify the name of each eligible supplier, including the category (MSME)/industry of goods/services to be procured from each as well as the first three digits of their postcode.</p> <p><b>Evidence required</b> Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location.</p>	<p><b>Unit guidance</b> Total amount of £ spent with MSMEs (0-249 employees) in the supply chain within the defined local area for the project.</p>
<p><b>NT19a</b></p> <p><b>Units</b> £</p> <p><b>Proxy</b> Localised by project</p>	<p><b>Total amount (£) spent through contract with local micro and small enterprises within your supply chain</b></p> <p><b>Definition</b> Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with suppliers that are based within the local area and are Micro or Small enterprises. 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</p>	<p><b>Target guidance</b> Provide a breakdown of pounds to be spent with Micro and Small organisations in your supply chain within the specified local area on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services to be procured from each as well as the first three digits of their postcode.</p> <p><b>Evidence required</b> Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location.</p>	<p><b>Unit guidance</b> Total amount of £ spent with Micro and Small Enterprises (0-49 employees) in the supply chain within the defined local area for the project</p>

Reference	Measure	Requirements	Guidance
	should still be computed for the relevant geographical area and based on the project's supply chain. Should not be double counted with NT14 and NT18, NT18a, NT19. Micro (0-9 employees), Small (10-49 employees)		
<b>NT19b</b> <b>Units</b> £ <b>Proxy</b> Localised by project	<b>Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs) in targeted areas</b> <b>Definition</b> Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with MSME suppliers that are based within the targeted area. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs framework. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the contract's supply chain. Should not be double counted with NT14 and NT18, NT18a NT19a. Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees).	<b>Target guidance</b> Provide a breakdown of £ to be spent with organisations in your supply chain within the specified targeted area. Specify the name of each eligible supplier, including the category (MSME)/industry of goods/services to be procured from each as well as the first three digits of their postcode. <b>Evidence required</b> Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location.	<b>Unit guidance</b> Total amount of £ spent with MSMEs (0-249 employees) in the supply chain within the defined local area for the project.

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

Reference	Measure	Requirements	Guidance
<b>NT20</b> <b>Units</b>	<b>No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes</b>	<b>Target guidance</b> Summarise your strategy for providing access to a comprehensive workplace wellbeing programme to all employees, including	<b>Unit guidance</b> Number of employees on contract that have access to qualifying staff wellbeing programmes.

Reference	Measure	Requirements	Guidance
<p>no. employees provided access</p> <p><b>Proxy</b> £130.29</p>	<p><b>Definition</b> Total number of direct or supply chain employees on contract provided with access to comprehensive and multidimensional workplace wellbeing programmes. Qualifying 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: <a href="https://tinyurl.com/cpt3z96d">https://tinyurl.com/cpt3z96d</a></p>	<p>measures in place or planned. Describe how the programme you are going to deliver is going to be structured around the following dimensions: flexible working time arrangements; healthy nutrition options; physical health; health risk appraisal questionnaires; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues). If you are partnering with any specialist organisation, please provide details or a range of options.</p> <p><b>Evidence required</b> 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><b>NT55</b> <b>Units</b></p>	<p><b>No. of employees provided with professional support for anxiety and</b></p>	<p><b>Target guidance</b></p>	<p><b>Unit guidance</b></p>

Reference	Measure	Requirements	Guidance
<p>no. employees provided access</p> <p><b>Proxy</b> £140.57</p>	<p><b>depression (at least six session of Cognitive Behavioural Therapy (CBT) or equivalent) following a workplace screening (through a questionnaire or other diagnostic methods)</b></p> <p><b>Definition</b> Total number of direct or supply chain employees on contract provided with access to comprehensive and multidimensional workplace wellbeing programmes. Qualifying programmes should include the following dimensions, be well managed and employee benefits focussed, and be easily accessible and engaging to employees: flexible working time arrangements; healthy nutrition options; physical health programmes; a health risk appraisal questionnaire; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues). If offered digitally, e.g. to cater to those employees working from home, programmes should reflect potentially changed needs and staff expectations around workplace wellbeing derived through continued and meaningful consultation and engagement with employees. This is to ensure offered services remain relevant and are comprehensively provided. For a discussion of good practice approaches to improve staff wellbeing, please see the "Best Practice in Promoting Employee Health and Wellbeing in the City of London" research report: <a href="https://tinyurl.com/cpt3z96d">https://tinyurl.com/cpt3z96d</a></p>	<p>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 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><b>Evidence required</b> 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>Number of employees on contract that have access to qualifying staff wellbeing programmes.</p>



Reference	Measure	Requirements	Guidance
<p><b>NT39</b></p> <p><b>Units</b> £ invested including staff time</p> <p><b>Proxy</b> £1</p>	<p><b>Mental Health campaigns for staff on the contract to create community of acceptance, remove stigma around mental health</b></p> <p><b>Definition</b> These are campaigns run on contract to remove stigma and promote mental health on the contract. Campaigns are to be provided for direct staff and supply chain staff. The cumulative cash value should be recorded for organising and running such campaigns.</p>	<p><b>Target guidance</b> Specify the planned costs (£) to deliver the mental health campaigns on the contract (including the number of staff hours valued at £16.93 per hour, i.e., the general value for volunteering (NT17)). Describe the type and focus of the initiatives and information on who they will be targeted at (e.g. directly employed staff or supply chain). Provide details of any organisations you intend to partner with to deliver the initiatives.</p> <p><b>Evidence required</b> Provide a breakdown of costs (£) to deliver each mental health campaign, and a summary of the number of people you have engaged where relevant. If you are partnering with any specialist organisation, please provide details.</p>	<p><b>Unit guidance</b> Costs incurred (£) for putting on the event(s) including hiring of spaces, stands and staff time (to be valued at £16.93 per staff hour)</p>
<p><b>NT56</b></p> <p><b>Units</b> %</p> <p><b>Proxy</b> £0</p>	<p><b>Percentage of suppliers to Tier 2 in the contract - including the prime contractor - that will implement the mental health core standards (applicable for all companies) and the mental health enhanced standards (applicable for companies with more than 500 employees), as set out in Thriving at Work: the Stevenson Farmer Review on Mental Health and Employers</b></p> <p><b>Definition</b> As per Measure, for further information please see: <a href="https://tinyurl.com/4svzbvmw">https://tinyurl.com/4svzbvmw</a></p>	<p><b>Target guidance</b> Please provide evidence on the projected percentage of relevant suppliers as per Measure that will implement the mental health core standards (applicable for all companies) and the mental health enhanced standards (applicable for companies with more than 500 employees), as set out in Thriving at Work: the Stevenson Farmer Review on Mental Health and Employers.</p> <p><b>Evidence required</b> Please provide evidence on the actual percentage of relevant suppliers as per Measure that have implemented the mental health core standards (applicable for all companies) and the mental health enhanced standards (applicable for companies with more than 500 employees), as set out in Thriving at Work: the Stevenson Farmer Review on Mental Health and Employers. Please provide</p>	

Reference	Measure	Requirements	Guidance
		evidence through a provision of relevant documentation.	
<b>NT21</b>  <b>Units</b> no. hrs (total session duration)*no. attendees  <b>Proxy</b> £101	<b>Equality, diversity and inclusion training provided both for staff and supply chain staff</b>  <b>Definition</b> This includes training provided to directly employed staff, Tier 1 supply chain and subcontractors specifically around equality, diversity and inclusion. Record the cumulative number of hours experienced by the attendees and specify both separately as a description. Only training provided for supply chain organisation at no cost to them should be included.	<b>Target guidance</b> 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 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.  <b>Evidence required</b> 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.	<b>Unit guidance</b> 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.

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

Reference	Measure	Requirements	Guidance
<b>NT57</b>  <b>Units</b>	<b>Prime contractor's median gender salary pay gap for staff - Small and Medium enterprises</b>	<b>Target guidance</b> Guidance on calculations can be found here: <a href="https://tinyurl.com/2p82csy5">https://tinyurl.com/2p82csy5</a> . Median gender	<b>Unit guidance</b> Guidance on calculations can be found here: <a href="https://tinyurl.com/2p9y4vyd">https://tinyurl.com/2p9y4vyd</a>

Reference	Measure	Requirements	Guidance
<p>% median gender pay gap</p> <p><b>Proxy</b> £0</p>	<p><b>Definition</b> This is the median pay gap at corporate level in hourly rates for men and women for the full workforce. It includes both full-time and part-time workers. It is calculated as the difference between median hourly earnings (excluding overtime) of men and women as a proportion of median hourly earnings (excluding overtime) of men, (*100). The gender pay gap is not to be confused with equal pay, which refers to the legal requirement that men and women must be paid the same amount for similar work. Guidance on calculations can be found here: <a href="https://tinyurl.com/2p9y4vyd">https://tinyurl.com/2p9y4vyd</a>. Please note that small and medium enterprises are defined as having between 50 and 249 employees. Please note that the median gender pay gap loses accuracy the smaller the company.</p>	<p>pay gap in hourly pay can be calculated by following these steps: 1. Arrange the hourly pay rates of all male full-pay relevant employees from highest to lowest; 2. Take the hourly pay rate of the middle-ranked man – this gives you the median hourly rate of pay for men; 3. Arrange the hourly pay rates of all female full-pay relevant employees from highest to lowest; 4. Take the hourly pay rate of the middle-ranked woman – this gives you the median hourly rate of pay for women; 5. Subtract the median hourly pay rate for women from the median hourly pay rate for men; 6. Divide the result by the median hourly pay rate for men; 7. Multiply the result by 100 – this gives you the median gender pay gap in hourly pay as a percentage of men's' pay</p> <p><b>Evidence required</b> Provide evidence of your calculations from payroll data and, if you have done so, a narrative identifying the challenges and possible causes of the gender pay gap within your organisation, together with your ideas on how to address them. Information provided should be made compliant with data protection requirements (GDPR).</p>	
<p><b>NT40</b></p> <p><b>Units</b> £ invested including staff time</p> <p><b>Proxy</b> £1</p>	<p><b>Number and type of initiatives to be put in place to reduce the gender pay gap for staff employed in relation to the contract (describe and document initiatives)</b></p> <p><b>Definition</b> Guidance on practices that reduce the gender pay gap: <a href="https://tinyurl.com/3bk783eb">https://tinyurl.com/3bk783eb</a></p>	<p><b>Target guidance</b> Please describe initiatives and how you plan to implement them. You can include e.g. changes to recruitment and promotion practices, relevant networking and mentoring programmes, flexibility and shared parental leave policies, and specific training for staff (for examples of relevant practices see <a href="https://tinyurl.com/3bk783eb">https://tinyurl.com/3bk783eb</a>). Please provide a description of initiatives to be delivered on</p>	<p><b>Unit guidance</b> £ 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
		<p>the contract and a breakdown of projected costs for each. If you are partnering with any specialist organisation, please provide details.</p> <p><b>Evidence required</b> Provide a list of initiatives included and describe their aims and reach, together with any assessment of their impact if available (quantitative or qualitative). For each initiative, provide a breakdown of the £ invested. If you are partnering with any specialist organisation, please provide details.</p>	
<p><b>NT41</b></p> <p><b>Units</b> %</p> <p><b>Proxy</b> £0</p>	<p><b>Percentage of staff on contract that is paid at least the relevant Real Living wage as specified by Living Wage foundation</b></p> <p><b>Definition</b> The current Real Living wage for the UK as set by the Living Wage foundation is £9.90 per hour, while the London rate is £11.05 per hour (<a href="https://tinyurl.com/3avsvcu5">https://tinyurl.com/3avsvcu5</a>). Please apply the appropriate rate as the relevant threshold depending on the contract.</p>	<p><b>Target guidance</b> Please specify what Real Living Wage rates you are applying (UK or London rate) to the workforce, or to what percentages of the workforce on the contract if this only partially includes the London area.</p> <p><b>Evidence required</b> Please provide evidence of the total number of employment contracts and the number of employment contracts where staff are paid at least Real Living wage according to the relevant local rate. For more information see: <a href="https://tinyurl.com/3avsvcu5">https://tinyurl.com/3avsvcu5</a>. All data should be reported in compliance with GDPR requirements.</p>	<p><b>Unit guidance</b> Apply relevant rates depending on location of the contract.</p>
<p><b>NT42</b></p> <p><b>Units</b> %</p> <p><b>Proxy</b> £0</p>	<p><b>Percentage of contractors in the supply chain required (or supported if they are micro or small business) to pay at least Real Living wage</b></p> <p><b>Definition</b> The current Real Living wage for the UK as set by the Living Wage foundation is £9.90 per hour, while the London rate is £11.05 per hour (<a href="https://tinyurl.com/3avsvcu5">https://tinyurl.com/3avsvcu5</a>). Please apply</p>	<p><b>Target guidance</b> Please specify what Real Living Wage rates you are applying (UK or London rate) and to which contractors. Please specify the total number of contractors, and the ones that will be paying Real Living Wage to all staff on the contract. Please specify how many of these you will be supporting to do so as MSMEs and how you will support them.</p>	<p><b>Unit guidance</b> (Total numbers of suppliers on the contract paying Real Living wage at relevant rate / Total number of suppliers on the contract) * 100; to arrive at a percentage</p>

Reference	Measure	Requirements	Guidance
	<p>the appropriate rate as the relevant threshold depending on the contract. MSMEs (0-249 employees): Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees)</p>	<p><b>Evidence required</b> Please specify what Real Living Wage rates you have been applying (UK or London rate) and to which contractors. Please specify the total number of suppliers on the contract, and the ones that have been paying the Real Living Wage to all staff on the contract. Please specify how many of these you have supported to do so are MSMEs. All data should be reported in compliance with GDPR requirements.</p>	
<p><b>NT58</b></p> <p><b>Units</b> no. people FTE</p> <p><b>Proxy</b> £728</p>	<p><b>No. of full time equivalent local employees (FTE) on contract to have pay raise to Real living wage or higher (on a renewed contract or TUPE)</b></p> <p><b>Definition</b> On a renewed contract or TUPE, or when there is a relevant benchmark for the workforce on the contract and existing pay conditions. Can be used to monitor progress towards paying Real Living wage to all staff. The current Real Living wage for the UK as set by the Living Wage foundation is £9.90 per hour, while the London rate is £11.05 per hour (<a href="https://tinyurl.com/3avsvcu5">https://tinyurl.com/3avsvcu5</a>). The calculations are conservatively assuming the UK value is applied. Any difference in rates due to the contract being delivered in London can be implemented at measurement by calculating an additional multiplier for the total and applying it in the measurement Calculator.</p>	<p><b>Target guidance</b> Please provide the estimated number of FTE employment on contract that are being renewed for which you are going to increase the wage to Real Living Wage or higher (see Definition). Please specify what Real Living Wage rates are you anticipating to apply as thresholds (UK or London rate) to the workforce, or to what percentages of the workforce on the contract if this only partially includes the London area. Use of London Living wage as opposed to UK living wage can be captured at measurement.</p> <p><b>Evidence required</b> Please provide evidence of the total number of renewed or retained employment contracts where you have raised the wage to Real Living wage according to the relevant local rate (<a href="https://tinyurl.com/3avsvcu5">https://tinyurl.com/3avsvcu5</a>), or higher. For each contract, provide a list of the previous and new salary figures. Please specify what Real Living Wage rates you are applying as a threshold (UK or London rate) to the workforce, or the percentage of the workforce on the contract each rate of Real Living wage</p>	<p><b>Unit guidance</b> Number of employment contracts on the contract that have been renewed or retained and that have raised pay to Real Living Wage, as set by the Real Living wage foundation, or higher.</p>

Reference	Measure	Requirements	Guidance
		is paid to if this only partially includes the London area. All data should be reported in compliance with GDPR requirements.	

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

Reference	Measure	Requirements	Guidance
<b>NT22</b> <b>Units</b> % <b>Proxy</b> £0	<p><b>Percentage of your procurement contracts that include commitments to ethical employment practices in the local and global supply chain, including verification that there is zero tolerance of modern slavery, child labour and other relevant requirements such as elimination of false self-employment, unfair zero hours contracts and blacklists</b></p> <p><b>Definition</b>                      Percentage of contracts within the supply chain that include commitments to ethical employment practices in the local and global supply chain, including requirements to ensure the supply chains are free from slavery and that encourage effective and transparent reporting. Please refer to: <a href="https://tinyurl.com/ywzrnumk">https://tinyurl.com/ywzrnumk</a>. Should not be double counted with NT23, NT3, and other relevant Measures.</p>	<p><b>Target guidance</b>                      Specify the total number of procurement contracts on this contract and the total number of those that will include commitments to ethical employment practices. If possible and applicable, provide a copy of your ethical procurement policy and a copy of your modern slavery statement.</p> <p><b>Evidence required</b>                      Specify the total number of procurement contracts on this contract and the total number of those that include commitments to ethical employment practices. If applicable, provide a copy of your ethical procurement policy and a copy of your modern slavery statement.</p>	
<b>NT43</b> <b>Units</b> £ invested including staff time <b>Proxy</b>	<p><b>Initiatives taken throughout the local and global supply chain to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring in relation to the contract (i.e. supply chain mapping, staff training, contract management)</b></p>	<p><b>Target guidance</b>                      These are initiatives you are planning to run to strengthen the identification, monitoring and reduction of risks of modern slavery occurring within the supply chain for the contract.</p>	<p><b>Unit guidance</b>                      £ 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
£1	<p><b>Definition</b> These are initiatives run by your organisations to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring within the supply chain for the contract. Initiatives might include supply chain mapping, staff training, robust checking processes for recruitment and agency workers (e.g. right to work checks, bank account checks, address checks), engagement programmes with the supply chain to communicate expectations and requirements around modern slavery and to offer support to solve challenges, etc.</p>	<p>Identify and describe planned initiatives, and for each initiative provide a breakdown of expected costs.</p> <p><b>Evidence required</b> Describe delivered relevant initiatives, and for each initiative provide a breakdown of the costs. Provide detail of the number of organisations in the supply chain for the contract involved.</p>	
<p><b>NT59</b></p> <p><b>Units</b> no. audits</p> <p><b>Proxy</b> £0</p>	<p><b>Number of comprehensive supply chain audits to be undertaken to identify, monitor and reduce the risk of modern slavery occurring in relation to the contract</b></p> <p><b>Definition</b> Internal and external (independent third party) comprehensive supply chain modern slavery audits delivered, including announced and unannounced direct and supply chain site audits. For more information on tackling modern slavery in supply chains see: <a href="https://tinyurl.com/4csmr7xt">https://tinyurl.com/4csmr7xt</a></p>	<p><b>Target guidance</b> Describe the number and nature of audits planned and provide a breakdown by type.</p> <p><b>Evidence required</b> Please provide a list of modern slavery audits delivered, specify if external/internal and announced/unannounced. Specific frequency per site/contractor. Provide reference to results or reports for each.</p>	<p><b>Unit guidance</b> Number of internal/external or announced/unannounced audits.</p>
<p><b>NT60</b></p> <p><b>Units</b> no. people FTE</p> <p><b>Proxy</b> £0</p>	<p><b>No. of full time equivalent employees (FTE) in the supply chain with specific responsibility to identify and manage the risk of modern slavery occurring in relation to the contract</b></p> <p><b>Definition</b> These are people employed at corporate level with specific responsibilities on the contract to</p>	<p><b>Target guidance</b> Identify number of people and specify modern slavery responsibilities on the contract for each.</p> <p><b>Evidence required</b> Please provide a list of relevant employees and their specific modern slavery related responsibilities on the contract. Please provide</p>	<p><b>Unit guidance</b> The measurement unit can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only employees with a contract duration of at least one year or lasting</p>

Reference	Measure	Requirements	Guidance
	understand and manage the risks of modern slavery. Both direct qualifying employees and people employed through the supply chain can be claimed, as long as the relevant positions in the supply chain(s) are required by contractual agreements. Attribution might need to be taken into account where the person is responsible for multiple contracts.	information on their modern slavery related qualifications.	the full duration of the contract (if this is shorter) 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. We define full time employment here as working at least 35 hours per week. Include both direct employment and jobs unlocked through the supply chain as a result of your procurement requirements.
<b>NT61</b> <b>Units</b> % <b>Proxy</b> £0	<b>Percentage of invoices on the contract paid within 30 days</b>  <b>Definition</b> As per Measure's phrasing. (Such payment terms can alleviate pressures especially on MSMSs and VCSEs within the supply chain and help tackle modern slavery issues.)	<b>Target guidance</b> Please specify your payment conditions on the contract and commitments on the percentage of invoices paid within 30 days.  <b>Evidence required</b> Please specify the total number of invoices paid on the contract and the number of invoices paid within 30 days. Please provide evidence of implemented payment terms.	<b>Unit guidance</b> (Number of invoices paid within 30 days / Number of invoices paid on the contract) * 100 to arrive at a percentage

**Growth: Supporting Growth of Responsible Regional Business: Cyber security risks are reduced**

Reference	Measure	Requirements	Guidance
<b>NT62</b> <b>Units</b> Text <b>Proxy</b> £0	<b>Number and percent of companies in the supply chain, to Tier 2, that achieve relevant cyber security certifications (e.g. Cyber Essentials, Cyber Essentials Plus or National Cyber Security Centre's 10 steps)</b>  <b>Definition</b> Cyber Essentials and Cyber Essentials Plus are schemes backed by the Government's National Cyber Security Centre. The schemes aim to help an organisation protect against	<b>Target guidance</b> Please provide information and evidence on the expected number and the percentage of companies in the supply chain that will be operating on the contract and have either: a Cyber Essentials certification, a Cyber Essentials Plus certification, or that follow the 10 steps to cyber security. Please provide information on if and how you plan to engage	<b>Unit guidance</b> Provide relevant documents, including relevant supplier names and numbers.



Reference	Measure	Requirements	Guidance
	<p>common cyber security risks and cyber attacks. The schemes offer two certifications: Cyber Essentials and Cyber Essentials Plus. Cyber Essentials certification works through a self-assessment aimed at reducing risks and preventing the most common cyber attacks. Cyber Essentials Plus certification meanwhile is more comprehensive and involves a hands-on technical verification. For further information please see:  <a href="https://tinyurl.com/2s3btcf">https://tinyurl.com/2s3btcf</a> The National Cyber Security Centre's 10 steps to cyber security have been designed to help organisations protect themselves in cyberspace. They break down different tasks of defending networks, systems and information into important components. They also provide advice on how to build up organisational capacities and capabilities to achieve the best possible security in each of these areas. For further information please see:  <a href="https://tinyurl.com/2cdwtcb9">https://tinyurl.com/2cdwtcb9</a></p>	<p>with suppliers to incentivise them to consider Cyber Essentials certification or following the 10 steps to cyber security.</p> <p><b>Evidence required</b>            Please provide information and evidence on the number and the percentage of companies in the supply chain operating on the contract that have either: a Cyber Essentials certification, a Cyber Essentials Plus certification, or that follow the 10 steps to cyber security. Please provide information on if and how you engaged with suppliers to incentivise them to consider Cyber Essentials certification or to follow the 10 steps to cyber security.</p>	

**Growth: Supporting Growth of Responsible Regional Business: Social value embedded in the supply chain**

Reference	Measure	Requirements	Guidance
<p><b>NT23</b></p> <p><b>Units</b> %</p> <p><b>Proxy</b> £0</p>	<p><b>Percentage of contracts with the supply chain on which Social Value commitments, measurement and monitoring are required</b></p> <p><b>Definition</b>            This includes quantitative requirements in terms of social value delivered, monitoring and measurement mechanism for delivery (e.g. the National Themes, Outcomes and Measures system or equivalent). Should not be double counted with NT22 and NT35.</p>	<p><b>Target guidance</b>            Specify the total number of procurement contracts on this contract and the number of contracts that will include commitments to deliver social value on this contract. Explain how you will monitor and measure social value delivered through the supply chain on this contract, including how you will engage with your supply chain to promote social value.</p> <p><b>Evidence required</b></p>	

Reference	Measure	Requirements	Guidance
		Specify the total number of procurement contracts on this contract and the total number of contracts that include commitments to deliver social value on this contract. Explain how you have monitored and measured social value delivered through the supply chain on this contract, including how you have engaged with your supply chain to promote social value.	

**Growth: Supporting Growth of Responsible Regional Business: Supporting workers, SMEs and VCSEs to face the COVID-19 crisis**

Reference	Measure	Requirements	Guidance
<p><b>C19-5</b></p> <p><b>Units</b> no. staff expert hours</p> <p><b>Proxy</b> £101</p>	<p><b>Provide support for MSMEs and VCSEs to respond to the COVID-19 crisis and maintain business operations - hours of expert support provided by staff</b></p> <p><b>Definition</b> This Measure identifies staff time that you have donated to SMEs or VCSEs to provide professional support with their organisational response to the COVID emergency (logistics, human resources, legal or financial advice, organisational or management advice, etc).</p>	<p><b>Target guidance</b> Summarise your strategy for staff providing expert support to SMEs and VCSEs to respond to the COVID-19 crisis and maintain business operations. Examples could include but are not limited to: sharing online resources and capabilities, building online capacities, sharing resources and infrastructure , etc. Given the current crisis situation it is encouraged to be innovative and engage with creative and best practice solutions. Examples for innovative and best practice solutions can be accessed through the following links: UK Government COVID-19 guidance for employees, employers and businesses (<a href="https://tinyurl.com/3s4aramh">https://tinyurl.com/3s4aramh</a>); Good Things Foundation - initiative working on improving digital skills (<a href="https://tinyurl.com/2m9s8f3e">https://tinyurl.com/2m9s8f3e</a>)</p> <p><b>Evidence required</b> Provide a breakdown of staff hours spent providing expert advice to VCSEs/SMEs to manage the COVID-19 crisis. Provide the details of the VCSEs/SMEs you have supported. Specify the number of staff hours</p>	<p><b>Unit guidance</b> 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
		spent for each VCSE/SME, 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).	
<b>C19-6</b> <b>Units</b> % <b>Proxy</b> £0	<b>Percentage of invoices on the contract paid to MSMEs and VCSEs within 30 days</b>  <b>Definition</b> As per the Measure's phrasing. Applies to MSMEs and VCSEs.	<b>Target guidance</b> Please specify your payment conditions for MSMEs and VCSEs on the contract and commitments on the percentage of invoices to be paid within 30 days.  <b>Evidence required</b> Please specify the total number of invoices to MSMEs and VCSEs to be paid on the contract and the number of those invoices that will be paid within 30 days. Please provide evidence of payment terms implemented.	<b>Unit guidance</b> Please specify the total number of invoices to MSMEs and VCSEs to be paid on the contract and the number of those invoices that will be paid within 30 days.
<b>C19-7</b> <b>Units</b> Y/N <b>Proxy</b> £0	<b>Do you have a policy or a strategy to provide support around mental health and wellbeing to staff working remotely or on furlough?</b>  <b>Definition</b> This is about setting up virtual support screening and channels for staff working remotely around mental health and wellbeing. A strategy could specify the main objective and audiences as well as the scope of the guidance, distribution channels and delivery or enforcement responsibilities.	<b>Target guidance</b> Specify whether you have a policy or strategy to provide mental health and wellbeing support to staff working remotely as well as to staff that is on furlough. Given the current crisis situation , innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following links: Protect home workers ( <a href="https://tinyurl.com/yt6fww35">https://tinyurl.com/yt6fww35</a> ); Mental Health in the workplace ( <a href="https://tinyurl.com/6spscpdwc">https://tinyurl.com/6spscpdwc</a> ); Working from home ( <a href="https://tinyurl.com/2p8bu9te">https://tinyurl.com/2p8bu9te</a> )  <b>Evidence required</b> Provide relevant documents.	<b>Unit guidance</b> Provide relevant documents
<b>C19-8</b> <b>Units</b>		<b>Target guidance</b>	<b>Unit guidance</b>

Reference	Measure	Requirements	Guidance
<p>£ invested including staff time</p> <p><b>Proxy</b> £1</p>	<p><b>Initiatives to provide support to staff working remotely or on furlough around mental health and wellbeing</b></p> <p><b>Definition</b> This is about setting up virtual support screening and channels for staff working remotely around mental health and wellbeing. Applies to own and supply chain essential workers, as outlined by UK Government (see e.g.: <a href="https://tinyurl.com/35u5r8n9">https://tinyurl.com/35u5r8n9</a>).</p>	<p>Summarise initiatives for providing mental health and wellbeing support to staff working remotely as well as to staff that are on furlough. Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following links: Protect home workers (<a href="https://tinyurl.com/yt6fww35">https://tinyurl.com/yt6fww35</a>); Working from home (<a href="https://tinyurl.com/2p8bu9te">https://tinyurl.com/2p8bu9te</a>); Leesman home working survey (<a href="https://tinyurl.com/326ja8fa">https://tinyurl.com/326ja8fa</a>)</p> <p><b>Evidence required</b> Provide description of the initiatives including aims, audiences and delivery responsibilities, alongside details of organisations you may have partnered with. Please provide a report of implementation for the reporting period.</p>	<p>£ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour), materials, equipment or other financial and non-financial resources</p>
<p><b>C19-9</b></p> <p><b>Units</b> Y/N</p> <p><b>Proxy</b> £0</p>	<p><b>Do you have a policy or a strategy to provide and manage safe virtual spaces to staff, including guidance around cyber security and around remote and virtual working best practice. (Provide strategy or policy document )</b></p> <p><b>Definition</b> Policy or a strategy to provide and manage safe virtual spaces to staff, including guidance around cyber security and around remote and virtual working best practice.</p>	<p><b>Target guidance</b> Specify whether you have a policy or strategy to provide safe virtual spaces to staff, including guidance around cyber security and around remote and virtual working best practice. Examples could include but are not limited to: Building, expanding and streamlining company online capabilities and capacities (e.g. using MTeams, Zoom, TeamViewer etc. for safe internal communication). Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following link:</p> <p><b>Evidence required</b> Provide relevant documents.</p>	<p><b>Unit guidance</b> Provide relevant documents</p>
<p><b>C19-10</b></p>	<p><b>Initiatives to provide and manage safe virtual spaces to staff, including guidance</b></p>	<p><b>Target guidance</b></p>	<p><b>Unit guidance</b></p>

Reference	Measure	Requirements	Guidance
<p><b>Units</b> £ invested including staff time</p> <p><b>Proxy</b> £1</p>	<p><b>around cyber security and around remote and virtual working best practice. (Provide initiatives' description)</b></p> <p><b>Definition</b> Initiatives to provide and manage safe virtual spaces to staff, including guidance around cyber security and around remote and virtual working best practice.</p>	<p>Summarise initiatives for providing safe virtual spaces to staff, including guidance around cyber security and around remote and virtual working best practice. Examples could include but are not limited to: Building, expanding and streamlining company online capabilities and capacities (e.g. using MSTeams, Zoom, TeamViewer etc. for safe internal communication). Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following links: NCSC Home Working Guidance (<a href="https://tinyurl.com/5n8su2hp">https://tinyurl.com/5n8su2hp</a>)</p> <p><b>Evidence required</b> Provide description of the initiatives including aims, audiences and delivery responsibilities, alongside details of organisations you may have partnered with. Please provide a report of implementation for the reporting period.</p>	<p>£ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour), materials, equipment or other financial and non-financial resources</p>
<p><b>C19-11</b></p> <p><b>Units</b> £ invested including staff time</p> <p><b>Proxy</b> £1</p>	<p><b>Initiatives to further support staff delivering essential work as defined by the UK government, both within the company and the supply chain (e.g. providing food delivery and mental health support services, etc.)</b></p> <p><b>Definition</b> Applies to own and supply chain essential workers, as outlined by UK Government (see e.g.: <a href="https://tinyurl.com/35u5r8n9">https://tinyurl.com/35u5r8n9</a>).</p>	<p><b>Target guidance</b> Summarise initiatives for supporting staff delivering essential work as defined by the UK government, both within the company and the supply chain. This Measure focusses on support beyond legal requirements, such as providing food delivery, mental health support or equivalent services to workers defined as essential by the UK government. Given the current crisis situation, innovation, creativity and best practice solutions are encouraged.</p> <p><b>Evidence required</b> Provide description of the initiatives including aims, target beneficiaries and delivery responsibilities, alongside details of organisations you may have partnered with.</p>	<p><b>Unit guidance</b> £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour), materials, equipment or other financial and non-financial resources</p>

Reference	Measure	Requirements	Guidance
		Please provide a report of implementation for the reporting period.	
<p><b>C19-12</b></p> <p><b>Units</b> £ invested including staff time</p> <p><b>Proxy</b> £1</p>	<p><b>Initiatives to further support own and supply chain staff from vulnerable groups to reduce economic impact of the crisis (e.g. offering financial support measures, advise on how to access support from the government, pro bono food deliveries and mental health support services, etc)</b></p> <p><b>Definition</b> Further support for own and supply chain staff.</p>	<p><b>Target guidance</b> Summarise initiatives for supporting staff within your company or supply chain that belongs to a vulnerable group (e.g. people with relevant health conditions), to reduce the economic impact of the crisis. Support can include but is not limited to: Offering financial support measures, advice on how to access support from the government, pro bono food deliveries and mental health support services, or equivalent services. Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following link: UK Government COVID-19 guidance for employees, employers and businesses (<a href="https://tinyurl.com/3s4aramh">https://tinyurl.com/3s4aramh</a>)</p> <p><b>Evidence required</b> Provide description of the initiatives including aims, target beneficiaries and delivery responsibilities, alongside details of organisations you may have partnered with. Please provide a report of implementation for the reporting period.</p>	<p><b>Unit guidance</b> £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour), materials, equipment or other financial and non-financial resources</p>
<p><b>C19-13</b></p> <p><b>Units</b> % of contractors within the contract's supply chain</p> <p><b>Proxy</b></p>	<p><b>Percentage of contractors engaged with to implement COVID-19 response measures as outlined in the National TOMs framework 2020 COVID-19 Plug-In and contract management notes.</b></p> <p><b>Definition</b> Percentage of supply chain contractors engaged to deliver C19 National TOMs framework Measures or equivalent.</p>	<p><b>Target guidance</b> Summarise the share of contractors engaged with to implement COVID-19 response Measures as outlined in the National TOMs framework 2020 COVID-19 set of Measures and contract management notes. Examples include but are not limited to: Providing guidance and information around COVID-19, best practice social behaviour, etc. to</p>	

Reference	Measure	Requirements	Guidance
£0		<p>contractors and their staff. Given the current crisis situation, innovation, creativity and best practice solutions are encouraged..</p> <p><b>Evidence required</b> Provide details of supply chain partners that have committed to deliver C19 Measures or equivalent.</p>	

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

Reference	Measure	Requirements	Guidance
<p><b>NT24</b></p> <p><b>Units</b> £ invested including staff time</p> <p><b>Proxy</b> £1</p>	<p><b>Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, etc.)</b></p> <p><b>Definition</b> This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.93 (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><b>Target guidance</b> 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><b>Evidence required</b> 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><b>Unit guidance</b> 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><b>NT25</b></p> <p><b>Units</b> £ invested including staff time</p> <p><b>Proxy</b> £1</p>	<p><b>Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc.)</b></p> <p><b>Definition</b> 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><b>Target guidance</b> 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><b>Evidence required</b> 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><b>Unit guidance</b> 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.		
<b>NT63</b> <b>Units</b> £ invested including staff time  <b>Proxy</b> £1	<p><b>Initiatives to support rough sleepers - including training for security and night staff, opening up facilities spaces (e.g. showers or additional beds when temperature drops) after hours</b></p> <p><b>Definition</b>            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><b>Target guidance</b>            Provide a breakdown of pounds to be invested in initiatives aimed at tackling rough sleeping (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Describe the initiatives to support rough sleepers you are planning to deliver. Details of any organisations you will partner with to tackle rough sleeping must be provided.</p> <p><b>Evidence required</b>            Provide a breakdown of pounds (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)) invested in initiatives aimed at tackling rough sleeping, and of any organisations you have partnered with. Describe how you have worked to tackle rough sleeping, including how and where you have aimed to do so. Where an additional multiplier has been added at measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p><b>Unit guidance</b>            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><b>NT26</b></p> <p><b>Units</b> £ invested including staff time</p> <p><b>Proxy</b> £1</p>	<p><b>Initiatives taken or supported to engage people in health interventions (e.g. stop smoking, obesity, alcoholism, drugs, etc.) or wellbeing initiatives in the community, including physical activities for adults and children</b></p> <p><b>Definition</b> 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><b>Target guidance</b> Provide a breakdown of pounds to be invested in initiatives aimed at improving health and/or wellbeing in the community (including the number of staff hours valued at £16.93 per hour, i.e. the general value for volunteering (NT17)). Describe the type of health and/or wellbeing issue(s) you will address, including how and where you aim to do so. Provide details of any organisations you intend to partner with to deliver the initiatives.</p> <p><b>Evidence required</b> 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><b>Unit guidance</b> 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><b>NT27</b></p> <p><b>Units</b> £ invested including staff time</p> <p><b>Proxy</b> £1</p>	<p><b>Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)</b></p> <p><b>Definition</b> This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.93 (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><b>Target guidance</b> 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><b>Evidence required</b> 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><b>Unit guidance</b> 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><b>NT28</b></p> <p><b>Units</b> £ value</p> <p><b>Proxy</b> £1</p>	<p><b>Donations and/or in-kind contributions to specific local community projects (£ &amp; materials)</b></p> <p><b>Definition</b> This Measure captures direct contributions to community specific projects. Contributions include cash donations or the equivalent value of in-kind contributions e.g. donating a van to an organisation in support of a specific community project - provide details about value calculations including made assumptions (e.g. buying price, age, depreciation age etc.). Excluded are general donations to charity groups, staff donations (unless matched by the organisation), contributions that are not the explicitly linked to the contract (e.g. contributions that would have been made anyway) or donations as a result of a fund raiser (organisation can claim for the money spent to organise the event). Attribution has to be considered if the total contribution results from multiple organisations being involved. This Measure should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT29, NT30, NT63 and NT69 or other relevant Measures.</p>	<p><b>Target guidance</b> Provide a breakdown of the pound equivalent value of donations and/or in-kind contributions that will be donated to local community projects. Describe the local community projects you will support. Provide details of any organisations you will partner with.</p> <p><b>Evidence required</b> Provide a breakdown of the pound equivalent value of donations and/or in-kind contributions donated to local community projects. Describe the local community projects you have supported. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with General Data Protection Regulations (GDPR).</p>	<p><b>Unit guidance</b> £ donated (or equivalent value in £)</p>
<b>NT29</b>		<b>Target guidance</b>	<b>Unit guidance</b>

Reference	Measure	Requirements	Guidance
<p><b>Units</b> no. staff volunteering hours</p> <p><b>Proxy</b> £16.93</p>	<p><b>No. of hours volunteering time provided to support local community projects</b></p> <p><b>Definition</b> Please refer to the definition of the local area specified for NT1. Volunteering is defined by the International Labour Organisation (2001) as ‘unpaid non-compulsory work; that is, time individuals give without pay to activities performed either through an organisation or directly for others outside of the household’. Here staff volunteering hours should only be recorded when time has been allocated for staff to spend on formal volunteering (not for family and friends). In the case of local community projects there might not be a community organisation at the receiving end of the volunteering, but it might be an initiative set up by the company itself based on local intelligence. Time invested in organising such activities must be recorded in this category on top of the staff volunteering time itself. Please include only the amount of volunteering that has been provided by staff during working hours or on 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><b>Evidence required</b> Describe the volunteering activity/activities you have delivered and the local community projects you have supported. Provide details of any organisations you have partnered with. Provide a breakdown of staff volunteering hours delivered to local community projects. Only regular work hours and paid overtime hours can be counted as volunteering hours. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.</p>
<p><b>NT29a</b></p> <p><b>Units</b></p>	<p><b>No. of hours volunteering time provided to support health-care related charity and community projects</b></p>	<p><b>Target guidance</b> Describe the volunteering activity/activities to be delivered and the local community projects to be supported. Provide details of any</p>	<p><b>Unit guidance</b> For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.</p>

Reference	Measure	Requirements	Guidance
no. staff volunteering hours  <b>Proxy</b> £16.93	<p><b>Definition</b></p> <p>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, NT29, NT29b NT30, NT63 and NT69 or other relevant Measures.</p>	<p>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><b>Evidence required</b></p> <p>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>	
<b>NT29b</b>  <b>Units</b> no. staff volunteering hours	<p><b>No. of hours volunteering time provided to support local community projects addressing the effects of COVID-19</b></p> <p><b>Definition</b></p> <p>Please refer to the definition of the local area specified for NT1. Volunteering is defined by</p>	<p><b>Target guidance</b></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</p>	<p><b>Unit guidance</b></p> <p>For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.</p>

Reference	Measure	Requirements	Guidance
<p><b>Proxy</b> £16.93</p>	<p>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, NT29, NT29a NT30, NT63 and NT69 or other relevant Measures.</p>	<p>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><b>Evidence required</b> Describe the volunteering activity/activities you have delivered and the local community projects you have supported. Provide details of any organisations you have partnered with. Provide a breakdown of staff volunteering hours delivered to local community projects. Only regular work hours and paid overtime hours can be counted as volunteering hours. Information provided should be made compliant with data protection requirements (GDPR).</p>	
<p><b>NT30</b> <b>Units</b> £ invested including staff time <b>Proxy</b> £1</p>	<p><b>Support provided to help local community draw up their own Community Charter or Stakeholder Plan</b></p> <p><b>Definition</b> Please refer to the definition of the local area specified for NT1. A Community Charter is a document designed by the community that identifies the needs and opportunities, and directs businesses that can help towards</p>	<p><b>Target guidance</b> Provide a breakdown of pounds to be invested in helping the local community draw up their own Community Charter or Stakeholder Plan (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Describe your strategy/workplan for engaging with the local community. Provide details of any organisations you will partner with.</p>	<p><b>Unit guidance</b> 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
	specific deliverables. This could be provided through funding of a local community coordinator or a third party to facilitate the process. Supporting a local community coordinator means agreeing to be a sponsor and sign up to the initiatives, e.g. by directing staff volunteers towards them. This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT29, NT63 and NT69 or other relevant Measures.	<p><b>Evidence required</b></p> <p>Provide a breakdown of pounds invested to help the local community draw up their own Community Charter or Stakeholder Plan (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Provide a copy of the Community Charter or the Stakeholder Plan and details of any organisations you have partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	

**Social: Healthier, Safer and more Resilient Communities: Supporting communities to deal with the COVID-19 crisis**

Reference	Measure	Requirements	Guidance
<p><b>C19-14</b></p> <p><b>Units</b> Y/N</p> <p><b>Proxy</b> £0</p>	<p><b>Do you have in place a comprehensive strategy to provide guidance on best practice social interaction at work in COVID-19 times to own and supply chain staff?</b></p> <p><b>Definition</b> A strategy could specify the main objective and audiences as well as the scope of the guidance, distribution channels and delivery or enforcement responsibilities.</p>	<p><b>Target guidance</b></p> <p>Specify whether you have in place a strategy to provide guidance on best practice social behaviour around COVID-19 to own and supply chain staff. Examples include but are not limited to: Regular emails to own and where possible supply chain staff informing them on best practice social behaviour at work and at home. Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following links: UK Government COVID behavioural guidance (<a href="https://tinyurl.com/muwh5st2">https://tinyurl.com/muwh5st2</a>); UK Government behaviour at work guidance poster (<a href="https://tinyurl.com/yu7xch68">https://tinyurl.com/yu7xch68</a>); UK Government social distancing recommendations (<a href="https://tinyurl.com/3tts3tuf">https://tinyurl.com/3tts3tuf</a>)</p> <p><b>Evidence required</b></p>	<p><b>Unit guidance</b></p> <p>Provide documents, links to or description of the strategy</p>



Reference	Measure	Requirements	Guidance
		<p>Please provide documents detailing your strategy and a report of its implementation (how it has been distributed, monitored or enforced, how you have engaged with target audiences etc)</p>	
<p><b>C19-15</b></p> <p><b>Units</b> no. staff volunteering hours</p> <p><b>Proxy</b> £16.93</p>	<p><b>Enable and encourage staff on the contract to safely volunteer within their community or participate in local support networks - particularly to help people in most vulnerable groups (at risk categories), people self-isolating and local essential workers.</b></p> <p><b>Definition</b> This is an allowance of (paid) time for staff on the contract to spend volunteering with different forms of organised support for people in their own community to cope with the challenges of the crisis (e.g. joining their own local network to support vulnerable individuals, people that cannot go shopping and are struggling to get groceries, people that in need of social interaction, etc.). You can alternatively use Measure C-19-16 (which captures help for people self-isolating or volunteering through specific programmes) to record volunteering time as long as you don't double count with hours recorded under this Measure. Qualifying activities have to be specified.</p>	<p><b>Target guidance</b> Summarise your strategy for enabling and encouraging staff to volunteer within the community or participate in local support networks. This Measure focuses particularly on help for the most vulnerable groups and essential work force. Examples include but are not limited to: NHS volunteering, community support group volunteering, digital volunteering to help vulnerable groups, etc. Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following links: Goodsam - NHS volunteer responder (<a href="https://tinyurl.com/2p9fa987">https://tinyurl.com/2p9fa987</a>); Covid-19 Mutual Aid UK - network and lists of community support initiatives focussed on COVID response (<a href="https://tinyurl.com/mvyx73x8">https://tinyurl.com/mvyx73x8</a>); Silverline - telephone support for old people (<a href="https://tinyurl.com/hdrn3d7m">https://tinyurl.com/hdrn3d7m</a>); Protecting most vulnerable guidance: <a href="https://tinyurl.com/4km73pdk">https://tinyurl.com/4km73pdk</a></p> <p><b>Evidence required</b> Describe the volunteering activity/activities that you have specified as qualifying in your allowance for staff, and if available the support they have provided, including details of organisations they have volunteered with. Only regular work hours and paid overtime hours can be counted as volunteering hours. Information provided should be made</p>	<p><b>Unit guidance</b> Cumulative allowance of paid hours for staff on the contract. Please do not double count with C19-16.</p>

Reference	Measure	Requirements	Guidance
		compliant with data protection requirements (GDPR).	
<p><b>C19-16</b></p> <p><b>Units</b> £ invested inc. time, materials, equipment etc</p> <p><b>Proxy</b> £1</p>	<p><b>Direct support from your organisation to local authorities or VCSEs in the local area for the contract to deliver the services to support people in most vulnerable groups (at risk categories), people self-isolating and local essential work force - (food delivery, mental health support, etc.)</b></p> <p><b>Definition</b> This is the overall value of resources invested in initiatives to support programmes of organisations in the local area for the contract that are tackling the emergency (NHS, local authorities, charities and other third sector organisations) particularly supporting the identified categories. This Measure is designed to identify and value commitments made at organisational level rather than staff volunteering in their own communities (C19-15). Please do not double count staff volunteering time (C19-15) and do not claim the same initiatives (value) across multiple contracts in the same area (if you do have multiple contracts that are implementing the same local initiatives please attribute a share of the overall value to each contract).</p>	<p><b>Target guidance</b> Specify initiatives for supporting local authorities or VCSEs with delivering services to support people isolating in the local area for the contract. These services could include but are not limited to: food delivery, mental health support or equivalent Measures. Examples include but are not limited: Donating resources to NHS or encouraging staff to volunteer during paid work hours . Given the current crisis situation it is encouraged to be innovative and engage with creative and best practice solutions. Examples for innovative and best practice solutions can be accessed through the following links: Goodsam - NHS volunteer responder (<a href="https://tinyurl.com/2p9fa987">https://tinyurl.com/2p9fa987</a>); Age UK: <a href="https://tinyurl.com/5n7tt7vz">https://tinyurl.com/5n7tt7vz</a></p> <p><b>Evidence required</b> Please provide a breakdown or report of the organisations and programmes supported within the contract's local area. 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><b>Unit guidance</b> £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour), materials, equipment or other financial and non-financial resources. Please do not double count staff volunteering time (C19-15) and do not claim the same initiatives (value) across multiple contracts in the same area (if you do have multiple contracts that are implementing the same local initiatives please attribute a share of the overall value to each contract).</p>
<p><b>C19-17</b></p> <p><b>Units</b> £ invested including staff time</p> <p><b>Proxy</b></p>	<p><b>Funding for campaigns targeted towards staff and the general public to increase the understanding, recognition and appreciation of the social value provided by essential services (NHS, food retail, transportation, etc.) and the importance of following behavioural norms, as specified</b></p>	<p><b>Target guidance</b> Summarise information and campaigns you provided to increase the understanding, recognition and appreciation of the social value provided by essential services (NHS, food retail, transportation, etc.) among own or supply chain staff and the general public.</p>	<p><b>Unit guidance</b> £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour), materials, equipment or other financial and non-financial resources</p>

Reference	Measure	Requirements	Guidance
£1	<p><b>by the government and public health institutions</b></p> <p><b>Definition</b> This could be campaigns directly organised or supported for own and supply chain staff or communities that are local to the contract.</p>	<p>Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following links: Clap for our carers (<a href="https://tinyurl.com/bde333za">https://tinyurl.com/bde333za</a>) - a campaign to raise awareness and appreciation for NHS staff during the current crisis; Campaigns resources from Public Health England: <a href="https://tinyurl.com/33pcymwf">https://tinyurl.com/33pcymwf</a></p> <p><b>Evidence required</b> Please provide description and references to the campaign organised or funded, a list of any organisations you might have partnered with and a breakdown of resources invested.</p>	
<p><b>C19-20</b></p> <p><b>Units</b> £ invested including staff time</p> <p><b>Proxy</b> £1</p>	<p><b>Initiatives to redesign spaces to address any Covid-19 related risks and impacts on staff and work</b></p> <p><b>Definition</b> This could be any initiatives for redesigning spaces aimed at reducing covid risks and impacts for work and staff. Initiatives captured have to provide information on the specific covid risks and impacts they aim to address. Relevant initiatives are also expected to go beyond regulatory requirements, meaning they provide an additional to the BAU scenario. Attribution should be applied where appropriate, to account for wider impacts of any initiatives. Examples could include but are not limited to: Improving capacities and availability for COVID risk reducing hygiene options, redesigning office spaces to allow for safe and socially distanced work. Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice</p>	<p><b>Target guidance</b> Summarise initiatives for redesigning spaces to address any COVID related risks and impacts on work and staff. Examples could include but are not limited to: Improving capacities and availability for COVID risk reducing hygiene options, redesigning office spaces to allow for safe and socially distanced work. Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following links: Croner-i article on proposed innovative measures to address COVID related risks and impacts for the workplace (<a href="https://tinyurl.com/ykxfrzfi">https://tinyurl.com/ykxfrzfi</a>); IWFM COVID-19 guidance: returning to work (<a href="https://tinyurl.com/26xvmsdv">https://tinyurl.com/26xvmsdv</a>)</p> <p><b>Evidence required</b> Provide description of the initiatives including aims, target beneficiaries and delivery responsibilities, alongside details of</p>	<p><b>Unit guidance</b> £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour), materials, equipment or other financial and non-financial resources</p>

Reference	Measure	Requirements	Guidance
	solutions can be accessed through the following links: Croner-i article on proposed innovative measures to address COVID related risks and impacts for the workplace ( <a href="https://tinyurl.com/ykxfrzrf">https://tinyurl.com/ykxfrzrf</a> ); IWFM COVID-19 guidance: returning to work ( <a href="https://tinyurl.com/26xvmsdv">https://tinyurl.com/26xvmsdv</a> )	organisations you may have partnered with. Please provide a report of implementation for the reporting period.	

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

Reference	Measure	Requirements	Guidance
<p><b>NT31</b></p> <p><b>Units</b> tCO<sub>2</sub>e</p> <p><b>Proxy</b> £244.63</p> <p><b>Double counting</b> Do not double count with <b>NT82</b></p>	<p><b>Savings in CO<sub>2</sub>e 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.</b></p> <p><b>Definition</b> 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): - CO<sub>2</sub>e savings achieved to energy efficiency measures - use NT82 - Indirect CO<sub>2</sub>e savings achieved along the supply chain (Scope 3 savings) - use NT31a - Transport related CO<sub>2</sub>e savings resulting from car miles saved (e.g. through cycling to work or carpooling initiatives for employees) - use NT32 - Transport related CO<sub>2</sub>e savings resulting from freight miles saved (e.g. through green transport plans) - use NT84 - CO<sub>2</sub>e savings resulting from using</p>	<p><b>Target guidance</b> Describe the initiatives that you are going to put in place to achieve the identified savings in CO<sub>2</sub> 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</p>	<p><b>Unit guidance</b> Reductions in tonnes of CO<sub>2</sub>e 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 CO<sub>2</sub>e emissions.</p>

Reference	Measure	Requirements	Guidance
	<p>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 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>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. Where a more demanding emissions requirement than NZC 2050 has been set, this should be adopted.</p> <p><b>Evidence required</b> Carbon reductions should be evidenced through an independent and verifiable process (e.g. Planet Mark Certification or equivalent). There is an expectation for independently assured and audited reports to be provided. Specify and evidence the pre-existing baseline level and year that have been used to measure savings/reductions and the total emissions generated as a result of reduction efforts, as well as the relevant emission reduction policy (e.g. net zero by 2050 or earlier). Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets.</p>	
NT31a		Target guidance	Unit guidance

Reference	Measure	Requirements	Guidance
<p><b>Units</b> tCO<sub>2</sub>e</p> <p><b>Proxy</b> £244.63</p> <p><b>Double counting</b> Do not double count with <b>NT82</b></p>	<p><b>Savings in Scope 3 CO<sub>2</sub>e 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.</b></p> <p><b>Definition</b> This comprises indirect CO<sub>2</sub>e savings achieved along the supply chain. For CO<sub>2</sub>e savings from own controlled sources (Scope 1 and Scope2 savings) - use NT31a (general), NT82 (energy related), NT32, NT84 and NT33 (transport related). 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 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 CO<sub>2</sub>e emissions. For further guidance on target setting and related baselining please see the Unit and Target Guidance. Should not be double counted with NT31, NT82, NT32, NT84 and NT33 or RE37, Re37a, RE39 or RE39a.</p>	<p>Describe the initiatives that you are going to put in place to achieve the identified savings in CO<sub>2</sub> 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 Nationale 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 (“NZE 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</p>	<p>Reductions in tonnes of Scope 3 CO<sub>2</sub>e 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 CO<sub>2</sub>e emissions.</p>

Reference	Measure	Requirements	Guidance
		<p>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><b>Evidence required</b> Carbon reductions should be evidenced through an independent and verifiable process (e.g. Planet Mark Certification or equivalent). There is an expectation for independently assured and audited reports to be provided. Specify and evidence the pre-existing baseline level and year that have been used to measure savings/reductions and the total emissions generated as a result of reduction efforts, as well as the relevant emission reduction policy (e.g. net zero by 2050 or earlier). Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets.</p>	
<p><b>NT83</b></p> <p><b>Units</b> Y/N</p> <p><b>Proxy</b> £0</p>	<p><b>Commitment to measure and disclose Scope 1, 2 and 3 carbon emissions</b></p> <p><b>Definition</b> This encompasses the verified commitment to measure CO2e emission at all stages of the business process thereby building the base to monitor and measure the organisation's sustainability and continuously reduce carbon emission.</p>	<p><b>Target guidance</b> Strategic imperative to drive down carbon emission by identifying the sources and monitor the made progress.</p> <p><b>Evidence required</b> Provide documents that outline the strategy to disclose scope 1, 2 and 3 carbon emissions. This should include the description of concrete taken or planed actions and milestones.</p>	<p><b>Unit guidance</b> Provide clear information as to how CO2e emission will be measured at all stages consolidating the organisation's commitment to do so and commitment to measure Scope 1, 2 and 3 emissions</p>
<p><b>NT82</b></p> <p><b>Units</b> tCO2e</p> <p><b>Proxy</b></p>	<p><b>Carbon emission reductions through reduced energy use and energy efficiency measures - on site</b></p> <p><b>Definition</b></p>	<p><b>Target guidance</b> 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</p>	<p><b>Unit guidance</b> 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</p>

Reference	Measure	Requirements	Guidance
£244.63	<p>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 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: <a href="https://tinyurl.com/3hb5wm5b">https://tinyurl.com/3hb5wm5b</a>. Should not be double counted with other CO2e reduction measures such as NT31, NT31a, NT32, NT84 or other relevant Measures.</p>	<p>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 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</p>	<p>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>example through planning regulations. In which case, this should be adopted.</p> <p><b>Evidence required</b> 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. 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.</p>	<p>must be provided and evidenced, as they allow for an evidencing of the savings recorded through the main unit</p>
<p><b>NT44</b></p> <p><b>Units</b> Y/N</p> <p><b>Proxy</b> £0</p>	<p><b>Commitment to carbon emissions savings to achieve NZC before 2050</b></p> <p><b>Definition</b> At corporate level this will be your existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon before 2050. If you have not issued one yet, but are committing to do, please provide a statement including scope and expected publication date. The purpose of the National TOMs framework 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</p>	<p><b>Target guidance</b> At corporate level, this will be your existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon for the specified date. If you have not issued one but are committing to do so, please provide a statement including scope and expected publication date. This includes outlining and explaining set targets.</p> <p><b>Evidence required</b> Please provide a copy of your policy, strategy, and plan with specific milestones to achieve, evidence and monitor net zero carbon for the specified date.</p>	<p><b>Unit guidance</b> Provide relevant documents and specify the set target for reaching net zero carbon before or by 2050</p>

Reference	Measure	Requirements	Guidance
	<p>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 mitigate Climate Change than NZC 2050 .These are strongly encouraged especially for sectors where this is becoming more common.</p>		
<p><b>NT44a</b></p> <p><b>Units</b> Y/N</p> <p><b>Proxy</b> £0</p>	<p><b>Commitment to carbon emissions savings to achieve NZC before 2030</b></p> <p><b>Definition</b> At corporate level this will be your existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon before 2030. If you have not issued one yet, but are committing to do, please provide a statement including scope and expected publication date. The purpose of the National TOMs framework 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</p>	<p><b>Target guidance</b> At corporate level, this will be your existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon for the specified date. If you have not issued one but are committing to do so, please provide a statement including scope and expected publication date. This includes outlining and explaining set targets.</p> <p><b>Evidence required</b> Please provide a copy of your policy, strategy, and plan with specific milestones to achieve, evidence and monitor net zero carbon for the specified date.</p>	<p><b>Unit guidance</b> Provide relevant documents and specify the set target for reaching net zero carbon before or by 2030</p>

Reference	Measure	Requirements	Guidance
	<p>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. Whereas NT44 is based on 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"), NT44a signs the commitment to go beyond the minimum target.</p>		
<p><b>NT64</b> <b>Units</b> £ <b>Proxy</b> £1</p>	<p><b>Contributions made to certified carbon offset funds (compliant with UKGBC guidance)</b></p> <p><b>Definition</b> Monetary contributions to offset equivalent tonnes of carbon, where carbon cannot be reduced within the contract's timeframe. Chosen funds (own or external) must be compliant with UKGBC guidance (<a href="https://tinyurl.com/nhz55rhn">https://tinyurl.com/nhz55rhn</a>); contributions to external funds are only accepted if done via certified provider. Offsetting should always be the secondary option; explanation required on why carbon emissions cannot be reduced during contract timeframe has to be provided. For further guidance on target setting and related baselining please see the provided Target Guidance.</p>	<p><b>Target guidance</b> List carbon offset contributions made into own fund or funds managed by certified external providers. Only contributions made to funds that are compliant with UKGBC guidance are accepted (<a href="https://tinyurl.com/nhz55rhn">https://tinyurl.com/nhz55rhn</a>). Provide a breakdown for the different types of offsetting and an explanation of why said carbon cannot be reduced within the contract's timeframe. Please provide information on the conversion rate used (price of CO2e applied per tonne). Offsetting should always be a secondary option to be implemented only once reduction of emissions and direct decarbonization cannot be reasonably achieved. In practice, this 'reasonableness' requirement which is incorporated within the Evidence Requirements for those Measures will always be relative to the context of the project and will be the subject of professional judgement. As for other Measures within the national TOMs framework, the expectation is that organizations will use these Measures to showcase genuine progress as opposed to pushing the envelope to inflate their social</p>	<p><b>Unit guidance</b> Contributions should be calculated based on the tonnes CO2e and multiplied by the per tonne value of carbon adopted on the fund. CO2e savings refer to CO2 equivalent emissions savings.</p>

Reference	Measure	Requirements	Guidance
		<p>value reports. Evidence collection, verification and auditing play an important role in ensuring the right process is set up to create meaningful and transparent social value reports.</p> <p><b>Evidence required</b> List contributions to offset carbon made on the contract into own fund or with certified external providers, providing a breakdown for the different types of offsetting, description how UKGBC guidelines are met and an explanation of why said carbon cannot be reduced within the contract timeframe, as specified in the Target Guidance.</p>	
<p><b>NT45</b></p> <p><b>Units</b> Y/N</p> <p><b>Proxy</b> £0</p>	<p><b>Carbon Certification (independently verified) achieved or about to achieve</b></p> <p><b>Definition</b> See Planet Mark (<a href="https://tinyurl.com/bdesr9nx">https://tinyurl.com/bdesr9nx</a>), Carbon Trust (Carbon Neutral Certification, Carbon Standard - <a href="https://tinyurl.com/334h4yr5">https://tinyurl.com/334h4yr5</a>) or equivalent.</p>	<p><b>Target guidance</b> List certifications achieved or to be achieved for the reporting year.</p> <p><b>Evidence required</b> Provide achieved certifications and documentation on how these have been achieved.</p>	<p><b>Unit guidance</b> Provide relevant documents or name the certificate you planned to achieve for the current year</p>

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

Reference	Measure	Requirements	Guidance
<p><b>NT32</b></p> <p><b>Units</b> miles saved</p> <p><b>Proxy</b> £0.06</p> <p><b>Double counting</b></p>	<p><b>Car miles saved on the project as a result of a green transport programme or equivalent (e.g. cycle to work programmes, public transport or car pooling programmes, etc.)</b></p> <p><b>Definition</b> These benefits are expected to be delivered as a result of transport programmes. Provide</p>	<p><b>Target guidance</b> Provide details on the programme to be implemented to reduce passenger car miles driven, including a breakdown of the number of car miles to be saved and how the car miles will be saved. Specify the baseline to be used (i.e. car miles driven before a programme is put in place to reduce car miles driven) and full methodology of calculation. This Measure can</p>	<p><b>Unit guidance</b> Car miles (not hundreds of miles) saved against baseline, which must be provided</p>

Reference	Measure	Requirements	Guidance
<p>Do not double count with <b>NT82</b></p>	<p>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: <a href="https://tinyurl.com/58tppd5j">https://tinyurl.com/58tppd5j</a> Please reach out to SVP if you have further questions regarding the localization of this Measure.</p>	<p>be localized if desired, which can lead to a substantial increase in the captured social value. For further information please see DEFRA "Air quality appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage: <a href="https://tinyurl.com/58tppd5j">https://tinyurl.com/58tppd5j</a>. Please reach out to SVP if you have further questions regarding the localization of this Measure.</p> <p><b>Evidence required</b> Provide details of the corporate green transport programme implemented to reduce passenger car miles driven, including a breakdown of the number of car miles saved and how they have been saved. Specify the baseline that is used (i.e. car miles driven before a programme was put in place to reduce car miles driven) and full methodology of calculation.</p>	
<p><b>NT84</b></p> <p><b>Units</b> miles saved</p> <p><b>Proxy</b> £0.06</p>	<p><b>Freight miles saved as a result of a green logistics plan (e.g. reduced trips to site)</b></p> <p><b>Definition</b> These benefits are expected to be delivered as a result of transport programmes. Provide detail on different programmes including how freight 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</p>	<p><b>Target guidance</b> Provide details on the programme to be implemented to reduce freight miles driven, including a breakdown of the number of miles to be saved and how the vehicle miles will be saved. Specify the baseline to be used (i.e. car miles driven before a programme is put in place to reduce car miles driven) and full methodology of calculation. This measure can be localized if desired, which can lead to a substantial increase in the captured social value. For further information please see DEFRA "Air quality appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage: <a href="https://tinyurl.com/58tppd5j">https://tinyurl.com/58tppd5j</a>.</p>	<p><b>Unit guidance</b> Freight miles saved against baseline, which must be provided.</p>

Reference	Measure	Requirements	Guidance
	<p>please see DEFRA "Air quality appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage: <a href="https://tinyurl.com/58tppd5j">https://tinyurl.com/58tppd5j</a>. Please reach out to SVP if you have further questions regarding the localization of this measure.</p>	<p>Please reach out to SVP if you have further questions regarding the localization of this measure</p> <p><b>Evidence required</b> Provide details of the corporate green transport programme implemented to reduce freight miles driven, including a breakdown of the number of miles saved and how they have been saved. Specify the baseline that is used (i.e. car miles driven before a programme was put in place to reduce freight miles driven) and full methodology of calculation.</p>	
<p><b>NT33</b></p> <p><b>Units</b> miles driven</p> <p><b>Proxy</b> £0.02</p> <p><b>Double counting</b> Do not double count with <b>NT82</b></p>	<p><b>Car miles driven using low or no emission staff vehicles included on project as a result of a green transport programme</b></p> <p><b>Definition</b> These benefits are expected to be delivered as a result of transport programmes. Examples of evidence would be fleet reports or mileage logs. There is an expectation for independently assured and audited reports to be provided.</p>	<p><b>Target guidance</b> Provide details on the programme to be implemented. When in addition to data on the miles driven additional data on the location is collected, this Measure can further be localized if desired. This could lead to a substantial increase in the captured social value. For further information please see DEFRA "Air quality appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage: <a href="https://tinyurl.com/58tppd5j">https://tinyurl.com/58tppd5j</a>. Please reach out to SVP if you have further questions regarding the localisation of this Measure.</p> <p><b>Evidence required</b> Fleet report and mileage log. There is an expectation for independently assured and audited reports to be provided.</p>	<p><b>Unit guidance</b> No. miles driven on contract using low or no emission vehicles as part of a specific sustainable transport programme</p>
<p><b>NT46</b></p> <p><b>Units</b> Y/N</p>	<p><b>Corporate travel schemes available to employees on the contract (subsidised public transport, subsidised cycling</b></p>	<p><b>Target guidance</b> Summarise the nature of your corporate travel scheme and your strategy for providing access to it. This can include but is not limited to subsidies for use of public transport, cycle</p>	<p><b>Unit guidance</b> Provide information to describe corporate travel scheme available to employees</p>

Reference	Measure	Requirements	Guidance
<b>Proxy</b> £0	<b>schemes and storage, sustainable corporate transport such as electric bus from public station to corporate facilities)</b>  <b>Definition</b> These sustainable transport incentivisation schemes for employees can include but are not limited to: subsidies for use of public transport, cycle buying scheme, cycle infrastructure provision such as storage, corporate carpooling options and incentivisation, corporate bus service, etc.	buying scheme, cycle infrastructure provision such as storage, corporate carpooling options and incentivization, corporate bus service.  <b>Evidence required</b> Provide information on the corporate travel scheme that has been implemented. This could be proof of a public transport subsidy or cycle subsidy scheme (expenditure or corporate policy documents); proof of cycle infrastructure (e.g. storage layout); proof of employee carpooling incentivisation and/or corporate bus service (corporate documents). Report the number of staff that have benefited from the different initiatives on the scheme.	
<b>NT65</b>  <b>Units</b> %  <b>Proxy</b> £0	<b>Percentage of fleet or construction vehicles on the contract that is at Least Euro 6 or LEV</b>  <b>Definition</b> % of the fleet used on contract that comply with EURO 6 emissions standards (including all sub-categories of EURO 6) or are LEV (Low Emission Vehicles such as electric or hybrid). This includes passenger cars, light commercial vehicles and heavy trucks.	<b>Target guidance</b> Provide information on the % of the fleet planned to be used directly on contract that comply with EURO 6 emissions standard or are LEV (Low Emission Vehicles such as electric or hybrid). The fleet includes passenger cars, light commercial vehicles and heavy trucks.  <b>Evidence required</b> Provide information on the % of the fleet used directly on contract (this excludes employee commuting) that complies with EURO 6 emissions standards or are LEV (Low Emission Vehicles such as electric and hybrid). The fleet includes passenger cars, light commercial vehicles and heavy trucks.	<b>Unit guidance</b> (Number of EURO 6 and LEV vehicles used on contract) / Total number of vehicles used on contract) * 100 to arrive at a percentage.
<b>NT66</b>  <b>Units</b> Y/N  <b>Proxy</b>	<b>Fleet emissions monitoring programme on the contract, including data collection (miles, type of vehicle, engine type, emission standard)</b>  <b>Definition</b>	<b>Target guidance</b> Please describe your plan for collecting data on each vehicle expected to be used on contract, including expected distance travelled for contract in miles, type of vehicle (passenger car, light commercial vehicle by	<b>Unit guidance</b> Upload description of your data collection programme, confirming that you will collect data on each vehicle used on the contract. Per vehicle used it is necessary to collect data on: distance travelled for contract in miles, type of

Reference	Measure	Requirements	Guidance
£0	<p>Fleet emissions monitoring programme on the contract including collection of data for each vehicle used on contract. Per vehicle used it is necessary to collect data on: distance travelled for contract in miles, type of vehicle (passenger car, light commercial vehicle by weight category (&lt; 1305 kg, 1305 kg - 1760kg, &gt;1760kg), heavy truck), engine type (diesel, petrol, electric, hybrid), EURO emissions standard of vehicle (EURO 1, EURO 2, EURO 3, EURO 4, EURO 5 (if available EURO 5a, EURO 5b), EURO 6 (if available EURO 6b, EURO 6c, EURO 6d). If data on the location is collected this Measure can further be localised if desired. This could lead to a substantial increase in the captured social value. For further information please see DEFRA "Air quality appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage: <a href="https://tinyurl.com/58tppd5j">https://tinyurl.com/58tppd5j</a>. Please reach out to SVP if you have further questions regarding the localisation of this Measure.</p>	<p>weight category (&lt; 1305 kg, 1305 kg - 1760kg, &gt;1760kg), heavy truck), engine type (diesel, petrol, electric, hybrid), EURO emissions standard of vehicle (EURO 1, EURO 2, EURO 3, EURO 4, EURO 5 (if available EURO 5a, EURO 5b), EURO 6 (if available EURO 6b, EURO 6c, EURO 6d). If data on the location is collected this Measure can further be localised if desired. This could lead to a substantial increase in the captured social value. For further information please see DEFRA "Air quality appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage: <a href="https://tinyurl.com/58tppd5j">https://tinyurl.com/58tppd5j</a>. Please reach out to SVP if you have further questions regarding the localization of this Measure.</p> <p><b>Evidence required</b> Breakdown of travel data for each vehicle used directly on contract (including by contractors), including distance travelled for contract in miles, type of vehicle (passenger car, light commercial vehicle by weight category (&lt; 1305 kg, 1305 kg - 1760kg, &gt;1760kg), heavy truck), engine type (diesel, petrol, electric, hybrid), EURO emissions standard of vehicle (EURO 1, EURO 2, EURO 3, EURO 4, EURO 5 (if available EURO 5a, EURO 5b), EURO 6 (if available EURO 6b, EURO 6c, EURO 6d). If data on the location is collected this Measure can further be localised 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:</p>	<p>vehicle (passenger car, light commercial vehicle by weight category (&lt; 1305 kg, 1305 kg - 1760kg, &gt;1760kg), heavy truck), engine type (diesel, petrol, electric, hybrid), EURO emissions standard of vehicle (EURO 1,</p>



Reference	Measure	Requirements	Guidance
		<a href="https://tinyurl.com/58tppd5j">https://tinyurl.com/58tppd5j</a> . Please reach out to SVP if you have further questions regarding the localisation of this Measure.	EURO 2, EURO 3, EURO 4, EURO 5 (if available EURO 5a, EURO 5b), EURO 6 (if available EURO 6b, EURO 6c, EURO 6d)

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

Reference	Measure	Requirements	Guidance
<b>NT67</b> <b>Units</b> £ <b>Proxy</b> £1	<b>Donations or investments towards initiatives aimed at environmental and biodiversity conservations and sustainable management projects for both marine and terrestrial ecosystems</b>  <b>Definition</b> These are donations or investments attributable to the contract geared towards environmental and biodiversity conservation and towards sustainable management projects for both marine and terrestrial ecosystems.	<b>Target guidance</b> Provide a list of donations and projects to be supported on the contract, together with anticipated impacts and an explanation of the Monitoring and Evaluation processes to be put in place.  <b>Evidence required</b> Provide a list of donations and projects supported on the contract, together with information on what the anticipated impacts were and an explanation of the Monitoring and Evaluation processes that were put in place for each programme.	<b>Unit guidance</b> £ invested attributable to the contract
<b>NT47</b> <b>Units</b> £ <b>Proxy</b> £1	<b>Donations or investments towards expert designed sustainable reforestation or afforestation initiatives</b>  <b>Definition</b> These are donations or investments attributable to the contract. Reforestation or afforestation initiatives must be designed by experts to take into account, among other aspects, placement on different types of land, alternative use, climate change effects, biodiversity implications, etc.	<b>Target guidance</b> Provide a list of donations and projects to be supported on the contract, together with anticipated impacts and an explanation of the monitoring and evaluation processes to be put in place. Specify a list of areas expected to be impacted by the reforestation or afforestation projects.  <b>Evidence required</b> Provide a list of donations and projects supported on the contract, together with information on what the anticipated impacts were and an explanation of the monitoring and evaluation processes that were put in place for	<b>Unit guidance</b> £ invested attributable to the contract

Reference	Measure	Requirements	Guidance
		<p>each programme. Specify or list areas that were directly impacted by the reforestation or afforestation projects.</p>	
<p><b>NT86</b></p> <p><b>Units</b> no. staff volunteering hours</p> <p><b>Proxy</b> £16.93</p>	<p><b>Volunteering time for environmental conservation &amp; sustainable ecosystem management initiatives</b></p> <p><b>Definition</b> Volunteering time invested participating in and contributing to relevant environmental conservation and sustainable ecosystem management initiatives that can be attributed to the contract. 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’. 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). This Measure should not be double counted with NT85, NT90, or other relevant Measures.</p>	<p><b>Target guidance</b> Only volunteering hours spent during work hours or paid overtime hours can be counted.</p> <p><b>Evidence required</b> For each initiative or project supported, provide a breakdown of volunteering and staff time invested. Only volunteering hours spent during work hours or paid overtime hours can be counted.</p>	<p><b>Unit guidance</b> Volunteering time spent in multi-stakeholder engagement initiatives and sustainable ecosystem management can be valued at £16.93 per hour.</p>
<p><b>NT85</b></p> <p><b>Units</b> £ invested</p> <p><b>Proxy</b> £1</p>	<p><b>Resources (on the contract) dedicated to creating green spaces, improving biodiversity or helping ecosystems.</b></p> <p><b>Definition</b> Total £ worth value of financial contributions, resources and in-kind contributions to be invested, in relevant environmental conservation and sustainable ecosystem</p>	<p><b>Target guidance</b> Financial contributions, resources invested and in-kind contributions that can be attributed to the contract.</p> <p><b>Evidence required</b></p>	<p><b>Unit guidance</b> Total £ value including time, funds and in-kind contributions.</p>

Reference	Measure	Requirements	Guidance
	management initiatives that can be attributed to the contract. Please provide details about value calculations of in-kind contributions including made assumptions.	For each initiative or project supported, provide a breakdown of the made investments or contributions including the value calculations of in-kind contributions.	
<b>NT90</b>  <b>Units</b> no. staff expert hours  <b>Proxy</b> £101	<b>Activities to influence staff, suppliers, customers and communities to support environmental protection and improvement.</b>  <b>Definition</b> This is expert staff time (e.g. financial advice / legal advice / HR advice / HSE) dedicated to supporting staff, suppliers or clients in their efforts to improve environmental protection. Time conducted or dedicated to educate, train and promote environmental improvement. 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. The following Measures should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT29, NT30 and NT63 or other relevant Measures	<b>Target guidance</b> Summarise your strategy for providing expert advice to support staff, suppliers or customers. Provide the names of the parties you will support or a range of options. Describe the number of staff hours to be spent in total and for each party. Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.  <b>Evidence required</b> Provide a breakdown of staff hours spent providing expert advice to selected parties (staff, suppliers, communities) as to how protect and improve on environmental matters. Provide the details of the staff/organisation you have supported. Specify the number of staff hours spent for each party, 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).	<b>Unit guidance</b> 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
<b>NT68</b>  <b>Units</b> %  <b>Proxy</b> £0	<b>Plastic recycling rate on the contract (to e.g. reduce microplastics)</b>  <b>Definition</b> % of plastic used on the contract that is recycled.	<b>Target guidance</b> % of plastic used on the contract that is expected to be recycled.  <b>Evidence required</b> Provide a breakdown of the total amount of plastic used on the contract and the total amount of that that has been recycled.	<b>Unit guidance</b> (Plastics used on the contract that are recycled (tonnes) / total plastic used on the contract (tonnes)) * 100 to arrive at a percentage

Reference	Measure	Requirements	Guidance
<b>NT87</b> <b>Units</b> kg <b>Proxy</b> £158.02	<b>Total volume of reduced plastics against a relevant benchmark</b>  <b>Definition</b> Total reduction in the usage plastics (in kg) against a relevant benchmark through reduction activities. Measures designed to 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.	<b>Target guidance</b> 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.  <b>Evidence required</b> 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.	<b>Unit guidance</b> No of kg of avoided virgin plastic usage against a typical benchmark.

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

Reference	Measure	Requirements	Guidance
<b>NT69</b> <b>Units</b> no. staff expert hours <b>Proxy</b> £101	<b>Support provided internally and to MSMEs and VCSEs within the supply chain to adopt Circular Economy solutions - business case and leadership for circular economy</b>  <b>Definition</b> 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	<b>Target guidance</b> 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.  <b>Evidence required</b> 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	<b>Unit guidance</b> 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
	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.	advice. Information provided should be made compliant with data protection requirements (GDPR).	
<b>NT70</b> <b>Units</b> kg <b>Proxy</b> £0	<b>Single-use plastic packaging eliminated through reusable packaging solutions or schemes (e.g. Loop or equivalent) on the contract</b>  <b>Definition</b> These are benefits resulting from a plastic packaging substitution programme, and they would include either solutions that substitute plastic packaging with alternatives that have been demonstrated to be more sustainable (i.e. with an overall lower carbon footprint and not leading to collateral pollution issues) over the course of their lifecycle, or "milkman" type schemes where products are delivered in reusable packaging as opposed to single use (options are currently set to be launched in some UK markets in 2020 by different providers).	<b>Target guidance</b> Kilos of plastic packaging to be replaced on the programme, and description of the sustainability analysis comparing the original options to the chosen alternatives. In the case of "milkman schemes", description of the scheme and intended impact.  <b>Evidence required</b> Report of the programme with a description of the sustainability analysis comparing the original options to the chosen alternatives. In the case of "milkman schemes", description of the scheme and intended impact.	<b>Unit guidance</b> Kilos of plastic packaging not used
<b>NT71</b> <b>Units</b> £ <b>Proxy</b> £1	<b>Value of service provided by local partnerships that implement circular economy solutions</b>  <b>Definition</b> Circular economy refers to an economic system that aims to eliminate waste through the continual use and re-use of resources. Spend on (or equivalent value of) goods and services provided by organisations through local partnerships to implement circular	<b>Target guidance</b> Provide a list of goods and services to be requested through local partnerships for a circular economy and for each either detail the spend or the equivalent estimated value (i.e. if it is pro bono). Provide evidence on the circular economy aspect of the goods and services to be consumed.  <b>Evidence required</b>	<b>Unit guidance</b> The value of the goods and services planned to be requested through local partnership for a circular economy and for each detail spend or equivalent estimated value (where pro bono)

Reference	Measure	Requirements	Guidance
	<p>economy solutions. This can include but is not limited to: ground coffee waste used for landscaping or repurposed, outdated technological equipment repurposed in local VCSEs, discarded furniture, uniforms or similar to be repurposed by local VCSEs.</p>	<p>Provide a list of organisations you have partnered with and for each a breakdown of goods and services that were requested through local partnerships for a circular economy. For each category of items, either detail the spend or the equivalent estimated value (i.e. if it is pro bono). Provide evidence on the circular economy aspect of the goods and services consumed.</p>	
<p><b>NT72</b> <b>Units</b> tonnes <b>Proxy</b> £96.70</p>	<p><b>Hard to recycle waste diverted from landfill or incineration through specific recycling partnerships (e.g. Terracycle or equivalent)</b></p> <p><b>Definition</b> Hard to recycle waste can include, but is not limited to: cigarette butts, wrappers, cosmetic product packaging including different types of plastics or food. For examples of relevant programmes see Terracycle, WRAP or equivalent (<a href="https://tinyurl.com/2p8vamfb">https://tinyurl.com/2p8vamfb</a>).</p>	<p><b>Target guidance</b> Calculate the estimated tonnes of waste that would not be recycled through standard recycling but that will be diverted to a dedicated recycling programme because of your programme or partnership. Provide information on the nature of the waste to be recycled to evidence the nature of recycling difficulties.</p> <p><b>Evidence required</b> 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><b>Unit guidance</b> Tonnes of waste that would not be recycled through standard recycling but that have been diverted to a dedicated recycling programme.</p>
<p><b>NT88</b> <b>Units</b> tonnes <b>Proxy</b> £96.70</p>	<p><b>Reduce waste through reuse of products and materials</b></p> <p><b>Definition</b> 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><b>Target guidance</b> 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><b>Evidence required</b> Report the total amount of reduced waste achieved on the contract through reuse of material. Provide information on the nature of</p>	<p><b>Unit guidance</b> Tonnes of material that would have been recycled or binned that has instead been reused.</p>

Reference	Measure	Requirements	Guidance
		the reused material to evidence the nature of circular economy initiative.	

**Environment:** Decarbonising and Safeguarding our World: Sustainable procurement is promoted

Reference	Measure	Requirements	Guidance
<b>NT35</b> <b>Units</b> % of contracts <b>Proxy</b> £0	<p><b>Percentage of procurement contracts that include sustainable procurement commitments or other relevant requirements and certifications (e.g. to use local produce, reduce food waste, and keep resources in circulation longer.)</b></p> <p><b>Definition</b> List requirements and contracts where applied.</p>	<p><b>Target guidance</b> Specify the total number of procurement contracts on the contract, and the total number of contracts that will include sustainable procurement commitments on the contract. Provide a copy of your sustainable procurement policy or an equivalent statement.</p> <p><b>Evidence required</b> Specify the total number of procurement contracts on the contract and the total number of contracts that have included sustainable procurement commitments on the contract. Provide a copy of your sustainable procurement policy or equivalent statement.</p>	<p><b>Unit guidance</b> (Total contracts including relevant commitments / total contracts) * 100 to arrive at a percentage.</p>
<b>NT73</b> <b>Units</b> % of contracts <b>Proxy</b> £0	<p><b>Percentage of contracts with the supply chain requiring contractors to operate low or zero emission vehicles</b></p> <p><b>Definition</b> List requirements and contracts where applied.</p>	<p><b>Target guidance</b> Specify the expected total number of contracts with the supply chain on this contract that require contractors to operate low or zero emission vehicles and the total number of contracts with the supply chain on this contract.</p> <p><b>Evidence required</b> Specify the total number of contracts with the supply chain on this contract that require contractors to operate low or zero emission vehicles and the total number of contracts with the supply chain on this contract. Provide evidence for the contractual requirements for</p>	<p><b>Unit guidance</b> (Total contracts including relevant commitments / total contracts) * 100 to arrive at a percentage</p>

Reference	Measure	Requirements	Guidance
		contractors to operate low or zero emission vehicles as implemented in contracts.	
<b>NT48</b> <b>Units</b> Y/N <b>Proxy</b> £0	<b>Supply Chain Carbon Certification (Carbon Trust Standard for Supply Chain or equivalent independently verified) - achieved or to achieve for current year</b>  <b>Definition</b> See Carbon Trust Standard for Supply chain or equivalent ( <a href="https://tinyurl.com/mvtm5jpt">https://tinyurl.com/mvtm5jpt</a> ).	<b>Target guidance</b> Specify certifications you have achieved or are planning to achieve within the current year.  <b>Evidence required</b> Provide certifications you have achieved within the current year.	<b>Unit guidance</b> Provide certification or a statement with certifications you are planning to achieve.
<b>NT49</b> <b>Units</b> no. hrs (total session duration)*no. attendees <b>Proxy</b> £101	<b>Requirements or support (for Micro or Small enterprises) for suppliers to demonstrate climate change and carbon reduction training for all staff - e.g. SDGs Academy courses, Supply Chain Sustainability School bronze or higher or equivalent</b>  <b>Definition</b> For examples of relevant training and courses see SDG Academy courses (e.g. <a href="https://tinyurl.com/2p8pw2vx">https://tinyurl.com/2p8pw2vx</a> ) or the real estate sector on the Supply Chain Sustainability School ( <a href="https://tinyurl.com/bdhj2jx2">https://tinyurl.com/bdhj2jx2</a> ).	<b>Target guidance</b> Training programmes on climate change and decarbonisation for all staff in the supply chain - sponsored for Micro and Small enterprises or required from contractors. Provide a description of what type of training you are requiring or supporting contractors to deliver to staff. Also provide the number of people receiving the training together with the overall duration.  <b>Evidence required</b> Provide details and evidence of what type of training has been delivered to staff in the supply chain (for Micro and Small enterprises), including number of people receiving the training together with the overall duration. If you have used online training please provide links and references, otherwise provide references to the training partner.	<b>Unit guidance</b> 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 supply chain staff would be 16 hours, regardless of if the session is delivered by 1 person or 5 people.

**Environment:** Decarbonising and Safeguarding our World: COVID-19 environmental response

Reference	Measure	Requirements	Guidance



Reference	Measure	Requirements	Guidance
<b>C19-18</b>  <b>Units</b> £ invested including staff time  <b>Proxy</b> £1	<b>Initiatives to provide or support appropriate collection for discarded gloves and masks</b>  <b>Definition</b> These are initiatives you have organised or contributed to, that where relevant, aim to properly collect and dispose of masks or gloves that have been disposed of and that can represent both a health and an environmental hazard.	<b>Target guidance</b> Summarise initiatives to provide or support appropriate collection for discarded gloves and masks. Examples include but are not limited to: Coordinating or managing waste collection or disposal system for gloves and masks. Given the current crisis situation, innovation and engagement with creative and best practice solutions are encouraged.  <b>Evidence required</b> Please provide description and references to the initiatives organised or funded, a list of any organisations you might have partnered with and a breakdown of resources invested.	<b>Unit guidance</b> £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour), materials, equipment or other financial and non-financial resources

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

Reference	Measure	Requirements	Guidance
<b>NT50</b>  <b>Units</b> £ invested inc. time, materials, equipment etc  <b>Proxy</b> £1	<b>Innovative measures to promote local skills and employment to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.</b>  <b>Definition</b> Innovative Measures to promote local skills and employment to be delivered on the contract.	<b>Target guidance</b> Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 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.  <b>Evidence required</b> Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.93 per hour), staff time expert advice	<b>Unit guidance</b> £ 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

Reference	Measure	Requirements	Guidance
		(valued at £101.00), equipment or equivalent value of other assets should be provided.	

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

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

Reference	Measure	Requirements	Guidance
<p><b>NT52</b></p> <p><b>Units</b></p>	<p><b>Innovative measures to enable healthier, safer and more resilient communities to be delivered on the contract - these could be</b></p>	<p><b>Target guidance</b> Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at</p>	<p><b>Unit guidance</b></p>

Reference	Measure	Requirements	Guidance
<p>£ invested inc. time, materials, equipment etc</p> <p><b>Proxy</b> £1</p>	<p><b>e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.</b></p> <p><b>Definition</b> Innovative Measures to enable healthier, safer and more resilient communities to be delivered on the contract.</p>	<p>£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><b>Evidence required</b> Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.</p>	<p>£ 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**

Reference	Measure	Requirements	Guidance
<p><b>NT53</b></p> <p><b>Units</b> £ invested inc. time, materials, equipment etc</p> <p><b>Proxy</b> £1</p>	<p><b>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.</b></p> <p><b>Definition</b> Innovative Measures to safeguard the environment and respond to the climate emergency to be delivered on the contract.</p>	<p><b>Target guidance</b> 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><b>Evidence required</b> Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment -</p>	<p><b>Unit guidance</b> £ 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>

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Reference	Measure	Requirements	Guidance
		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.	