A GUIDE FOR BUYERS AND BIDDERS

How to include social value in framework agreements
Since its implementation in 2013, the Social Value Act has had a transformational effect on public sector procurement by requiring any successful supplier to deliver additional social value as a part of their contract.

Much of this change has been driven through public sector procurement processes based on a traditional approach to tenders and evaluation and using the National Social Value Measurement Framework (National TOMs) as a means of comparing and awarding bids. An alternative and popular means of engaging suppliers is through framework agreements. These are a commonly used tool for procurers as they have many benefits, including avoiding the need for costly procurement processes and reductions in procurement time. However, incorporating social value into framework agreements can present challenges, particularly in constructing a procedure to allow for further competitions either through direct call-offs or mini-competitions.

This guide describes methodologies that procurers can use when establishing framework agreements and for ongoing call-offs. These include top tips to avoid challenges that can be encountered when applying social value in framework agreements. The guide is also aimed at assisting bidders in constructing offers to be accepted on framework agreements and provide good social value offers.

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1. Introduction

**What is social value?**

Social value refers to the wider financial and non-financial value created by an organisation through its day-to-day activities in terms of the wellbeing of individuals and communities, social capital generated and the environment.

Social value is defined through the Public Services (Social Value) Act 2012 (‘the Act’), which came into force in January 2013 and requires all public sector organisations (and their suppliers) to look beyond the financial cost of a contract. They should consider how the services they commission and procure might improve the economic, social and environmental wellbeing of an area. The Public Services (Social Value) Act 2012 is transforming our public sector by raising the importance of social value and placing it alongside quality and price as an equal consideration in supplier engagement. This is leading to a more responsible and engaged supply chain.

Toward the end of 2020, the UK Government has published a Procurement Policy Note (PPN 06/20) that set out how to consider social value in the award of central government contracts by using the Social Value Model. This has set a duty on all central government departments and agencies to evaluate social value as a part of all procurements, with a stand-alone evaluation weighting of 10%.

More recently the Government has recently published a Green paper setting out changes to UK’s procurement rules - the changes will make UK procurement rules more flexible by allowing government to consider wider social value when picking suppliers. When public bodies are considering how social value benefits can be delivered through their contracts, the new rules will make it possible for them to consider full value to society and not just the public body undertaking the procurement. This means more, wider opportunities to deliver social value through public contracts. As social value is becoming an increasingly significant aspect of public sector procurement, it is clear that organisations bidding for work with the public sector must now be able to develop substantive social value offerings or risk losing out.

**Definition: SV and SLEV**

Social Value (SV) is used to describe the added value of measures that deliver a net additional benefit to both the local community and wider society. Measures that represent Social Local Economic Value (SLEV) account for displacement, where economic activity benefitting one locality may reduce economic activity in another locality, resulting in net zero additional value to society overall. In this document both terms are used.

**National TOMs Framework**

The National Social Value Task Force – sponsored by the Local Government Association (LGA) and supported by Social Value Portal (SVP) – developed and
published the National Social Value Measurement (National TOMs) Framework in 2017. The National TOMs were the culmination of over 18 months of consultation with more than 40 separate public and private sector stakeholders. It is designed to help organisations identify and measure the social value being delivered through a contract. The National TOMs Framework aims to provide a minimum reporting standard for measuring social value. For procuring authorities, it offers an easy-to-use solution approved by the LGA’s National Advisory Group for Procurement that is immediately available and may be applied to any project.

The TOMs are structured around five Themes, 20 Outcomes and 48 Measures that a supplier could provide and the delivery of the core service for which they are being engaged. Typically, this might mean jobs for those furthest from the job market, spend with local SMEs, opportunities for voluntary organisations, environmental improvements and volunteering in the community. Each opportunity is given a proxy value that reflects the fiscal and economic benefits for the community and allows organisations to report their total contribution to society through the contract they are delivering.

The Five TOMs Themes

**Jobs: Promote Local Skills and Employment**
To promote growth and development opportunities for all within a community and ensure that they have access to opportunities to develop new skills and gain meaningful employment

**Growth: Supporting Growth of Responsible Regional Business**
To provide local businesses with the skills to compete and the opportunity to work as part of public sector and big business supply chains

**Social: Healthier, Safer and More Resilient Communities**
To build stronger and deeper relationships with the voluntary and social enterprise sectors while engaging and empowering citizens

**Environment: Protecting and Improving Our Environment**
To ensure the places where people live and work are cleaner and greener, to promote sustainable procurement and secure the long-term future of our planet

**Social Innovation: Promoting Social Innovation**
To promote new ideas and find innovative solutions to existing approaches
What are the benefits?
The principal benefits of using the National TOMs as your reporting standard are that it:

» provides a consistent approach to measuring and reporting social value
» allows for continuous improvement
» provides a robust, transparent, and defensible solution for assessing and awarding tenders
» allows organisations to compare their performance by sector and provides industry benchmarks to understand ‘what good looks like’
» reduces the uncertainty surrounding social value measurement for businesses, allowing them to make informed decisions based on robust quantitative assessments and hence embed social value into their corporate strategies

How can the National TOMs be used?
The National TOMs Framework has been designed to help organisations in four principal business activities:

» Measurement and valuation of social value
» Procurement and bid evaluation
» Bid submissions
» Contract management

A complete list of the National TOMS 2021 Framework can be found in Appendix A.

Sector plug-ins
In support of the National TOMs, the Taskforce has developed several plug-ins that reflect the specific opportunities and challenges of a sector, including:

» Real Estate
» Asset Management
» Health
» Workplace and Facilities Management
» Central Government – in response to PPN 06/20
» Higher Education (in development)
» Housing (in development)
2. Framework agreements and Dynamic Purchasing Systems

The Public Contract Regulations 2015 define framework agreements as: “agreements between one or more contracting authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged.”

Framework agreements have many advantages for public sector buyers, including:

» Removing the need to undertake costly and time-consuming procurement processes that would otherwise require their publication of public procurement notices. — when awarding call-offs, contracting authorities do not need to go through the procedural steps.

» Reduced procurement timescales from six to nine months to as little as four weeks

» Reduced procurement costs

» Pre-agreed terms and conditions

» Economies of scale — framework agreements can include hundreds of items with the prices and terms and conditions agreed

» Enables one buyer to go to the marketplace on behalf of all other buyers in the organisation or on behalf of several organisations

They, therefore, provide an attractive route to hard-pressed buyers to quickly implement a compliant procurement within the Regulations. Public buying organisations such as Crown Commercial Service (CCS), Eastern Shires Purchasing Organisation (ESPO), North Eastern Purchasing Organisation (NEPO) and Yorkshire Purchasing Organisation (YPO) as well as individual councils all provide a wide range of framework agreements covering almost all categories of spend that councils can use.

Framework agreements are often broken down into ‘lots’ to make it easier for Micro, small and medium enterprises (MSMEs) and Voluntary, community and social enterprises (VCSEs) to bid for work. However, they can still be daunting for such organisations and for these reasons, several procurers also use Dynamic Purchasing Systems (DPSs). DPSs have the following characteristics:

» fully electronic procurement procedure

» suited to ‘off the shelf’ requirements that can easily be specified in advance

» they are not ‘locked’ so suppliers can apply to join during the life of the contract if they meet pre-determined criteria

» requirements are divided into filters not lots
3. Social value in frameworks
Guidance for buyers

With increasing pressure on local authority resources, buyers are using framework agreements more frequently as a mechanism to procure an organisation’s requirements without the need to undertake full procurements under the Public Procurement Regulations.

Many public sector organisations are now implementing social value in their procurements. As frameworks are increasingly used, it is essential that buyers can also obtain social value when calling off from a framework.

There are many considerations that procuring authorities need to take into account when including social value in a framework agreement. Figure 1 sets out the overall points in the process at which SV needs to be considered. These points are discussed in the paragraphs below.

**Figure 1**: Embedding SV into framework agreements

- **Establishment of framework**
- SV Experience question asked as part of Selection Questionnaire

- **call-off via Mini Competitions**
- SV part of mini competition
  - Lot 1
  - Lot 2, etc

- **call-off via Direct Award**
- SV% to be provided (pre-determined at framework establishment stage)
Establishment of framework

In establishing a framework agreement, as part of the Standard Supplier Questionnaire (SSQ) process, buyers should seek to determine what experience bidders have in providing social value. In doing so, regard needs to be given as to whether call-offs from the framework will be made via mini-competitions or if direct call-offs will be allowed.

For frameworks with call-offs via mini-competitions only

Where call-offs made from a framework agreement will be completed via mini-competitions, a qualitative question only needs to be asked. However, potential bidders should be sent a copy of the National TOMs Framework to assist them in understanding what the public sector organisation means by social value and how they will be expected to evidence delivery if successful. Suggested questions are as set out in the boxes below.

Qualitative question – Example A

Demonstrate your approach to delivering social value under each Theme of [procuring authority]’s social value measurement framework (TOMs) and explain how you will make best use of the opportunities created through this framework to contribute to the delivery of social value for the local community. Where possible, your response should reference needs and opportunities in the local area, your strategy for building partnerships with local organisations, and your approach to ongoing management of social value outcomes.

Qualitative question – Example B

Provide [x no.] examples to demonstrate your previous experience delivering social value on projects of a similar nature. Examples should explain the type of social value benefits provided, how delivery of the social value benefits was monitored, measured, and reported, how stakeholders were engaged, and what the outcomes were.

Frameworks with call-offs via direct award

Setting nominal values

To appoint bidders to a framework that will permit direct awards, bidders should be required to set out what social local economic value additionality (SLEVA) percentage they will provide against any direct award made to them, in addition to determining their experience of delivering social value as set out in the above section on mini-competitions.
This is achieved by determining a nominal value against which bidders’ SLEVA % will be set. Bidders should be required to calculate their SLEVA% by using the National TOMs to set their targets using the following formula:

$$\% \text{ SLEVA} = \frac{\text{Total SLEV offered}}{\text{Total Contract Value}}$$

By way of example, if the SLEVA% offer from a bidder is 25%, this means that for every £1 spent, the public sector organisation will receive 25p of Social Value Additionality. The Social Value Portal typically sees an average of 20% SLEVA, although this will vary across different sectors. It is recognised that every contract is different and local employment and spend measures may skew this number, so the SLEVA offer must be relevant and proportionate to the nature of the procurement and your contract offer. The SLEVA% calculated from this nominal value is then applied to all direct call-offs under the framework together with a qualitative assessment.

**Setting SV in bands**
An alternative approach to setting nominal values, used by ESPO, is for tenderers to be asked to set out using the Table below the percentage of a customer’s contract value they would typically deliver as social value during the life of the Contract.

<table>
<thead>
<tr>
<th>Customer Contract Value Band</th>
<th>Insert Social Value % offered to Customers</th>
</tr>
</thead>
<tbody>
<tr>
<td>£0.01— £50,000</td>
<td></td>
</tr>
<tr>
<td>£50,001— £100,000</td>
<td></td>
</tr>
<tr>
<td>£100,001 — £200,000</td>
<td></td>
</tr>
<tr>
<td>£200,001 — £400,000</td>
<td></td>
</tr>
<tr>
<td>£400,001+</td>
<td></td>
</tr>
</tbody>
</table>

**Other points to note**

- Buying authorities will need to consider whether they will require the National TOMs measures that bidders have included in their SLEVA% offers to be fixed for any call-off or whether they will permit them to be adjusted for different call-offs to meet the needs of different customers so long as the SLEVA% is maintained. For larger value call-offs, a contractor will likely be able to maintain the National TOMs offered. For lower value call-offs, that might prove to be more difficult.

- Where there are lots in the framework, it is important to require bidders to submit separate SLEV offers against each lot to ensure that evaluation can be carried out fairly and transparently. The framework terms should set out the % of the Quality/Price matrix set aside for SLEV during any call-off. The National TOMs and SLEV call-off template wording should also be included as part of the framework documentation.

- Ensure that, as appropriate, a change mechanism is included to allow suppliers to adjust SLEV commitments concerning the amount of work they are awarded through the framework.
Figure 2: Setting the nominal value

Key tips

1. Ensure that the nominal contract value is reflective of the typical contract values that would be called off from the framework.

2. Set a nominal contract duration so that all bidders submit targets against the same criteria.

3. Ask bidders to provide qualitative statements to demonstrate their capabilities to deliver their SVA offers.

Example wording and SVA% calculation

Bidders are required to submit their social value offer using the National TOMs based on an assumed total contract value of £1 million and a contract duration of 12 months. Bidders are to set out the quantum of each TOMs measure they are offering which will be multiplied by the proxy values for those measures. The amount of social value offered by a bidder will be converted into a percentage figure by dividing the social value offer by the assumed contract value to arrive at a percentage social value ‘additionality’ percentage. The actual social value that a bidder will be required to provide against any drawdown from the contract will be based on the value of the drawdown multiplied by the percentage SV ‘additionality’ figure. Please see the worked example below:

Calculation of the social value percentage ‘additionality’ figure

| Assumed contract value | £1 million |
| Bidder’s quantified social value proposal submitted | £0.2 million |
| Bidder’s contract drawdown social value % | \( \frac{0.2m}{£1m} \times 100 = 20\% \) |

Amount of social value to be provided by winning contractor against a drawdown from the contract

| Value of drawdown from contract: | £500,000 |
| Amount of social value to be provided by winning contractor using the TOMs proxy values: | £500,000 \times 20\% = £100,000 equivalent |

Please note that the winning contractor will be required to provide social value for all drawdowns made from the contract at the percentage figure as submitted as a part of their tender. The only exception will be for any drawdown below [£50,000] in value where no social value will be required to be delivered.
Buyers should emphasise that the winning bidder will be required to meet their SLEVA% and that their targets will be contractualised. They may also wish to include remedial provisions in the framework terms if a bidder does not deliver on SLEV offered to a customer as part of any call-off.

Buyers should provide an indicative contract duration alongside the contract value.

**Framework Operation**

**Mini-competitions**
Seeking social value in mini-competitions is a straightforward process. As part of the competition, all contractors on the lot are invited to submit their social value offers against an SV weighting set out per the terms of the framework. Bidders submit their quantitative and qualitative SV offers, which are evaluated in the same way as they would for a standard tender.

**Direct awards**
As set out above the SVA% calculated during the establishment of the framework will be used to determine the amount of SV to be provided by the contractor. A further worked example is set out below.

<table>
<thead>
<tr>
<th>Nominal call-off contract value:</th>
<th>£75,000</th>
<th>Actual value of call-off contract:</th>
<th>£93,750</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SV target</strong></td>
<td></td>
<td><strong>Actual SV to be provided</strong></td>
<td></td>
</tr>
<tr>
<td>Bidder 1</td>
<td>£13,500</td>
<td>£16,875</td>
<td></td>
</tr>
<tr>
<td>Bidder 2</td>
<td>£16,500</td>
<td>£20,625</td>
<td></td>
</tr>
<tr>
<td>Bidder 3</td>
<td>£9,750</td>
<td>£12,187.50</td>
<td></td>
</tr>
</tbody>
</table>

**Contract management of social value offers**
It is essential to ensure that social value offered by companies is delivered so that the benefits envisaged during procurement are realised. The National Social Value Task Force and Social Value Portal have produced a guidance document – Performance and Contract Management in Social Value – to assist organisations with contract management.

Where framework agreements permit direct call-offs and the average call-off is expected to be of a relatively low value, or where there are a high number of call-offs per year, it is recommended that an annualised ‘true up’ approach be taken. The buying organisation and the supplier should reconcile the value of drawdowns against the agreed SVA% to ensure that the correct amount of social value has been delivered. In the final year of the contract, it is recommended that the ‘true up’ discussion takes place around three months before the last contract date to allow any adjustments to be made to the level of social value to be delivered.
Including social value in framework agreements established by government departments

Procurement Policy Note (PPN) 06/20 published on 20 December 2020, set out the approach to be taken by Government Departments to include social value into Government procurements. Using the Government’s Social Value Model, Government buyers may only evaluate supplier submissions for social value on a qualitative basis. This means that the methodologies set out above will need to be adjusted to accommodate evaluation on a qualitative basis only.

Establishing a government framework

Suggested questions to include in selection questionnaires
Demonstrate your approach to delivering social value under each Theme of the Government’s Social Value Model as set out in Appendix A and explain how you will make the best use of the opportunities created through this framework to contribute to the delivery of social value.

Further competitions using a government framework
To accord with the principles as set out in the Government’s Social Value Model, as part of the call-off contract award process, the following methodologies should be followed:

» Mini-competitions
Social value must be included in the framework agreement at a stand-alone weighting of a minimum of 10% and evaluated independently of price and quality.

Government buyers may only evaluate bidder submissions on social value on a qualitative basis as set out in the Government’s Social Value Model.

While social value will be evaluated on a qualitative basis only, buyers may consider requesting suppliers to provide quantitative social value targets against the Government’s Model Award Criteria as set out in the Government’s Social Value Model so that the delivery of social value offered can be tracked during the contract management phase.

» Direct awards
The customer and supplier will jointly agree on the specific social value policy outcomes and award criteria to be delivered and included as part of the contract. The customer will evaluate the supplier’s delivery against policy outcomes and award criteria as part of ongoing contract performance management, ensuring proportionate impacts on resources.
4. Social value in frameworks

Guidance for bidders

Bidders are also advised to read the ‘Guidance for buyers’ section as this describes the rationale for the overall process that buyers will follow.

**Bidding to be on a framework**

In the establishment of a framework agreement which will permit direct call-offs, purchasing organisations may require you to set Social Value Add (SVA) targets against a nominal value. Typically, this will be aimed at social value being provided over a period of one year. You will be provided with a set of National TOMs measures being used by the public sector organisation and will be required to set out your SV offer against these. By way of example, you may be asked, against a nominal £100K call-off value, to set out, using the National TOMs, what social value you will offer based on the following formula:

\[
\% \text{ SVA} = \frac{\text{Total SV offered}}{\text{Nominal contract value}}
\]

In other words, you will be asked to identify the SVA you will deliver per £1 spend.

For example, if your SVA% is 25%, this means that for every £1 spend, you will deliver 25p of SVA. The Social Value Portal typically sees an average of 25% SVA provided per contract, and this can be used as a best practice guide.

However, it is recognised that every contract is different and local employment and spend measures may skew this number. Your SVA offer must be relevant and proportionate to the nature of the procurement and your contract offer.

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**Figure 3: Submitting a good social value bid: Top tips**

1. Reviewing the following documents before submitting a social value proposal:
   - Social Value Portal User Guide
   - Submitting a Good SV Bid (Do’s and Don’ts): will be available in the ITT.

2. Reviewing social value section of the ITT in detail, to identify specifically what questions need to be answered.

3. Scale targets in respect to a nominal contract value and duration.
Calculating an SVA offer against a nominal value can present difficulties as your social value offers need to take account of the nominal value itself and the time period set. Key points to think about are:

» Focus on measures you have experience in delivering

» Take note of the units and how these may look once scaled up or down:

  Employment measures – unit FTE: Full Time Equivalent. You may enter 1 if you are employing someone for one year on a full-time basis.

  You may know that for £x spend, you typically employ X number of local people. Scale this number down to reflect the nominal contract value. Once the contract is awarded, you may be able to, for example, hire fewer local people and more disadvantaged people (depending on the procuring authority’s change mechanism).

Please see the Unit Toolkit, also available on the Portal in the Social Value Calculator

» Make use of the downloadable Framework Calculator

**Example use of Framework Calculator**

| 1. Specific Contract Value | £500,000.00 |
| 2. Nominal Value (specified in ITT) | £100,000.00 |
| 4. Coefficient | 5 |
| 3. Target (for Specific Contract Value) | 2 |
| 5. Adjusted Proportional Target | 0.4 |

If, as an organisation, you have access to best practice KPIs based on standard contract values, you may use the benchmark calculator. For example, per £500,000 spend, your organisation might typically hire two local people (FTE), donate £500 to a local VCSE and save 2tCO$_2$e.

**Using the Framework Calculator**

» Step 1: Enter specific contract value for which you know KPIs. In this example, you would enter £500,000

» Step 2: Enter nominal value specified in the ITT, in this case, £100,000

» Step 3: The coefficient will be automatically calculated. It is by this number that you will have to divide all your targets.

» Step 4: Enter target response. For example, ‘2’ for NEETs, ‘500’ for donations or ‘2’ for tonnes of CO$_2$e

» Step 5: Your adjusted target will be automatically calculated.

» Enter the adjusted proportional target as a response, and ensure you specify in the target description and your delivery plan that this is an estimated target based on a nominal contract value, which will then need to be adjusted at a later stage when and if a contract is awarded.
Bidding in lots

Where a framework includes lots, nominal contract values and contract durations should be applied by contracting authorities to each individual lot to ensure that your commitments are relevant and proportional to the type of contracts you will deliver through the framework. The above advice applies:

» Where you are bidding for multiple lots, social value commitments should be set for each lot that you are applying for.

» Your approach should be tailored to the type of lots you are applying for.

Bidding in call-off contracts (mini-competitions)

Where there is a mini competition at call-off stage, you should submit social value offers that are relevant and proportionate to the nature and value of the call off.
5. Dynamic Purchasing Systems

As set out in the section Framework Agreements and Dynamic Purchasing Systems, buying authorities typically aim DPSs at lower value work targeted at local SMEs and VCSEs to overcome the issues highlighted with frameworks.

Approaches to social value that buying authorities might consider include:

» If the nature of the DPS is aimed at very low value work options are:

   Not to seek SLEV – the work needed to include SV and confirm delivery may outweigh potential benefits to be gained; seek SLEV across a minimal range of National TOMs measures only, relevant to the nature of the DPS. It is unlikely, for example, that any employment National TOMs measures would be included. In addition, measurement/delivery could be checked on an annual basis only to keep administration to a minimum; or

   To ask a qualitative question only with the aim of seeking SLEV that bidders consider they may be able to offer.

» If the DPS is aimed at higher values, then the principles set out for the inclusion of SV in framework agreements for mini-competitions should be followed, i.e., as part of the competition, all contractors on the DPS are invited to submit their social value offers against an SV weighting set out per the terms of the DPS. Bidders submit their quantitative and qualitative SV offers, which are evaluated in the same way as they would for a standard tender. Direct awards are only allowed on DPSs if a contracting authority can use the Light Touch Regime and have built this into their processes.
Further information

Resources from the National Social Value Taskforce

Social value webinars
National TOMs Tutorial  |  Social Value for SMEs
MSME Supplier Engagement and Bid

Online portal guides
Portal for bidders/suppliers  |  Portal for procurement  |  Portal for Clients

Social Value Easy Guides for Buyers and SMEs & VCSEs

National Social Value Conference Resources
Day One: on demand
Day Two: on demand

National Social Value Conference Resources
# Appendix A: Core list of National TOMs 2021 Measures

For the list of all TOMs measures, please refer to the National TOMs Handbook here.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Measures</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NT1</td>
<td>No. of local direct employees (FTE) hired or retained (for re-tendered contracts) on contract for one year or the whole duration of the contract, whichever is shorter</td>
<td>No. people FTE</td>
</tr>
<tr>
<td>NT1a</td>
<td>No. of local direct employees (FTE) which are TUPE transfers retained on contract for one year or the whole duration of the contract, whichever is shorter (re-tendered contracts only — to be used at Measurement)</td>
<td>No. people FTE</td>
</tr>
<tr>
<td>NT1b</td>
<td>No. of residents (FTE) from the listed sub-localities employed directly or through the supply chain as a result of your procurement requirements on the contract for one year or the whole duration of the contract, whichever is shorter (see sub-localities listed in ‘LISTNT1b’)</td>
<td>No. people FTE</td>
</tr>
<tr>
<td>NT1c</td>
<td>No. of local people (FTE) on contract for one year or the whole duration of the contract, whichever is shorter, employed through the supply chain as a result of your procurement requirements</td>
<td>No. people FTE</td>
</tr>
<tr>
<td>NT2</td>
<td>Percentage of local employees (FTE) on contract</td>
<td>%</td>
</tr>
<tr>
<td>NT3</td>
<td>No. of employees (FTE) hired on the contract who are long-term unemployed (unemployed for a year or longer) as a result of a recruitment programme</td>
<td>No. people FTE</td>
</tr>
<tr>
<td>NT4</td>
<td>No. of employees (FTE) hired on the contract who are Not in Employment, Education, or Training (NEETs) as a result of a recruitment programme</td>
<td>No. people FTE</td>
</tr>
<tr>
<td>NT5</td>
<td>No. of 18+ y.o. employees (FTE) hired on the contract who are rehabilitating or ex-offenders as a result of a recruitment programme</td>
<td>No. people FTE</td>
</tr>
<tr>
<td>NT6</td>
<td>No. of disabled employees (FTE) hired on the contract as a result of a recruitment programme</td>
<td>No. people FTE</td>
</tr>
<tr>
<td>NT7</td>
<td>No. of hours of support into work provided to over 24 y.o. unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance</td>
<td>No. hrs (total session duration) × no. attendees</td>
</tr>
<tr>
<td>NT8</td>
<td>No. of staff hours spent on local school and college visits e.g. delivering career talks, curriculum support, literacy support, safety talks (including preparation time)</td>
<td>No. staff hours</td>
</tr>
<tr>
<td>NT9</td>
<td>No. of weeks of training opportunities on the contract (BTEC, City &amp; Guilds, NVQ, HNC) that have either been completed during the year, or that will be supported by the organisation until completion in the following years — Level 2,3, or 4+</td>
<td>No. weeks</td>
</tr>
<tr>
<td>NT10</td>
<td>No. of weeks of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years — Level 2,3, or 4+</td>
<td>No. weeks</td>
</tr>
</tbody>
</table>
### Appendix A: Core list of National TOMs 2021 Measures

<table>
<thead>
<tr>
<th>Ref</th>
<th>Measures</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NT11</td>
<td>No. of hours of support into work provided to under 24 y.o. (young people) unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance</td>
<td>No. hrs (total session duration) × no. attendees</td>
</tr>
<tr>
<td>NT12</td>
<td>No. of weeks spent on meaningful work placements or pre-employment course; 1—6 weeks student placements (unpaid)</td>
<td>No. weeks</td>
</tr>
<tr>
<td>NT13</td>
<td>Meaningful work placements that pay Minimum or National Living wage according to eligibility — 6 weeks or more (internships)</td>
<td>No. weeks</td>
</tr>
<tr>
<td>NT14</td>
<td>Total amount (£) spent with VCSEs within your supply chain</td>
<td>£</td>
</tr>
<tr>
<td>NT15</td>
<td>Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE)</td>
<td>No. staff expert hours</td>
</tr>
<tr>
<td>NT16</td>
<td>Equipment or resources donated to VCSEs (£ equivalent value)</td>
<td>£</td>
</tr>
<tr>
<td>NT17</td>
<td>Number of voluntary hours donated to support VCSEs (excludes expert business advice)</td>
<td>No. staff volunteering hours</td>
</tr>
<tr>
<td>NT18</td>
<td>Total amount (£) spent in local supply chain through the contract</td>
<td>£</td>
</tr>
<tr>
<td>NT18a</td>
<td>Total amount (£) spent through the contract in specified sub-localities (e.g. high deprivation areas) — please refer to list NT18a for the qualifying areas</td>
<td>£</td>
</tr>
<tr>
<td>NT19</td>
<td>Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs)</td>
<td>£</td>
</tr>
<tr>
<td>NT20</td>
<td>No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes</td>
<td>No. employees provided access</td>
</tr>
<tr>
<td>NT39</td>
<td>Mental Health campaigns for staff on the contract to create community of acceptance, remove stigma around mental health</td>
<td>£ invested including staff time</td>
</tr>
<tr>
<td>NT21</td>
<td>Equality, diversity and inclusion training provided both for staff and supply chain staff</td>
<td>No. hrs (total session duration) × no. attendees</td>
</tr>
<tr>
<td>NT40</td>
<td>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)</td>
<td>£ invested including staff time</td>
</tr>
<tr>
<td>NT41</td>
<td>Percentage of staff on contract that is paid at least the relevant Real Living wage as specified by Living Wage foundation</td>
<td>%</td>
</tr>
<tr>
<td>NT42</td>
<td>Percentage of contractors in the supply chain required (or supported if they are micro or small business) to pay at least Real Living wage</td>
<td>%</td>
</tr>
</tbody>
</table>
## Appendix A: Core list of National TOMs 2021 Measures

<table>
<thead>
<tr>
<th>Ref</th>
<th>Measures</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NT22</td>
<td>Percentage of your procurement contracts that include commitments to ethical employment practices in the local and global supply chain, including verification that there is zero tolerance of modern slavery, child labour and other relevant requirements such as elimination of false self-employment, unfair zero hours contracts and blacklists</td>
<td>%</td>
</tr>
<tr>
<td>NT43</td>
<td>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)</td>
<td>£ invested including staff time</td>
</tr>
<tr>
<td>NT23</td>
<td>Percentage of contracts with the supply chain on which social value commitments, measurement and monitoring are required</td>
<td>%</td>
</tr>
<tr>
<td>NT26</td>
<td>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</td>
<td>£ invested including staff time</td>
</tr>
<tr>
<td>NT27</td>
<td>Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)</td>
<td>£ invested including staff time</td>
</tr>
<tr>
<td>NT28</td>
<td>Donations or in-kind contributions to local community projects (£ &amp; materials)</td>
<td>£ value</td>
</tr>
<tr>
<td>NT29</td>
<td>No. of hours volunteering time provided to support local community projects</td>
<td>No. staff volunteering hours</td>
</tr>
<tr>
<td>NT31</td>
<td>Savings in CO2 emissions on contract achieved through de-carbonisation (i.e. a reduction of the carbon intensity of processes and operations, specify how these are to be achieved)</td>
<td>Tonnes CO\text{$_2$}e</td>
</tr>
<tr>
<td>NT44</td>
<td>Policy and programme to achieve net zero carbon including monitoring plan with specific milestones</td>
<td>Yes, Net zero before or by 2030</td>
</tr>
<tr>
<td>NT45</td>
<td>Carbon Certification (Carbon Trust Standard, Planet Mark or equivalent independently verified) – achieved or to achieve for current year</td>
<td>Y/N – Provide relevant documents</td>
</tr>
<tr>
<td>NT46</td>
<td>Corporate travel schemes available to employees on the contract (subsidised public transport, subsidised cycling schemes and storage, sustainable corporate transport such as electric bus from public station to corporate facilities)</td>
<td>Y/N – Provide description</td>
</tr>
<tr>
<td>NT47</td>
<td>Donations or investments towards expert designed sustainable reforestation or afforestation initiatives</td>
<td>£</td>
</tr>
<tr>
<td>NT35</td>
<td>Percentage of procurement contracts that include sustainable procurement commitments or other relevant requirements and certifications (e.g. to use local produce, reduce food waste, and keep resources in circulation longer.)</td>
<td>% of contracts</td>
</tr>
</tbody>
</table>
## Appendix A: Core list of National TOMs 2021 Measures

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<tbody>
<tr>
<td>NT48</td>
<td>Supply Chain Carbon Certification (Carbon Trust Standard for Supply Chain or equivalent independently verified) – achieved or to achieve for current year</td>
<td>Y/N – Provide Certification</td>
</tr>
<tr>
<td>NT49</td>
<td>Requirements or support (for Micro or Small enterprises) for suppliers to demonstrate climate change and carbon reduction training for all staff – e.g. SDGs Academy courses (NTs) or (e.g. RE) Supply Chain Sustainability School bronze or higher or equivalent</td>
<td>No. hrs (total session duration) × no. attendees</td>
</tr>
<tr>
<td>NT50</td>
<td>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.</td>
<td>£ invested – including staff time* and materials, equipment or other resources</td>
</tr>
<tr>
<td>NT51</td>
<td>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.</td>
<td>£ invested – including staff time* and materials, equipment or other resources</td>
</tr>
<tr>
<td>NT52</td>
<td>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.</td>
<td>£ invested – including staff time* and materials, equipment or other resources</td>
</tr>
<tr>
<td>NT53</td>
<td>Innovative measures to safeguard the environment and respond to the climate emergency to be delivered on the contract – these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.</td>
<td>£ invested – including staff time* and materials, equipment or other resources</td>
</tr>
</tbody>
</table>

* staff time = volunteering valued at £16.09 per hours, expert time valued at £101.86 per hour