

Northern Railway - Master 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
NT1 Units no. people FTE Proxy Localised by project	<p>No. of full time equivalent direct local employees (FTE) hired or retained for the duration of the contract</p> <p>Definition The full time annual equivalent (FTE) number of people directly employed on the contract , e.g. as a result of this procurement requirements (if you are the procuring organisation) or other set targets. If you are the bidding organisation or are reporting for measurement, only direct employees should be included here, while employment through supply chain can be captured through NT1c where this is included. Employees should be residing in the local area and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the definition of local area provided for the contract. Measure NT1b might signpost specific targeted areas found in LIST NT1b. If you are recording direct employees under NT1b please ensure no double counting occurs. Please check evidence requirements for details on postcode collection.</p>	<p>Target guidance Summarise your strategy for directly employing your target number of local people on this contract. For example, if you plan to advertise in local newspapers, please explain which ones and how regularly. Or, if you will cooperate with local job centres, please specify which ones and how you will approach engaging with them.</p> <p>Evidence required Specify the number of qualifying employees directly employed on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district). For example, Employee 1: 6 months; full-time; 0.5 FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>Unit guidance The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>

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

Reference	Measure	Requirements	Guidance
NT3 Units no. people FTE Proxy £20,429	<p>No. of full time equivalent employees (FTE) hired on the contract who are long term unemployed (unemployed for a year or longer)</p> <p>Definition This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people directly employed as a result of a specific and deliberate employment initiative. Record the number of full time annual equivalent (FTE) employees taken on as a result of the contract that had been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract. For a definition of long term unemployment see: https://tinyurl.com/ycktsk4n. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. NT3a, NT3b, NT3c, NT3d, NT4, all NT5s, NT6, NT76 etc).</p>	<p>Target guidance Summarise your strategy for employing your target number of long-term unemployed people on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them.</p> <p>Evidence required Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been long-term unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 14 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>Unit guidance The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>
NT3d Units no. people FTE Proxy £20,429	<p>No. of full time equivalent employees (FTE) hired on the contract that are survivors of modern slavery</p> <p>Definition This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to</p>	<p>Target guidance 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</p>	<p>Unit guidance The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that</p>

Reference	Measure	Requirements	Guidance
	<p>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 (https://tinyurl.com/2p8sjhz9) or equivalent. For further information see: https://tinyurl.com/bddjdvx7. 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-c, NT4, all NT5s, NT6, NT76, etc).</p>	<p>how you will approach working with them. (For examples of programmes see e.g. City Hearts/Co-op Bright Future scheme (https://tinyurl.com/2p8sjhz9) or equivalent)</p> <p>Evidence required Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been long-term unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 14 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>
<p>NT4</p> <p>Units no. people FTE</p> <p>Proxy £15,382.90</p>	<p>No. of full time equivalent employees (FTE) hired on the contract who are NOT in Employment, Education, or Training (NEETs)</p> <p>Definition This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of 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.</p>	<p>Target guidance Summarise your strategy for employing your target number of people who are NEET on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them.</p> <p>Evidence required Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.)</p>	<p>Unit guidance The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months</p>

Reference	Measure	Requirements	Guidance
	<p>See the following link for a list of categories included: https://tinyurl.com/3vz7h8wv. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, NT76 etc).</p>	<p>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>would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>
<p>NT4a</p> <p>Units no. people FTE</p> <p>Proxy £15,382.90</p>	<p>No. of full time equivalent 16-25 year old care leavers (FTE) hired on the contract</p> <p>Definition This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of 16-24 yr. old employees taken on as a result of the contract that had not been in employment, education, or training (NEET) before the start of the employment contract. See the following link for a list of categories included: https://tinyurl.com/3vz7h8wv. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, NT76, etc).</p>	<p>Target guidance Summarise your strategy for employing your target number of people who are NEET on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them.</p> <p>Evidence required Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) whether this is the first employment experience after having been NEET. For example, Employee 1: 3 months; full-time; 0.25 FTE; this is the first employment experience after being NEET. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>Unit guidance The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>
<p>NT76</p> <p>Units</p>	<p>No. of full time equivalent employees (FTE) hired on the contract who are registered as unemployed</p>	<p>Target guidance Please specify the number of FTE opportunities to be created directly through the</p>	<p>Unit guidance The proxy value can be applied to a person working full time for a year, so if you are</p>

Reference	Measure	Requirements	Guidance
<p>no. people FTE</p> <p>Proxy £2,899</p>	<p>Definition 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 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).</p>	<p>contract, for local people. Please also provide information on your strategy for bringing into employment the specified number of people.</p> <p>Evidence required Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been 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 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. 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>NT5</p> <p>Units no. people FTE</p> <p>Proxy £24,269</p>	<p>No. of full time equivalent employees (FTE) aged 18+ years hired on the contract who are rehabilitating or ex-offenders.</p> <p>Definition 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 (https://tinyurl.com/4hnbx6c8), Jobcentre Plus</p>	<p>Target guidance 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.</p> <p>Evidence required Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying</p>	<p>Unit guidance The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time</p>

Reference	Measure	Requirements	Guidance
	<p>or other agencies carrying out specific programmes may be beneficial in identifying eligible individuals. For guidance about rehabilitation periods see: https://tinyurl.com/39y3s2d2. 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>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).</p>	<p>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>NT6</p> <p>Units no. people FTE</p> <p>Proxy £16,605</p>	<p>No. of full time equivalent disabled employees (FTE) hired on the contract</p> <p>Definition This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that are disabled. A disabled person is defined as "someone with a physical or mental impairment that has a 'substantial' and 'long-term' effect on their ability to do normal daily activities" (Equality Act 2010). For guidance about employing disabled people and support programmes for employers please see: https://tinyurl.com/ycktezay. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this</p>	<p>Target guidance Summarise your strategy for employing your target number of disabled people on this contract. For example, it is likely you will need to cooperate with job centres, care homes or charities so please specify the organisations you intend to partner with and how you will approach working with them.</p> <p>Evidence required Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE). For example, Employee 1: 3 months; full-time; 0.25 FTE. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>Unit guidance The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>

Reference	Measure	Requirements	Guidance
	outcome (e.g. all NT3s, NT4, all NT5s, NT6, NT76, etc).		

Jobs: Promote Local Skills and Employment: Improved skills

Reference	Measure	Requirements	Guidance
NT8 Units no. staff hours Proxy £16.93	<p>No. of staff hours spent on local school and college visits supporting pupils e.g. delivering career talks, curriculum support, literacy support, safety talks (including preparation time)</p> <p>Definition This is the number of staff hours dedicated to the preparation and delivery of curriculum related activities in schools and colleges (talks at universities cannot be captured under this measure) including literacy support, career talks, safety talks, etc. Please provide a description of the range of activities provided. Reported activities should not be double counted with other similar Measures, including NT17 and NT29.</p>	<p>Target guidance Summarise your workplan for delivering your target number of local school and college visits. Provide a breakdown of the number of staff hours to be spent on each visit (preparation versus delivery). For example, if 10 staff will spend 3 hours each, then the total number of hours reported should be 30.</p> <p>Evidence required Provide the names of the schools/colleges visited and a breakdown of the number of staff hours spent on each visit (including time spent preparing and then delivering the session). For example, if 10 staff have spent 3 hours each on a visit, then the total number of hours reported for that visit should be 30. Describe the visits and the activities delivered and provide any supporting information, e.g. a confirmation from the school/college after the visit. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>Unit guidance Example: if 10 staff have spent 3 hours each, then the total number of hours reported should be 30.</p>
NT9 Units no. weeks Proxy £317.82	<p>No. of weeks of training opportunities (BTEC, City & 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</p>	<p>Target guidance 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</p>	<p>Unit guidance 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>

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

Reference	Measure	Requirements	Guidance
	levels see: https://tinyurl.com/mry393vr . To find registered qualifications see: https://tinyurl.com/2ju3m72a . The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT9.	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.	

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

Reference	Measure	Requirements	Guidance
<p>NT9a</p> <p>Units no. weeks</p> <p>Proxy £317.82</p>	<p>No. of weeks of training opportunities (BTEC, City & 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, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)</p> <p>Definition This Measure applies to direct employees only and does not include staff upskilling (for upskilling use NT80 and NT81). Time spent as part of 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</p>	<p>Target guidance Summarise your strategy for providing your target number of weeks of training for vocational qualifications on this contract and for engaging with the listed target categories (LIST NT9a), including details of how you will support completion of the qualifications. If possible, provide details of the accredited training provider, the type and the level of the outcomes to be achieved as well as the resulting qualification. If you are going to work with a charity or third sector partner to reach the targeted group, please provide details for those.</p> <p>Evidence required Provide evidence of how you have reached the targeted categories - e.g. targeted upskilling programme reports or documented partnerships with a relevant third sector</p>	<p>Unit guidance 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.</p>

Reference	Measure	Requirements	Guidance
	<p>groups specified for this Measure on the contract (LIST NT9a). Only vocational training opportunities supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://tinyurl.com/mry393vr. To find registered qualifications see: https://tinyurl.com/2ju3m72a. The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10 and other Measures around apprenticeships or vocational qualifications.</p>	<p>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>NT10a Units no. weeks Proxy £251.79</p>	<p>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)</p> <p>Definition This Measure applies to direct employees only and does not include staff upskilling (for upskilling use NT80 and NT81). Time spent as part of apprenticeships created specifically for the contract or that are made use of on contract can be counted, for those weeks during which apprentices work primarily on contract. 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: https://tinyurl.com/mry393vr. To find registered</p>	<p>Target guidance 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 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>Evidence required Provide evidence of how you have reached the targeted categories, e.g. targeted upskilling programme reports or documented partnerships with a relevant third sector organisation. Specify the number of people on</p>	<p>Unit guidance 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>qualifications see: https://tinyurl.com/2ju3m72a. The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10.</p>	<p>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>NT11</p> <p>Units no. hrs (total session duration)*no. attendees</p> <p>Proxy £105.58</p>	<p>No. of hours of 'support into work' assistance provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance</p> <p>Definition This is the number of staff hours dedicated to individual or group employment support . This Measure requires support to be targeted and focussed on the participating individuals. Group sessions should therefore be of a size that allows for individuals to be supported based on their specific needs. Units targeted or claimed within this Measure should not be double counted with other similar Measures.</p>	<p>Target guidance Summarise your strategy for supporting unemployed people into work (including the number of staff hours to be spent and the number of people to be supported). Describe the activity/activities to be carried out and provide details of any partner organisations you will work with.</p> <p>Evidence required Specify number of sessions, and for each session the duration, number of staff providing unemployment support and unemployed people supported. Describe the activity/activities delivered and provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>Unit guidance 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>

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

Reference	Measure	Requirements	Guidance

Reference	Measure	Requirements	Guidance
<p>NT12</p> <p>Units no. weeks</p> <p>Proxy £194.50</p>	<p>No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)</p> <p>Definition Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. 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: https://tinyurl.com/2p8nk5fb. Should not be double counted with other work placement Measures.</p>	<p>Target guidance 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>Evidence required 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>Unit guidance Number of total student placement weeks on the contract (only student placements between 1-6 weeks).</p>
<p>NT13</p> <p>Units no. weeks</p> <p>Proxy £194.50</p>	<p>Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)</p> <p>Definition Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. The cumulative number of weeks of work placements (noting that each placement must last 6 weeks or more) should be registered. This Measure does not apply for</p>	<p>Target guidance Summarise your strategy for providing your target number of positions and weeks of paid work placements on this contract. Specify the type of work placements (as well as pay type, i.e. minimum wage, national living wage or higher wage) that will be provided, including what kind of industry-based experience they will result in and how. If you will partner with any organisations, schools, colleges or universities, please specify which you will partner up with and how you will approach these.</p> <p>Evidence required</p>	<p>Unit guidance Number of weeks in total on the contract (note that each placement must be at least 6 weeks).</p>

Reference	Measure	Requirements	Guidance
	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: https://tinyurl.com/2p8nk5fb and here https://tinyurl.com/pzrzsndk . Should not be double counted with NT12 or similar work placement Measures.	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).	

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

Reference	Measure	Requirements	Guidance
NT14 Units £ Proxy £0.12	Total amount (£) spent with VCSEs within your supply chain Definition 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 https://tinyurl.com/96ukhfvr . 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	Target guidance 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. Evidence required 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 .	Unit guidance £ spent with VCSEs in the supply chain. Note that they do not need to be local VCSEs. Please see the Rationale for more on double counting.

Reference	Measure	Requirements	Guidance
	<p>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>NT15</p> <p>Units no. staff expert hours</p> <p>Proxy £101</p>	<p>Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE)</p> <p>Definition This is expert staff time (e.g. financial advice / legal advice / HR advice / HSE) dedicated to supporting Voluntary Community or Social Enterprises (VCSEs) or micro, small and medium enterprises (MSMEs). Please include only the amount of volunteering that has been provided by staff during working hours or on paid overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please count only the time for delivering the activity (preparation time is not captured). Please see the toolkit guidance document for worked out examples on attribution. Please note that MSMEs are defined as (0-249 employees) - Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees). The following Measures should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, and NT29. Please check also other relevant expert time Measures included</p>	<p>Target guidance Summarise your strategy for providing expert advice to VCSEs/MSMEs. Provide the names of the VCSEs/MSMEs you will support or a range of options. Describe the number of staff hours to be spent in total and for each VCSE/MSME. Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.</p> <p>Evidence required Provide a breakdown of staff hours spent providing expert advice to VCSEs/MSMEs. Provide the details of the VCSEs/MSMEs you have supported. Specify the number of staff hours spent for each VCSE/MSME, the type of expert advice given as well as the qualification/role of the person delivering this advice. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>Unit guidance This is the number of hours staff spend providing expert advice. For example, if 5 staff spend 2 hours providing expert advice, the total number of hours reported should be 10.</p>
<p>NT17</p>		<p>Target guidance</p>	<p>Unit guidance</p>

Reference	Measure	Requirements	Guidance
<p>Units no. staff volunteering hours</p> <p>Proxy £16.93</p>	<p>Number of voluntary hours donated to support VCSEs (excludes expert business advice)</p> <p>Definition 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>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>Evidence required 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>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>NT18</p> <p>Units £</p> <p>Proxy Localised by project</p>	<p>Total amount (£) spent in local supply chain through the contract</p> <p>Definition Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs framework. This figure</p>	<p>Target guidance Provide a breakdown of pounds to be spent with organisations in your local supply chain on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services to be procured from each as well as the first three digits of their postcode.</p> <p>Evidence required</p>	<p>Unit guidance Total amount of £ spent with the supply chain within the defined local area for the project.</p>

Reference	Measure	Requirements	Guidance
	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.	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.	
NT19 Units £ Proxy Localised by project	Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs) Definition Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with MSME suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs 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).	Target guidance Provide a breakdown of £ to be spent with organisations in your supply chain within the specified local area for this contract. Specify the name of each eligible supplier, including the category (MSME)/industry of goods/services to be procured from each as well as the first three digits of their postcode. Evidence required Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location.	Unit guidance Total amount of £ spent with 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
NT21		Target guidance	Unit guidance

Reference	Measure	Requirements	Guidance
Units no. hrs (total session duration)*no. attendees Proxy £101	Equality, diversity and inclusion training provided both for staff and supply chain staff Definition 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.	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. Evidence required Provide a breakdown of staff hours spent providing equality, diversity and inclusion training to directly employed staff and supply chain organisations on this contract, including the number of people involved in the training. Describe the objectives of the training session(s) and how progress towards these objectives will be monitored over the course of the contract. Information provided should be made compliant with General Data Protection Regulations (GDPR). If you are partnering with any specialist organisation, please provide details.	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
NT40 Units £ invested including staff time Proxy	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) Definition Guidance on practices that reduce the gender pay gap: https://tinyurl.com/3bk783eb	Target guidance 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	Unit guidance £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment or other resources

Reference	Measure	Requirements	Guidance
£1		<p>examples of relevant practices see https://tinyurl.com/3bk783eb). Please provide a description of initiatives to be delivered on the contract and a breakdown of projected costs for each. If you are partnering with any specialist organisation, please provide details.</p> <p>Evidence required Provide a list of initiatives included and describe their aims and reach, together with any assessment of their impact if available (quantitative or qualitative). For each initiative, provide a breakdown of the £ invested. If you are partnering with any specialist organisation, please provide details.</p>	

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

Reference	Measure	Requirements	Guidance
<p>NT43</p> <p>Units £ invested including staff time</p> <p>Proxy £1</p>	<p>Initiatives taken throughout the local and global supply chain to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring in relation to the contract (i.e. supply chain mapping, staff training, contract management)</p> <p>Definition These are initiatives run by your organisations to strengthen the identification, monitoring and reduction of risks of modern slavery and unethical work practices occurring within the supply chain for the contract. Initiatives might include supply chain mapping, staff training, robust checking processes for recruitment and agency workers (e.g. right to work checks, bank account checks, address checks), engagement programmes with the supply</p>	<p>Target guidance These are initiatives you are planning to run to strengthen the identification, monitoring and reduction of risks of modern slavery occurring within the supply chain for the contract. Identify and describe planned initiatives, and for each initiative provide a breakdown of expected costs.</p> <p>Evidence required Describe delivered relevant initiatives, and for each initiative provide a breakdown of the costs. Provide detail of the number of organisations in the supply chain for the contract involved.</p>	<p>Unit guidance £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment or other resources</p>

Reference	Measure	Requirements	Guidance
	chain to communicate expectations and requirements around modern slavery and to offer support to solve challenges, etc.		

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

Reference	Measure	Requirements	Guidance
NT26 Units £ invested including staff time Proxy £1	<p>Initiatives taken or supported to engage people in health interventions (e.g. stop smoking, obesity, alcoholism, drugs, etc.) or wellbeing initiatives in the community, including physical activities for adults and children</p> <p>Definition This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.93 (2021 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan to describe how the initiatives will be delivered. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be considered (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.</p>	<p>Target guidance Provide a breakdown of pounds to be invested in initiatives aimed at improving health and/or wellbeing in the community (including the number of staff hours valued at £16.93 per hour, i.e. the general value for volunteering (NT17)). Describe the type of health and/or wellbeing issue(s) you will address, including how and where you aim to do so. Provide details of any organisations you intend to partner with to deliver the initiatives.</p> <p>Evidence required Provide a breakdown of the amount (£) to be invested in initiatives aimed at improving health and/or wellbeing in the community (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Describe the type of health and/or wellbeing issues you have addressed, including how and where you have done so. Provide details of your initiatives and any organisations you have partnered with. Where an additional multiplier has been added at measurement because of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should</p>	<p>Unit guidance Calculate the equivalent £ value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.93 per hour).</p>

Reference	Measure	Requirements	Guidance
		be made compliant with data protection requirements (GDPR).	

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

Reference	Measure	Requirements	Guidance
<p>NT27</p> <p>Units £ invested including staff time</p> <p>Proxy £1</p>	<p>Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)</p> <p>Definition This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.93 (2021 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.</p>	<p>Target guidance Provide a breakdown of £ value to be invested in initiatives aimed at supporting older, disabled and vulnerable people to build stronger community networks (including the number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Describe the group(s) you will be supporting and the activities you will deliver, including how and where you will do so. Details of any organisations you will partner with must be provided.</p> <p>Evidence required Provide a breakdown of £ value (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)) invested in initiatives aimed at supporting older, disabled and vulnerable people to build stronger community networks. Describe the groups you have supported and the activities you have delivered, including how and where you have done so. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be</p>	<p>Unit guidance Calculate the equivalent £ value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.93 per hour).</p>

Reference	Measure	Requirements	Guidance
		made compliant with data protection requirements (GDPR).	

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

Reference	Measure	Requirements	Guidance
NT28 Units £ value Proxy £1	Donations and/or in-kind contributions to specific local community projects (£ & materials) Definition This Measure captures direct contributions to community specific projects. Contributions include cash donations or the equivalent value of in-kind contributions e.g. donating a van to an organisation in support of a specific community project - provide details about value calculations including made assumptions (e.g. buying price, age, depreciation age etc.). Excluded are general donations to charity groups, staff donations (unless matched by the organisation), contributions that are not the explicitly linked to the contract (e.g. contributions that would have been made anyway) or donations as a result of a fund raiser (organisation can claim for the money spent to organise the event). Attribution has to be considered if the total contribution results from multiple organisations being involved. This Measure should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT29, NT30, NT63 and NT69 or other relevant Measures.	Target guidance Provide a breakdown of the pound equivalent value of donations and/or in-kind contributions that will be donated to local community projects. Describe the local community projects you will support. Provide details of any organisations you will partner with. Evidence required Provide a breakdown of the pound equivalent value of donations and/or in-kind contributions donated to local community projects. Describe the local community projects you have supported. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with General Data Protection Regulations (GDPR).	Unit guidance £ donated (or equivalent value in £)
NT29 Units	No. of hours volunteering time provided to support local community projects	Target guidance	Unit guidance

Reference	Measure	Requirements	Guidance
<p>no. staff volunteering hours</p> <p>Proxy £16.93</p>	<p>Definition Please refer to the definition of the local area specified for NT1. Volunteering is defined by the International Labour Organisation (2001) as ‘unpaid non-compulsory work; that is, time individuals give without pay to activities performed either through an organisation or directly for others outside of the household’. Here staff volunteering hours should only be recorded when time has been allocated for staff to spend on formal volunteering (not for family and friends). In the case of local community projects there might not be a community organisation at the receiving end of the volunteering, but it might be an initiative set up by the company itself based on local intelligence. Time invested in organising such activities must be recorded in this category on top of the staff volunteering time itself. Please include only the amount of volunteering that has been provided by staff during working hours or on overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with by the employees (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT29a, NT29b NT30, NT63 and NT69 or other relevant Measures.</p>	<p>Describe the volunteering activity/activities to be delivered and the local community projects to be supported. Provide details of any organisations you will partner with. Provide a breakdown of staff volunteering hours to be delivered to local community projects. Only regular work hours and overtime hours can be counted as volunteering hours. For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.</p> <p>Evidence required Describe the volunteering activity/activities you have delivered and the local community projects you have supported. Provide details of any organisations you have partnered with. Provide a breakdown of staff volunteering hours delivered to local community projects. Only regular work hours and paid overtime hours can be counted as volunteering hours. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.</p>

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

Reference	Measure	Requirements	Guidance
<p>NT31</p>		<p>Target guidance</p>	<p>Unit guidance</p>

Reference	Measure	Requirements	Guidance
<p>Units tCO₂e</p> <p>Proxy £244.63</p> <p>Double counting Do not double count with NT82</p>	<p>Savings in CO₂e emissions on contract achieved through de-carbonisation (i.e. a reduction of the carbon intensity of processes and operations, specify how these are to be achieved) against a specific benchmark.</p> <p>Definition General savings could result, for example, from a deliberate programme aimed at changing processes or from de-carbonisation work. Where possible, savings resulting from specific interventions or achieved in specific areas should be recorded under the Measure(s) that is most relevant (if part of the operative Measure set): - CO₂e savings achieved to energy efficiency measures - use NT82 - Indirect CO₂e savings achieved along the supply chain (Scope 3 savings) - use NT31a - Transport related CO₂e savings resulting from car miles saved (e.g. through cycling to work or carpooling initiatives for employees) - use NT32 - Transport related CO₂e savings resulting from freight miles saved (e.g. through green transport plans) - use NT84 - CO₂e savings resulting from using low emission vehicles - use NT33. Reduction should be measured against a pre-existing baseline level of emissions (the level of emission estimated in a given year for the project in the absence of reduction efforts). The Measure therefore requires provision of additional metrics including this baseline level of emissions and a baseline year, the target level of emissions on the project (as determined by the reduction commitments), as well as the relevant net zero carbon target year (e.g. net zero carbon by 2030) as relevant at project or corporate level. Targets for reaching net zero carbon should be</p>	<p>Describe the initiatives that you are going to put in place to achieve the identified savings in CO₂ emissions on the contract against the specified baseline, including timeframes. These could be e.g. from de-carbonisation work . Specify and evidence the baseline level of emissions used to measure reductions against and the baseline year, as well as the target emissions after reductions (i.e. the level of emissions on the project resulting from your reduction efforts). Also specify relevant emissions reduction policy (e.g. net zero by 2050). This could be a general corporate policy or a specific project policy. Include any relevant information on how the targeted/ realised reductions relate to this emission reduction policy or net zero targets. The purpose of the National TOMs framework is to report added value. This means going above and beyond the minimum required, and to support initiatives that help the world to decarbonise as quickly as possible. It also means pushing for a “green normal”, rather than treating environmental outcomes as a bolt-on or an afterthought. This determines how we establish the minimum requirements for carbon reduction Measures in the TOMs, which adopts the minimum targets identified by the UN, the UK Government, and the scientific community; namely that to keep global temperature rises as close to 1.5 degrees Celsius as possible, it is necessary to achieve net zero carbon emissions by 2050 (“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 CO₂e against the baseline emissions level specified in the accompanying input field. The Measure requires data inputs for additional metrics: a baseline level of emissions (the level of emission estimated in a given year for the project in the absence of reduction efforts), the year that this estimate is based on (e.g. based on emission levels in 2018), the total level of emissions on the project as determined by the reduction efforts, and the relevant emission reduction policy (e.g. net zero by 2050 or earlier). These data inputs must be provided and evidenced, as they allow for the evidencing of the savings recorded through the main unit. The Social Value Portal offers a GHG savings calculator to derive the achieved/committed savings in CO₂e emissions.</p>

Reference	Measure	Requirements	Guidance
	<p>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>the UK, are becoming increasingly widespread and provide greater scope to mitigate Climate Change than NZC 2050. Where a more demanding emissions requirement than NZC 2050 has been set, this should be adopted.</p> <p>Evidence required Carbon reductions should be evidenced through an independent and verifiable process (e.g. Planet Mark Certification or equivalent). There is an expectation for independently assured and audited reports to be provided. Specify and evidence the pre-existing baseline level and year that have been used to measure savings/reductions and the total emissions generated as a result of reduction efforts, as well as the relevant emission reduction policy (e.g. net zero by 2050 or earlier). Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets.</p>	
<p>NT82</p> <p>Units tCO2e</p> <p>Proxy £244.63</p>	<p>Carbon emission reductions through reduced energy use and energy efficiency measures - on site</p> <p>Definition Reductions, baselines and target levels should be recorded in equivalent tonnes of CO2 emissions based on standard kWh conversion factors. Reduction should be measured against a pre-existing baseline level of emissions (the level of emission estimated in a given year for the project in the absence of reduction efforts). The measure therefore requires provision of additional metrics including this baseline level of emissions and a baseline year, the target level of emissions on the project (as determined by the reduction</p>	<p>Target guidance Specify and evidence the baseline level of emissions used to measure reductions against and the baseline year (e.g. based on 2018 emission levels), as well as the target emissions after reductions (i.e. the level of emissions on the project resulting from your reduction efforts). Also specify relevant emissions reduction policy (e.g. net zero by 2050). This could be a general corporate policy or a specific project policy. Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets. All information provided through this Measure should relate specifically to on site energy use. The purpose of the TOMs is to report added</p>	<p>Unit guidance Reductions in tonnes of CO2e against the baseline emissions level specified in the accompanying input field. The Measure requires data inputs for additional metrics: a baseline level of emissions (the level of relevant emissions estimated in a given year for the project in the absence of reduction efforts), the year that this estimate is based on (e.g. based on emission levels in 2018), the total level of relevant emissions on the project as determined by the reduction efforts, and the relevant emission reduction policy (e.g. net zero by 2050 or earlier). These data inputs must be provided and evidenced, as they allow for an evidencing of the savings recorded through the main unit</p>

Reference	Measure	Requirements	Guidance
	<p>commitments), as well as the relevant net zero carbon target year (e.g. net zero carbon by 2030) as relevant at project or corporate level. Targets for reaching net zero carbon should be specified as a minimum to be in line with a net zero greenhouse gas emissions target of 2050. More ambitious targets are strongly encouraged (e.g. net zero by 2030). For further guidance on target setting and related baselining please see the Unit and Target Guidance. Evidence could include metering data or a statement from the Energy Manager (i.e. degree day adjusted average). May include use of energy efficient equipment above required minimum standards, such as a use of LED lighting or of hybrid generators. For further information see: https://tinyurl.com/3hb5wm5b. Should not be double counted with other CO2e reduction measures such as NT31, NT31a, NT32, NT84 or other relevant Measures.</p>	<p>value. This means going above and beyond the minimum required, and to support initiatives that help the world to decarbonise as quickly as possible. It also means pushing for a “green normal”, rather than treating environmental outcomes as a bolt-on or an afterthought. This determines how we establish the minimum requirements for carbon reduction measures in the TOMs, which adopts the minimum targets identified by the UN, the UK Government, and the scientific community; namely that to keep global temperature rises as close to 1.5 degrees Celsius as possible, it is necessary to achieve net zero carbon emissions by 2050 (“NZC 2050”). While the TOMs adopts this minimum target to 2050 as the baseline, it follows that “added value” in measurement terms should come from the voluntary adoption of targets that exceed minimum requirements. More ambitious targets such as net zero by 2030, embraced by over 100 local authorities across the UK, are becoming increasingly widespread and provide greater scope to mitigate Climate Change than NZC 2050. In some cases, a more demanding emissions requirement than NZC 2050 may have been set at a localised level with legal / regulatory effect – for example through planning regulations. In which case, this should be adopted.</p> <p>Evidence required Specify and evidence the pre-existing baseline level and year that have been used to measure savings/reductions and the total emissions generated as a result of reduction efforts, as well as the relevant emission reduction policy (e.g. net zero by 2050 or earlier). Include any relevant information on how the targeted or realised reductions relate</p>	

Reference	Measure	Requirements	Guidance
		to this emission reduction policy or net zero targets. Provide a breakdown of your CO2e emissions reductions related to energy savings. Give details of the specific intervention that was undertaken to reduce the energy consumption.	

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

Reference	Measure	Requirements	Guidance
<p>NT32</p> <p>Units miles saved</p> <p>Proxy £0.06</p> <p>Double counting Do not double count with NT82</p>	<p>Car miles saved on the project as a result of a green transport programme or equivalent (e.g. cycle to work programmes, public transport or car pooling programmes, etc.)</p> <p>Definition These benefits are expected to be delivered as a result of transport programmes. Provide detail on different programmes including how passenger car miles have been saved, and figures that have been used as benchmarks. There is an expectation for independently assured and audited reports to be provided. Miles can be saved on contract or through direct contract related commuting/travel. Reasonable assumptions have to be made and evidenced regarding the reduction of car miles travelled. This Measure can be localized if desired, which can lead to a substantial increase in the captured social value. For further information please see DEFRA "Air quality appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage:</p>	<p>Target guidance Provide details on the programme to be implemented to reduce passenger car miles driven, including a breakdown of the number of car miles to be saved and how the car miles will be saved. Specify the baseline to be used (i.e. car miles driven before a programme is put in place to reduce car miles driven) and full methodology of calculation. This Measure can be localized if desired, which can lead to a substantial increase in the captured social value. For further information please see DEFRA "Air quality appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage: https://tinyurl.com/58tppd5j. Please reach out to SVP if you have further questions regarding the localization of this Measure.</p> <p>Evidence required Provide details of the corporate green transport programme implemented to reduce passenger car miles driven, including a breakdown of the number of car miles saved and how they have been saved. Specify the baseline that is used (i.e. car miles driven</p>	<p>Unit guidance Car miles (not hundreds of miles) saved against baseline, which must be provided</p>

Reference	Measure	Requirements	Guidance
	https://tinyurl.com/58tppd5j Please reach out to SVP if you have further questions regarding the localization of this Measure.	before a programme was put in place to reduce car miles driven) and full methodology of calculation.	

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

Reference	Measure	Requirements	Guidance
NT86 Units no. staff volunteering hours Proxy £16.93	<p>Volunteering time for environmental conservation & sustainable ecosystem management initiatives</p> <p>Definition 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>Target guidance Only volunteering hours spent during work hours or paid overtime hours can be counted.</p> <p>Evidence required 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>Unit guidance Volunteering time spent in multi-stakeholder engagement initiatives and sustainable ecosystem management can be valued at £16.93 per hour.</p>
NT85 Units	<p>Resources (on the contract) dedicated to creating green spaces, improving biodiversity or helping ecosystems.</p>	<p>Target guidance</p>	<p>Unit guidance Total £ value including time, funds and in-kind contributions.</p>

Reference	Measure	Requirements	Guidance
<p>£ invested</p> <p>Proxy £1</p>	<p>Definition Total £ worth value of financial contributions, resources and in-kind contributions to be invested, in relevant environmental conservation and sustainable ecosystem management initiatives that can be attributed to the contract. Please provide details about value calculations of in-kind contributions including made assumptions.</p>	<p>Financial contributions, resources invested and in-kind contributions that can be attributed to the contract.</p> <p>Evidence required For each initiative or project supported, provide a breakdown of the made investments or contributions including the value calculations of in-kind contributions.</p>	
<p>NT87</p> <p>Units kg</p> <p>Proxy £158.02</p>	<p>Total volume of reduced plastics against a relevant benchmark</p> <p>Definition Total reduction in the usage plastics (in kg) against a relevant benchmark through reduction activities. Measures designed to avoid plastic usage completely mark the top of the circular economy priorities having the highest impact by preventing already the start of the plastic life cycle with production, usage, managed or mismanaged disposal and decay.</p>	<p>Target guidance Specify the benchmark or baseline to be used. Provide both your expected total volume of avoided virgin plastics and volume expected above the benchmark. Describe the measures taken or to be implemented to achieve this.</p> <p>Evidence required Provide information of relevance of the adopted benchmark. Provide both your expected total volume of avoided virgin plastics and volume expected above the benchmark. Describe the measures taken or to be implemented to achieve this.</p>	<p>Unit guidance No of kg of avoided virgin plastic usage against a typical benchmark.</p>

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

Reference	Measure	Requirements	Guidance
<p>NT72</p> <p>Units tonnes</p> <p>Proxy £96.70</p>	<p>Hard to recycle waste diverted from landfill or incineration through specific recycling partnerships (e.g. Terracycle or equivalent)</p> <p>Definition Hard to recycle waste can include, but is not limited to: cigarette butts, wrappers, cosmetic product packaging including different types of</p>	<p>Target guidance Calculate the estimated tonnes of waste that would not be recycled through standard recycling but that will be diverted to a dedicated recycling programme because of your programme or partnership. Provide</p>	<p>Unit guidance Tonnes of waste that would not be recycled through standard recycling but that have been diverted to a dedicated recycling programme.</p>

Reference	Measure	Requirements	Guidance
	plastics or food. For examples of relevant programmes see Terracycle, WRAP or equivalent (https://tinyurl.com/2p8vamfb).	<p>information on the nature of the waste to be recycled to evidence the nature of recycling difficulties.</p> <p>Evidence required Report the total amount of hard to recycle waste on the contract that has been diverted through a dedicated recycling programme. Provide details of any partner organisations on the contract for the programme. Provide information on the nature of the waste recycled to evidence the nature of recycling difficulties.</p>	
<p>NT88</p> <p>Units tonnes</p> <p>Proxy £96.70</p>	<p>Reduce waste through reuse of products and materials</p> <p>Definition Products and materials reused (e.g. packaging, paper, glass, textiles, waste materials, wooden products, windows, metals, etc.) rather than recycled, scrapped or disposed.</p>	<p>Target guidance Calculate the estimated tonnes of material that has been / will be reused as a result of your initiative. Provide information on the nature of the material to evidence the nature of initiative.</p> <p>Evidence required Report the total amount of reduced waste achieved on the contract through reuse of material. Provide information on the nature of the reused material to evidence the nature of circular economy initiative.</p>	<p>Unit guidance Tonnes of material that would have been recycled or binned that has instead been reused.</p>

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

Reference	Measure	Requirements	Guidance
<p>NT50</p> <p>Units £ invested inc. time, materials, equipment etc</p>	<p>Innovative measures to promote local skills and employment to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.</p>	<p>Target guidance Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 if it is expert time) should be provided. Provide details of any organisations that you will work with and</p>	<p>Unit guidance £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment, or other resources</p>

Reference	Measure	Requirements	Guidance
Proxy £1	Definition Innovative Measures to promote local skills and employment to be delivered on the contract.	specify whether they will be covering the reported cost with you and how. Evidence required Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.	

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

Reference	Measure	Requirements	Guidance
NT51 Units £ invested inc. time, materials, equipment etc Proxy £1	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. Definition Innovative Measures to promote and support responsible business to be delivered on the contract.	Target guidance Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how. Evidence required Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at	Unit guidance £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment or other resources

Reference	Measure	Requirements	Guidance
		£16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.	

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

Reference	Measure	Requirements	Guidance
<p>NT52</p> <p>Units £ invested inc. time, materials, equipment etc</p> <p>Proxy £1</p>	<p>Innovative measures to enable healthier, safer and more resilient communities to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.</p> <p>Definition Innovative Measures to enable healthier, safer and more resilient communities to be delivered on the contract.</p>	<p>Target guidance Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.</p> <p>Evidence required Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.</p>	<p>Unit guidance £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment or other resources</p>

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

Reference	Measure	Requirements	Guidance
<p>NT53</p> <p>Units</p>	<p>Innovative measures to safeguard the environment and respond to the climate</p>	<p>Target guidance Describe the initiatives and their relevance to the Measure. A breakdown of pounds</p>	<p>Unit guidance £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued</p>

Reference	Measure	Requirements	Guidance
<p>£ invested inc. time, materials, equipment etc</p> <p>Proxy £1</p>	<p>emergency to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.</p> <p>Definition Innovative Measures to safeguard the environment and respond to the climate emergency to be delivered on the contract.</p>	<p>(including number of staff hours valued at £16.93 per hour or at £101.00 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.</p> <p>Evidence required Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.</p>	<p>at £101.00 per hour) and materials, equipment or other resources</p>