

2021

TOMs Measures Handbook



Important Notice

The Measures Handbook is designed as a supplementary guide for the National TOMs and the other measurement frameworks within the TOMs “family”, including the publicly available Plug-ins for the National TOMs and the TOMs frameworks designed expressly for the use of specific customers or groups of customers of the Social Value Portal.

While every effort has been made to ensure consistency within this Handbook with the National TOMs, it should be noted that the National TOMs Framework is made publicly available with accompanying guidance and that, in the event of an inconsistency between this Handbook and the Framework, the latter takes precedence.

This Handbook will be updated on a regular basis to keep pace with the development of the National TOMs and Social Value Portal welcomes corrections and suggestions for improvement from users as part of that process. Any such suggestions can be shared with your contacts at the Social Value Portal or by email to info@socialvalueportal.com.

This Measures Handbook is made publicly available as guidance only and no responsibility can be accepted by Social Value Portal for any consequences arising from implementation of the guidance in the Handbook. If further clarification is required, please contact the Social Value Portal or your expert advisers.

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JOBS

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55	NT1c RE1b FM1b	Local indirect employment – supply chain only
57	NT2 RE2 FM2	Percentage locally employed
58	RE3 FM3	Employers' fairs
60	NT74 FM4	Union Recognition Agreements or Equivalent
62	NT75	Good Work / Fair Work
64	NT3 RE4 FM5	Jobs for long-term unemployed people
67	NT3a	Jobs for armed forces veterans
70	NT3b	Jobs for homeless people
72	NT3c	Jobs for mothers returning to work
74	NT3d	Jobs for survivors of modern slavery
76	NT4 RE5 FM6	Jobs for people who were Not in Employment, Education or Training
79	NT4a FM6a	Jobs for care leavers
82	NT5 RE6 FM7	Jobs for ex-offenders aged 18+
84	NT5a	Jobs for ex-offenders aged 18–24
85	NT6 RE7 FM8	Jobs for people with disabilities
88	NT6a FM8a	Jobs for armed forces veterans with disabilities
90	NT7 RE8 FM13	Employability support for people over 24
92	RE57	Gender balance in the workforce
93	RE58	Ethnic diversity in the workforce

	Reference	
94	RE71	Recruitment to achieve gender balance in workforce
95	RE72	Recruitment to achieve ethnic diversity in workforce
96	NT8 RE9 FM13	School and College Visits
98	RE10 FM15	Site Visits
100	FM16	Continuous Professional Development
102	NT9 RE11 FM17	Training opportunities
105	NT10 RE12 FM18	Apprenticeship opportunities
107	NT9a FM17a	Training opportunities for people facing barriers to employment
108	NT10a FM18a	Apprenticeship opportunities for people facing barriers to employment
109	FM19	Digital skills for disadvantaged groups
111	NT54 FM20	Supporting a just transition
113	NT10b FM18b	Low Carbon Apprenticeship opportunities
114	NT11 RE13 FM21	Employability support for young people
116	RE14 FM24	Employment taster days
118	NT12 RE15 FM22	Work placements (unpaid)
120	NT13 RE16 FM23	Work placements (paid)
122	NT13a FM23a	Work placements (paying Real Living Wage)
123	C19-1	Safeguarding jobs during COVID-19
125	C19-2	Retaining jobs and skills during COVID-19
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129	C19-4	Safeguarding supply chain jobs during COVID-19
131	C19-19	Jobs for people out of work due to COVID-19

GROWTH

Reference

132	NT14 FM25	Spend with VCSEs (Voluntary, Community and Social Enterprises)
134	NT15 RE18 FM26	Expert advice to VCSEs and MSMEs
136	NT15a RE18a FM26a	Expert advice to help VCSEs and MSMEs decarbonise
137	NT16 RE19 FM27	Equipment or resources donated to VCSEs
138	NT17 RE20 FM28	Voluntary hours donated to VCSEs
140	RE21 FM32	Meet the buyer events
141	NT18 RE22 FM29	Local supply chain spend
143	NT18a RE22a FM29a	Local supply chain spend in targeted areas
145	NT19 RE23 FM30	Local supply chain spend with MSMEs
146	NT19a FM30a	Local supply chain spend with Micro and Small enterprises
147	RE73 FM31	Opportunities for MSMEs to tender for decarbonisation work
148	NT20 RE24 FM33	Staff health and wellbeing
151	NT55	Workplace screening
153	NT39 FM34	Mental health campaigns for staff
154	NT21 RE25 FM36	Equality and diversity training
156	NT56	Implementation of mental health core standards for staff
157	FM37	Pro bono responsible budgeting support
158	RE59 FM35	Workplace screening in construction
159	NT57 FM38	Gender pay gap
161	NT40	Initiatives to reduce the gender pay gap
163	NT41 FM40	Staff paid the Living Wage
164	NT42 FM42	Supply chain partners paying the Living Wage

	Reference	
165	NT58 FM42	Number of Employees paid the Real Living Wage
167	NT22 RE26 FM43	Contracts with commitments to ethical procurement
169	NT43 FM44	Initiatives to identify and manage Modern Slavery
171	NT59 FM45	Modern Slavery – supply chain audits
172	NT60 FM46	Managing Modern Slavery – people employed in the supply chain
173	NT61 RE60 FM47	Prompt payment – invoices paid in 30 days
174	NT62	Cyber security risks
175	NT23 RE27 FM48	Social value in the Supply Chain
176	C19-5	Support for SMEs and VCSEs during COVID-19
178	C19-6	Prompt payment during COVID-19
179	C19-7	Supporting staff on furlough during COVID-19
180	C19-8	Supporting staff on furlough during COVID-19
181	C19-9	Safe virtual spaces for staff during COVID-19
182	C19-10	Safe virtual spaces for staff during COVID-19
183	C19-11	Support for staff delivering essential work during COVID-19
184	C19-12	Support for staff from vulnerable groups during COVID-19

SOCIAL

	Reference	
186	C19-13	Engagement with contractors to support TOMs COVID-19 measures
187	NT24 RE28 FM49	Reduced crime
189	NT25 RE29 FM50	Tackling homelessness
190	NT63 FM51	Supporting rough sleepers
191	NT26 RE30 FM52	Supporting health and wellbeing
192	FM53	Nutritional guidance
193	NT27 RE31 FM54	Supporting independent living
194	NT28 RE32 FM55	Donations to local community projects
196	NT29 RE33 FM56	Volunteering for local community projects
198	NT30 RE34 FM57	Support for Community Charter
199	RE35 FM58	Occupier satisfaction
200	RE36 FM59	Post-occupancy evaluation
201	C19-14	Best practice social behaviour
202	C19-15	Safe volunteering in the community to help with the COVID-19 crisis
204	C19-16	Support for local authorities or VCSEs during COVID-19
206	C19-17	Support for campaigns to raise awareness during COVID-19

	Reference	
208	C19-20	Initiatives to redesign space to address COVID-19 risks
210	NT31 FM30	Carbon emissions are reduced
213	NT44 FM61	Programme to achieve net zero carbon by 2030
214	NT64 FM62	Contribution to own carbon offset fund by 2030
216	NT45 FM65	Carbon certification
217	RE37 FM66	Carbon reduction from energy efficiency – building operations
219	RE37a	Carbon reduction from Increased renewable energy – building operations
220	RE38 FM67	Buildings meeting energy efficiency target
221	RE39	Carbon reduction from reduced energy use and energy efficiency measures
222	RE39a	Carbon reduction from increased renewable energy – on site
223	RE40 FM63	Savings in contract-related carbon
225	RE62 FM64	Carbon offset fund payments
226	NT32 RE46 FM68	Car miles saved
229	NT33 RE47 FM69	(Low emission) car miles driven
231	NT46 FM70	Corporate travel schemes
232	NT65 RE63 FM71	% Fleet at least Euro 6 or LEV
233	NT66 RE64 FM72	Fleet emissions programme
234	FM73	Air quality regulations
235	NT67 FM77	Investments in environmental initiatives
236	NT47 FM78	Investments in sustainable reforestation
237	RE65	Offsets or mitigation initiatives on biodiversity
238	RE48a	Environmental conservation volunteering

ENVIRONMENT

	Reference	
239	NT68 RE64 FM76	Plastic recycling
240	NT69 FM88	Support to MSMEs and VCSEs on circular economy solutions
241	NT70 FM89	Single use plastics eliminated
242	NT71 FM90	Circular economy – local partnerships
243	NT72 FM91	Diverting hard to recycle waste
244	RE66	Waste management verification
245	RE42	Water use benchmark
246	RE76	Water efficiency policy
247	RE43	Water saved benchmark
248	RE44	Waste good practice benchmark
249	RE45	% waste diverted
250	RE45a	Tonnes waste diverted
251	RE75	Biocomposites and equivalent
252	FM85	Reduced food waste
253	FM86	Donation of food waste
254	FM87	Refurbished furniture
255	FM92	Redesign to minimise food waste
256	NT35 RE49 FM93	Sustainable procurement commitments
257	NT73 FM94	Low emission vehicles in the supply chain
258	NT48	Supply chain carbon certification
259	NT49 FM96	Climate change training
261	RE50	New buildings achieving BREEAM rating
262	RE51	Assets undergoing climate risk assessment
263	RE52	Assets with reduced sustainability risk
264	RE53	Buildings achieving BREEAM IN-USE
265	C19-18	Collection of discarded gloves and masks

INNOVATION

Reference

266	NT50 RE67 FM98	Innovation to promote skills and employment
267	NT51 RE68 FM99	Innovation to promote responsible business
268	NT52 RE69 FM100	Innovation to enable healthier, safer and more resilient communities
269	NT53 RE70 FM101	Innovation to safeguard the environment

The TOMs framework is a simple concept devised to drive the adoption of social value, initially so the public sector could get more value from its business relationships. It was designed to be practical, credible and intelligible.

The widespread adoption of the National TOMs in little over three years since the first version was issued in November 2017 validates this original vision – not just in procurement, but increasingly in other areas of public sector activity such as planning and economic development, as well as by corporates for their own CSR purposes.

While the idea is simple, as the TOMs goes wider and deeper, the complexity creeps in. With a long list of measures, each with its own rules, there is a danger we find it hard to see the wood for the trees. Social value is a complex, multi-faceted and often uncertain area. That is just the way it is, and it is bound to become more complex as our understanding matures and we see how different aspects of social value intersect.

What the TOMs should be doing is making this complexity manageable and easier to understand – and translating it into a form that can be used to deliver positive action and bring new actors into play to share the load. That is why, for instance, the measures have financial values. Like it or not, the society we live in uses money as a vector.

But we've set ourselves a difficult challenge. We want to simplify and translate social value into clearly defined activities through the TOMs, but we also want to "show the workings" – to explain how and why the measures in the TOMs are the way they are. There is good reason for this – we know that the only way to achieve widespread adoption of a standard approach to social value measurement and management is to show people how we have got to the answer.



Over the years, guidance and explanations have been layered into successive editions of the TOMs, supported by the National Social Taskforce¹, training, working groups, plug-ins, etc. and the sheer volume of supporting information is making the framework increasingly difficult to navigate.

At its heart, the TOMs is still quite simple. But to get to this simplicity, a lot of complex work is needed behind the scenes, and we have taken the opportunity to restructure how this is all explained to users.

This Measures Handbook mainly aims to distil previous guidance into a clearer, more readable form, but focusing on the measures themselves – and specifically the measures in the National TOMs, the Real Estate Plug-in, the COVID-19 Plug-in and the FM Plug-in (further Plug-ins may be incorporated into later editions). There is enough on methodology to give some context, but we have not attempted to put everything into a single volume.

The plan is for a sister volume later this year that will focus more on the TOMs methodology and implementation tools.

This volume focuses on application and evidence. It provides most of what you need to know about the measures themselves when using them to set targets or report social value activities.

A final word on data. Ultimately, social value reporting stands and falls on the quality of the data. Notwithstanding the intricacies of some of the TOMs measures, if what you report is and can be delivered by you, is supported by good quality evidence and demonstrably creates additional, wider social and environmental benefits – and errs on the side of caution, you won't go too far wrong.

¹ nationalsocialvaluetaskforce.org



**Ten essential
elements**

Ten essential elements

This section sets out ten essential principles that apply across the TOMs framework. The TOMs framework is continually evolving and not everything can be codified – there will inevitably be areas of uncertainty, through unusual circumstances, imperfect data, lack of clarity in the measure itself, etc. This can be managed if users approach the process of target-setting and reporting social value with caution and consistency.

While it is possible to use the specific guidance for each measure without reading this section, it provides a methodological overview that we believe most users of the framework will find helpful. We recommend that people new to social value reporting and experienced practitioners alike read this short section in its entirety before moving to the detail.

Themes, Outcomes and Measures

The acronym “TOMs” stands for Themes, Outcomes and Measures. The founding principle of the TOMs is to provide the connection between a broad vision for social improvement (“Themes”) with strategic objectives (“Outcomes”), which in turn can then be expressed as measurable activities (“Measures”).

This conceptual approach enables meaningful direct action to be steered both by local need and by the overarching strategic aims of the organisation aiming to deliver social value. Implemented effectively, the TOMs framework then creates a mutually reinforcing link between strategy and delivery.

Where the supporting evidence is available, measures in the TOMs framework are assigned generalising values (“proxy values”) that apply whenever the TOMs framework is used. As the name suggests, a “financial proxy” is a reasoned approximation expressed in monetary terms (drawing on relevant evidence) of the benefit created by the activity relating to a particular measure. Proxies are generalised unit values that make a range of assumptions and are designed to be robust and conservative, to follow best practice for socio-economic evaluation and analysis and be consistent with key government guidance documents such as the Treasury Green Book.

Certain measures in the TOMs framework must be localised to make them meaningful (that is, they must incorporate data specific to the locality to which the process of measurement applies – see Local Measures below). For other measures, localising the values is an option that can make the proxy more closely aligned to the socio-economic context of a particular area. A third group of measures only have UK-level datasets to support them, so cannot be localised.

Themes, Outcomes and Measures

Using the proxy values in the TOMs to produce a quantified social value analysis can be a powerful measurement tool but should not be taken as the sole and exclusive description of social value for any organisation or project. Organisations using the TOMs framework should always take into account:

- » The Seven Principles of Social Value (including stakeholder engagement) – for further information, see [Social Value UK](#)²;
- » Qualitative supporting descriptions and narrative;
- » The context for target-setting and measurement – e.g. in terms of local need.

² socialvalueuk.org/what-is-social-value/the-principles-of-social-value



The Seven Principles of Social Value:

Involve stakeholders Inform what gets measured and how this is measured and valued in an account of social value by involving stakeholders.

Understand what changes Articulate how change is created and evaluate this through evidence gathered, recognising positive and negative changes as well as those that are intended and unintended.

Value the things that matter Making decisions about allocating resources between different options needs to recognise the values of stakeholders. Value refers to the relative importance of different outcomes. It is informed by stakeholders' preferences.

Only include what is material Determine what information and evidence must be included in the accounts to give a true and fair picture, such that stakeholders can draw reasonable conclusions about impact.

Do not over-claim Only claim the value that activities are responsible for creating.

Be transparent Demonstrate the basis on which the analysis may be considered accurate and honest and show that it will be reported to and discussed with stakeholders.

Verify the result Ensure appropriate independent assurance.

The National Social Value Taskforce and the Local Government Association



The National Social Value Taskforce was founded in February 2016 to establish a best practice Framework for the integration of the Public Services (Social Value) Act 2012 into public sector commissioning and procurement. It is responsible for the oversight of the National TOMs, which is the open-source version of the TOMs measurement framework.

The Taskforce is an open network and welcomes any organisation that wants to get involved and is willing to share good practice.

The Taskforce aims to bridge the gap between the public and private sectors, recognising that it is only through collaboration and partnership that success will be achieved.

The Taskforce's mission is to develop a Social Value best practice Framework in an open and collaborative forum that allows social value to be more widely adopted across all sectors and organisations. It believes that this Framework is essential to enabling the Social Value Act to make an increasingly meaningful contribution to the creation of healthy, thriving and resilient communities.

In delivering its mission, the Taskforce recognises that every organisation will start its social value journey from a different place. There is no single right answer, but there is strength in working together.

Presently the Taskforce has 40 active members representing 35 organisations.

Since its inception, the National TOMs and the Taskforce have been strongly supported by the Local Government Association (LGA) in a number of ways, including active participation in the Taskforce, contributing to development of the framework and co-hosting the annual National Social Value Conference with the Social Value Portal, as well as providing research and development funding. The LGA has therefore been crucial to the successful rollout of the measurement framework. Further information provided by LGA on the TOMs can be found [here](#).

Measurement and target-setting

The TOMs framework is used in two main ways:

- » **Procurement and setting targets** for delivery of social value. Where the targets themselves constitute a distinct quantitative component of the evaluation, the procuring authority will typically invite bidders to set their own targets as part of the tender process, perhaps designating or prioritising particular measures, but targets are also set outside procurement for a number of reasons, for example by companies for their business units.
- » **Measuring and reporting social value delivery**, either against targets that have previously been set and are now being measured as part of the contract management process, or without targets.

The TOMs framework is designed to work on a “whole life” basis. It can be used for strategy development and project planning, implementation, monitoring and management and retrospective measurement, precisely so that people can follow up on their social value plans and measure how they have been put into practice. More detail is provided below.

Design and target-setting

The framework is adapted to organisational or project requirements and used to quantify social value, in the form of specific targets. This includes procurement, where the TOMs are now widely used by procuring authorities as part of the tender process (see above). Targets can, of course, be set for other purposes. Organisations set targets for themselves or for their business units to meet. Developers set targets as part of their planning applications to demonstrate their willingness to deliver social value, and so on.

Measurement

Organisations also use the TOMs framework to report on social value delivery. In some cases, targets will have been set previously. In other cases, reporting will take place without targets having previously been set. Most measures are suitable both for target-setting and measurement – where this is not the case, this is clearly indicated in the detailed measure description.

Measurement and target-setting

As explained in the section on additionality, attribution and deadweight below, the key principle to keep in mind is that the social value targeted or reported must be relevant and proportionate to the underlying activity that takes place. In some cases, this will mean adjusting the target or actual figures to allocate the right proportion of social value to a particular organisational agent or a sub-set of the activity which an activity covers more widely.

Valuing and reporting

The reason for allocating financial values to TOMs measures

Using proxies that are expressed in monetary terms does not mean that the TOMs framework is aiming to reduce all social value to a financial equivalent. It does not mean, either, that the calculated value of a particular measure can be “cashed in” as a form of financial exchange. In any case, numerous measures in the TOMs are not quantifiable or monetisable, because elements of social value are difficult to quantify robustly at a generic level.

Reporting on social value should be designed with purpose, context and audience in mind. Expressing social value in financial terms is a powerful tool to ensure that social value considerations are not disregarded when financial decisions are made – in procurement, investments, planning, grant funding, etc.

The TOMs exists to promote positive social change. Promoters and users of the TOMs framework believe that creating equivalence for social value with established economic and financial reporting mechanisms – both in the public and private sectors – is the best way of embedding social value as ‘business as usual’.

Financial value equivalents or proxies should never be used out of context. They may also need to be adapted to align effectively with strategic objectives when setting targets.

To reflect this, the TOMs has built in a prioritisation mechanism to enable the relative importance of different measures to be varied according to strategic priorities when setting targets, for instance, in procurement.

The prioritisation mechanism in effect changes the underlying value of the proxies by applying a multiplier. The mechanism enables the user to apply a multiplier (usually 2x or 3x) to financial proxies or highlight measures that would not otherwise be valued at all. Financial proxies and prioritisation weightings are tools that can be used to provide the most appropriate account of value for the particular purpose or stakeholders involved.

Applying a multiplier is a departure from the underlying financial value equivalent in the proxy and a clear rationale needs to be established and documented for justifying this approach.

When are prioritisation weightings used in the TOMs?

Prioritisation weightings can be used within the TOMs when setting targets to signpost:

- » Measures with a financial proxy that does not fully reflect the urgency of the measure – for instance where we know that we urgently need to tackle climate change but believe current carbon pricing does not fully reflect this;
- » Themes, Outcomes or Measures

The most common use of prioritisation weightings is by procuring authorities in tenders, to place greater emphasis on jobs and local supply chain spend from designated sub-localities or postcode areas within a local authority where a greater need for this local economic value has been identified.

Two important points must be kept in mind where prioritisation weightings are applied:

- » Weightings **must be removed** for the subsequent measurement phase of the project, as they do not reflect the evidence-based value of the proxy and leaving them in the framework would therefore jeopardise comparability across different sets of TOMs measures;

Where a prioritisation weighting is used, a clear rationale should be established and documented, justifying its use and the level at which it has been set (i.e. 2x, 3x)

Quantitative and Qualitative measurement

The TOMs framework helps organisations to standardise the measurement of social value. Quantitative measurement is standardised through use of common units of measurement.

Measurement does not necessarily entail valuation, and social value unlocked can simply be reported by using the units as indicators where appropriate.

Qualitative measurement is more difficult to standardise. The TOMs framework aims to ensure that all activities delivered and reported through the measure satisfy some minimum qualitative requirements. To do so they include additional qualitative requirements on what can be reported as social value within the guidance and through requirement of specific evidence.

Organisations can and should specify additional qualitative characteristics to be measured where these are important. As social value measurement evolves, the need to establish clear standards for qualitative measurement of social value will progressively become more important, both through the introduction of social value evaluation frameworks focused on qualitative assessment (for example, through UK Central Government implementation of social value) and the need to ensure that numerical social value metrics are properly contextualised.

Valuation

There are, in effect, four principal stages in the social value measurement process:

Recording the data: The data might be *real* (what actually happened) or *theoretical* (what is projected to happen or set as targets).

Measuring change through the data: To measure change, we need standard units of measurement to help us describe the social value in a way that allows us to compare between projects, organisations, sectors

and localities. We also need a clear understanding of what these standard units entail, and therefore what is capable of being measured. Importantly, a standard way of measuring enables us to describe **what has changed** as a result of particular activities or interventions, or between one time period and another. Measuring social value quantitatively without putting a “value” to it is often still a useful exercise.

Valuing change: If we stop at there, we can only compare similar types of social value activities, in other words, those with the same units of measurement (hours of volunteering, tonnes of CO₂ saved, etc.). We will struggle to form an overall view of the aggregate social value delivered and set it alongside economic and other financially expressed outcomes.

Valuation therefore enhances our ability to contextualise social value data and understand its significance. When valuation includes monetisation it allows us to compare bundles of different interventions (e.g. bids within procurement, alternative investment opportunities or competing planning submissions) through a common metric.

Evidencing change: To ensure that the social value delivered complies with qualitative requirements, is verifiable and can be communicated transparently to the relevant audiences, evidence must be gathered consistently. Each measure in the TOMs includes specific evidencing requirements that can be adapted to the needs of a project but should be communicated from the very beginning of the process to ensure that evidence collection does not become an unmanageable “add on” but is rather a key part of the process.

Additionality, attribution and deadweight

The TOMs framework is designed to capture social value added. This means that whatever is recorded under the framework must be both additional and directly relevant to the wider activity within which the social value will take place or is planned. The first of these two factors is known as 'additionality' and the second 'attribution'. An essential related concept for understanding additionality and attribution is 'deadweight'.

Although these seem somewhat technical terms, the basic principle is simple: in social value measurement (just as in economic appraisal), we mustn't claim for something that was already happening before we got involved and we must only claim what is proportionate to our intervention..

- » **Deadweight** is what would have happened anyway (without the measure or intervention)
- » **Additionality** is the opposite – what wouldn't have happened if we hadn't undertaken the measure or intervention (So Additionality = Impact *minus* Deadweight)
- » **Attribution** is how much of a result can be credited to – for example – a particular intervention or organisation.

For certain TOMs measures, additionality is built into the measure because a generalised assessment of 'deadweight' is incorporated in their proxies. An example of this is the measure representing the employment of ex-offenders (NT5).

Other measures, however, require further steps to work out additionality, according to the circumstances – including leakage, displacement, substitution or drop-off effects.

Key Rules

1 If the TOMs framework is being used in procurement during a tender for bidders to set social value targets, the targets set by bidders must **specifically relate** to the contract for which they are tendering ('attribution'). A common error is that bidders include what they plan to deliver for this measure across the entire business, or for the region which will operate the contract, when the targets proposed should only relate to the contract in question.

2 In procurement, the procuring authority is looking for **added value specifically in relation to that contract being tendered**. Organisations must not therefore record activities as social value under the TOMs that are:

- » part of their core business; or
- » part of the core specification of a contract at procurement; or
- » paid for by a 3rd party.

Nor should they claim as 'social value' activities that a responsible business would be reasonably expected to undertake (this is deadweight, not additionality).

For example:

If an organisation is tendering for a local authority contract to deliver employability training to young people, it should not record the time it allocates to providing this service as social value, because the training is part of the core contract.

An organisation should not record normal team management, catch-ups and reviews as social value because this is something a responsible business would normally be expected to do.

There may be other **non-procurement related** situations where the TOMs can be used to measure core or externally related activities (for example the measurement of a corporate CSR programme), but in these cases the 'ground rules' which govern the use of the TOMs must be clearly set out and appropriate steps taken to account for deadweight and attribution.

3 If the TOMs framework is being used to measure social value delivered in a joint venture, the total social value delivered can be claimed by the joint venture, but the joint venture partners can only individually claim social value that is proportional to their share of the joint venture (= attribution).

4 An organisation may be helping to bring about social value without being the agent delivering all the social value. For instance, it organises a volunteering campaign for an area where the volunteering is delivered by other organisations or by its own employees in their spare time. In this case, it shouldn't claim all of the social value for the campaign for its own account; only the social value that it can reasonably claim it contributed to directly (attribution). This might include resources such as access to software, venues, funding advertising and volunteering which has been allowed in paid time.

Additionality, attribution and deadweight



The key point in all of this is always not to overclaim.

The guidance to the TOMs framework generally makes reference to a “contract”. This can give rise to confusion when the TOMs is being used for situations where a specific contract is not involved – for instance, for corporate level measurement.

In the Measures Handbook, we have chosen to use the term “underlying [business] activity” to describe more generally the commercial activity that the social value must be connected to. This is interchangeable with the term ‘contract’ for measurement purposes.

Whether reporting against a specific contract or for a business, there has to be a direct relationship between the social value delivered and whatever activity is being reported on more broadly. There is not always a direct contract – in which case, we need to identify some other point of reference for the social value being reported.

Establishing this point of reference is vital to determining **attribution**.

To summarise, here are some examples to help determine attribution:

- » When bidding for (or reporting on) a contract, only attribute the social value activities that arise directly **as a result of** that contract. If the programme goes wider than the one contract, attribute the relevant proportion of the wider programme, based on the size of the contract relative to the overall coverage of the programme.
- » For instance, a contract might represent 10% of a business’s total turnover in a region. If a social value programme spans that region, it would be reasonable to attribute 10% of the programme to this contract.
- » When reporting on social value for a specific division in a business, only attribute the social value activities that are **directly attributable** to that division.
- » For instance, the division might represent 20% of the business’s total turnover. If a social value programme spans the entire business, it would be reasonable to attribute 20% of the programme to this division.

Additionality, attribution and deadweight

- » When reporting on social value for a contract with multiple participants or a joint venture and the participants are reporting their own social value delivered, they should only take credit for social value delivered that is proportionate to their participation.
- » For instance, in an equal three-way joint venture, the participants should each take credit for a third of social value delivered under the contract.

The essential principle remains the same – social value reported must be **relevant, specific and proportionate** to the underlying business activity that is taking place. This is the principle of ‘attribution’.



Local Measures

The TOMs is designed to report added social value. The commercial or financial value of the activity (the value of the contract being tendered, the turnover of the business division, etc.) is not included in the social value reported figure, because we are only interested in what is additional to this underlying commercial or financial value.

For this reason, the TOMs framework makes a clear distinction between **local economic** and **social** value, because local economic value is only demonstrably value added for the area in which it occurs, while social value is value added for society as a whole.

In order to ensure that the TOMs methodology remains consistent with standard practice in socio-economic evaluation, it needs to factor in **displacement**. This refers to the assumption that economic activity in one location means that activity can't (by definition) then take place in another, so that at a UK level the fact that spend is local to one area is not (considering other areas where the spend didn't take place) beneficial to the UK as a whole. The value of these local economic components is only deemed to be felt by the people in that area, not by society. This is why local economic and social value are treated separately in the TOMs.

Arguably there are other reasons why 'local' may be beneficial to society as a whole (stronger business clusters, reduced movement of goods and people, for instance, leading to lower emissions), but these benefits are not easily generalisable and cannot therefore be factored into the standardised proxies used for the local measures in the TOMs.

Which TOMs measures are Local Economic Value?

These are the measures that cover the local element of the commercial value of the contract, namely: value reported under NT1 (local jobs) and related measures (NT1a, NT1b, NT1c) and NT18/NT19 (local supply chain spend) and related measures (NT2, NT18a, NT19a, RE3, RE21, and C-1 to C-4.). These measures are included in the framework because they are vital contributors to local social value. Local economic prosperity is therefore a prerequisite for sustained positive social change.

Local Measures

That said, as the local economic measures in the TOMs tend to carry a high financial weight, as experience of social value measurement develops, people will want to interrogate more deeply the benefits of local jobs and local supply chain spend on a case-by-case basis, particularly for larger projects.

True local value created will vary, for instance, according to the type of local business. One business with skilled local labour as its principal cost overhead may be creating more local value (because it is putting more money into local people's pockets for every £ it receives) than another business whose main local spend items consist of materials bought in from elsewhere and purchased from the local branch of a national builders' merchants chain.

More experienced users of the TOMs may therefore wish to consider starting to gather more data on local supply chains so that these questions can be examined in more detail and a more nuanced picture of local value created.



Double Counting

The TOMs methodology aggregates the results from all of the different measures in the Framework to come to an overall figure. Within groups of similar measures there are choices to be made about where to record a particular activity. Consequently, we need to make sure that nothing is inadvertently included more than once, which is why such a strong emphasis is placed on avoiding double counting in the TOMs guidance.

We try to highlight where double counting risks are likely to arise; the detailed measures section contains extensive double counting notifications on a measure-by-measure basis. However, ultimately it is for the organisation reporting its social value to ensure that there is no double counting in the figures. If in doubt, organisations should always take a prudent approach and report less, rather than risk over-claiming.

The general rule is that an individual, an hour of time, a carbon saving, an economic benefit or a financial or in-kind donation can all only be reported once in the TOMs. If this general rule is observed, then most of the double-counting risk will be eliminated.

It might be argued that a single intervention could have multiple benefits, which is true, but the need to classify each activity as a single reported benefit is one of the essential compromises needed to create a generalised working social value framework. We would always encourage, where appropriate, suitably validated analysis based on primary project data to explore the interactions between activities and outcomes, as a way of generating a richer picture of the social value delivered on a case-by-case basis.

The Measures Handbook highlights by measure in the detailed section that follows where double counting can occur.

Main areas of double counting risk in the TOMs

Local supply chain spend (NT18 / NT19 and related measures)

The same spend must not be reported more than once. For example, if total projected supply chain spend is £10m of which £3m is with medium-sized and smaller businesses, £7m must be entered against NT18 and £3m against NT19.

Volunteering hours and donations to charities The same hour of volunteering and the same £ donation must only be claimed once.

Employment of individuals from disadvantaged groups (NT3 – NT6) An individual may not, for example, be reported under the TOMs both as NEET and having a disability. It might be the case that the individual concerned does fall under both of these categories, but because of the overlap in the underlying datasets and the way proxies have had to be developed, it is not possible to add two proxies in this group of measures together.

Local employment and local supply chain spend (NT1, NT1b and NT1c and NT18 / NT19 and related measures) Local supply chain spend finances the sub-contractor's costs, including local labour. It follows that if supply chain labour is also included in the local employment measures at NT1, NT1b and NT1c, this element has in effect been counted twice. In practice, the double counting occurs most often when respondents include local supply chain labour in NT1, so this is the key error to avoid.

Reporting periods and FTEs

Why are FTEs important for the TOMs?

The TOMs framework makes extensive use of “Full-time Equivalents” (FTEs) as the unit to count employment. This is because jobs need to be equalised in time terms to make comparisons between different initiatives and projects. 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 different FTE numbers or durations of employment, this can simply be adjusted *pro rata*. For example, two people employed full time for six months would equal 1.0 FTE. One person employed full-time for six months would equal 0.5 FTE. For the TOMs, we define full time employment as working at least 35 hours per week.

Reporting against the TOMs, just as for financial accounts, is time-based. This means that any social value reported under the framework must be aligned with the reporting period in which it is reported.

Companies will typically want their main social value report annually, but with interim reporting each quarter or at the six-month stage to make sure they are on track. On the other hand, projects and contracts could be for a matter of weeks or for many years. The overriding consideration is to make sure that the social value reported is comparable between reporting periods of different lengths.

All time-based measures in the TOMs are expressed in units that allow this comparison to happen. The TOMs doesn't count the number of jobs – it counts the number of Full-Time Equivalents (FTEs). It doesn't count the number of apprenticeships – it counts the number of weeks that the underlying business activity has supported the apprenticeships. It doesn't count the number of volunteers – it counts the number of hours volunteering time, and so on.

It follows, for example, that if an organisation is bidding for a contract that is 3 years in duration and plans to employ 10 local people full-time every year (reported under NT1), then it should submit 30 FTEs as its target.

By the same token, an organisation bidding for a contract that is 3 months in duration and planning to employ 10 local people full-time on this contract would submit 2.5 FTEs as its target ($10 \times 0.25 = 3 \text{ months} / 1 \text{ year}$).

However, while the jobs measures for individuals facing barriers to the jobs market (NT3 – NT6 inclusive) are also expressed in FTEs, these measures should only be used for the first year of the individual's employment, because of the way the measure is designed. For further information see the detailed measures section.

A company reporting annually but collating data on a quarterly basis to check how everything is progressing will need to decide how to spread the data over the 12-month period to ensure that an accurate figure is included in the annual summary.

Inputs, Outputs, Outcomes and Impacts

Reflecting the different types of evidence gathered for each measure, there are basically four different categories of units and proxies within the TOMs framework: **Inputs, Outputs, Outcomes and Impacts.**

An “input” does no more than say what resources have been invested. It says nothing about the result of the investment. The result is an “impact”. In theory, all inputs lead to impacts. In practice, it will not always be possible to trace this progression from the evidence.

Inputs, Outputs, Outcomes and Impacts in the TOMs

Inputs units and proxies that are expressed in terms of what it costs the organisation to deliver the measure. For example, a charitable donation of £5,000 is an ‘input’.

Outputs units and proxies that are expressed in terms of the financial value created for the beneficiary, but without considering the benefit created. For example, a measure recording the transfer of skills from a business to a community organisation using the “expert time” proxy estimates what it would otherwise have cost this organisation to procure this expertise from elsewhere.

Outcomes units and proxies that are expressed in terms of the direct change experienced by the beneficiaries. Structured training programmes and qualifications, for instance, are TOMs measures that are measured and valued as outcomes.

Impacts units and proxies that have been identified as capturing both how the recipient of the activity **benefits from the measure in the long term and how this in turn benefits other stakeholders.** Only a limited range of measures in the TOMs have Impact units and proxies, because without extensive detailed, specific research it is very difficult to extrapolate from standardised interventions to measurable impacts. The benefit of most general measures to individuals and communities will vary according to specific circumstances.

Inputs, Outputs, Outcomes and Impacts

While we may think our primary goal is to measure social impact, as we move away from measuring inputs towards measuring impacts, the effects become wider but the **causal** link between the activity and the financial proxy becomes less certain. In other words, while an output is easier to quantify, we can be less sure that the financial proxy is a reasonable reflection of the actual benefit.

On the other hand, it is difficult to frame impacts as standardised interventions. If we want to know exactly what effect an intervention has had on a group of people, we need to do the primary research (such as surveys of beneficiaries) with this specific group of people.

The TOMs measures are designed to function as a comparative framework – comparing different time periods, different projects, different localities and so on. The Impact proxies in the TOMs have been researched to a degree that provides robust comparative analysis. What the TOMs framework does is provide a solid evidence and methodological base which can support primary research if needed.

In summary, the TOMs framework is a “hybrid” of these four types of effect, based on a pragmatic assessment of the available evidence. Which of them has been applied to any given measure depends on the research and evidence available to support that particular measure.

Tackling Climate Change

As we write, the existential crisis posed by climate change looms ever larger. We have to change everything we do to maximise our chances of driving down carbon emissions to limit the catastrophic effects of global warming.

As we have seen, the purpose of the TOMs is to report added value. In environmental terms, this means going above and beyond the minimum required, and to support initiatives that help the world to decarbonise as quickly as possible. It also means pushing for a “green normal”, rather than treating environmental outcomes as a bolt-on or an afterthought.

This determines how we establish the baseline 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”).

The commitment to NZC 2050 is enshrined in law – the UK passed legislation to require greenhouse gases to be brought to net zero by 2050 in June 2019³.

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 principle, therefore, target emissions levels should be set by users of the TOMs to aim for an earlier target – say net zero by 2030, to demonstrate additionality. In practice, it may be difficult to determine how this translates

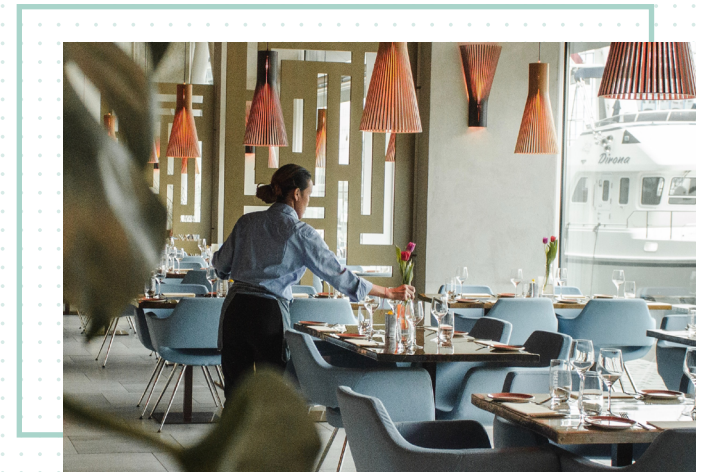
³ See: [gov.uk/government/news/uk-becomes-first-major-economy-to-pass-net-zero-emissions-law](https://www.gov.uk/government/news/uk-becomes-first-major-economy-to-pass-net-zero-emissions-law)

Tackling Climate Change

on a project-by-project basis, and users will be required to apply their judgement to set targets that demonstrate this additionality.

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 used as the baseline.

To establish a target, a base year needs to be set, from which the target is to be achieved. Any savings in CO₂ emissions have to be set against this base year and, as explained above, do more than simply track target reductions needed to reach net zero by 2050 on a linear trend.





Application dos and don'ts

Application dos and don'ts

Here are some basic rules when using the TOMs framework:

Do not overclaim

Always only report well evidenced or reasonably expected deliveries

Do not claim someone else's delivery

Unless specified explicitly in the measure guidance, you should only capture your own contributions to a measure

Do not double count

A delivery can only be measured through one measure, unless specified so explicitly in the measure guidance

Do not capture BAU / non-additionality

Where relevant, ensure captured deliveries are actually an additionality and thereby go beyond the BAU scenario

Do not forget about attribution

Only report what is proportional - if a delivery only partially relates to the contract or project only the relevant part should be reported through the TOMs

Read the measure guidance

Reading the measure guidance can help inform a correct data input

Only report deliveries that align with measure phrasing and guidance specifications

Only deliveries that reflect measure specifications can be captured through the TOMs (e.g. only report local employment where requested). Anything beyond this might suffer from issues of overclaiming, double counting, wrongful attribution, etc.

Only report contract/project related deliveries

Only report deliveries that relate directly to a contract or project, unless explicitly specified otherwise in the measure guidance

Evidence diligently

Provide well structured and evidence and breakdowns of deliveries in line with measure guidance specifications, this ensures correct data inputs

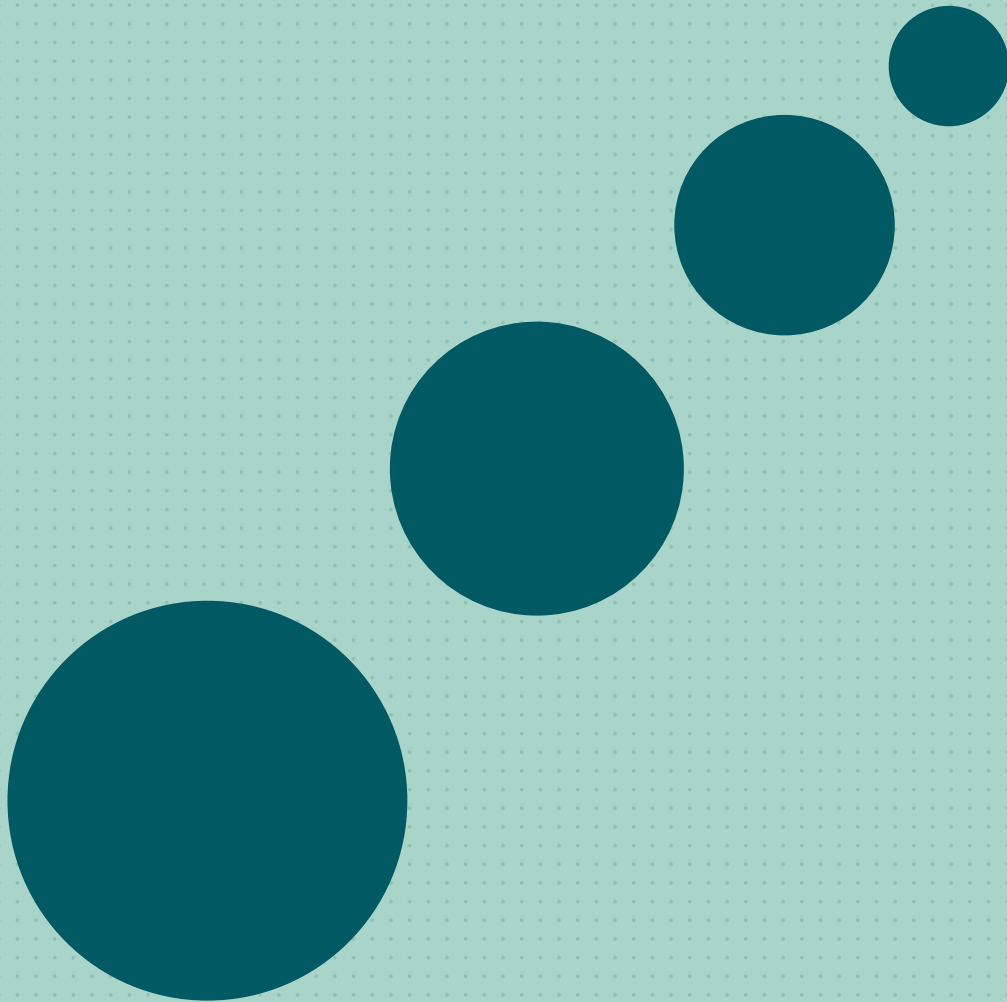
Aim for best practice

If you aim for best practice, many reporting issues can be avoided

Make sure unit is applied correctly

Apply units as intended, to avoid incorrect data inputs. This includes accounting for correct reporting in terms of specified time, length and type of employment, savings against benchmarks, etc.

Principal changes to the measures in the 2021 TOMs





Principal changes to the measures in the 2021 TOMs

The 2021 TOMs is the fourth release of the National TOMs. The time interval between releases is roughly once a year, albeit with some slight variation to align with the timing of the National Social Value Conference.

It is not currently anticipated that a full update will occur less than annually, although occasional adjustments or “bug fixes” may be required from time to time.

The focus for the 2021 TOMs was largely to consolidate and clarify the 2020 TOMs, as the latter saw a considerable expansion in the measurement set from the 2019 version. The 2020 TOMs also included a sector-specific Plug-in for the Real Estate sector. Two further Plug-ins have now been added to the Real Estate plug-in, namely the **COVID-19-19 Plug-in**, which was issued at the beginning of the pandemic in early 2020, and the **FM Plug-in**, which was released at the end of 2020.

The list of changes in the table below covers the core National TOMs measurement set, although the detailed section that follows this one includes measures from all three plug-ins.

Three main workstreams feed into the release of a new annual National TOMs release:

- » Updating the datasets that feed into the proxy values – where updates have been made to those datasets (whether updates are available will vary according to source)
- » Reviewing (and amending where necessary) units of measurement and wording for existing TOMs measures
- » Incorporating new measures in consultation with the Taskforce.

Proxy values for many measures are likely to change regularly because of the effect of macro-economic indicators such as inflation, so these are not

recorded as “principal changes”. It is recommended that users retain the proxy values for the year in question (rather than, for example, updating a prior year’s set of figures with current values) and that material variances are taken into account in the way the figures are reported. In some limited cases there may be a need to change the unit of measurement itself in updates, in which case this is highlighted in the Principal Changes Table and a further adjustment may be needed by the user for like-for-like comparison.

The principal changes within the 2021 TOMs framework from the 2020 TOMs are described in the table below.



Ref #	TOMs description	Change
NT74	Union recognition agreements (or equivalent worker representation) and collective bargaining are present and encouraged in the supply chain.	New Measure to reflect consultation with Good Work / Fair work sub-group.
NT75	Good and fair work charters and related employment practices are implemented and facilitated on contract.	New Measure to reflect consultation with Good Work / Fair work sub-group.
NT20	No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes.	Updated guidance to reflect increased role of digital solutions.
NT22	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.	Significant change to reflect increased requirements for reporting set out by UK Government.
NT43	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).	Significant change to reflect consultation with Good Work / Fair work sub-group and increased requirements for reporting set out by UK Government.

Ref #	TOMs description	Change
NT60	No. of people employed (FTE) in the supply chain with specific responsibility to identify and manage the risk of modern slavery occurring in relation to the contract	Unit changed to Record Only.
NT62	Number and percent of companies in the supply chain, to Tier 2, that achieve relevant cyber security certifications (such as Cyber Essentials, Cyber Essentials Plus or National Cyber Security Centre's 10 steps).	Changed in line with UK central government reporting requirements around cyber security.
NT31	Savings in CO ₂ emissions on contract achieved through de-carbonisation (a reduction of the carbon intensity of processes and operations)	Guidance has been reworked for these environmental Measures in line with the TOMs ambition to support net zero carbon emissions as specified by international and UK targets – introducing requirement to specify and evidence contract related and organisational targets for emissions reductions and to link those to used benchmarks and baselines. Further details will be provided in subsequent guidance.
NT64	Contribution made on the contract to own carbon offsetting, either through own fund or with certified external providers (when it has been demonstrated said carbon emissions cannot be reduced within the contract timeframe).	
NT64 / RE61	Contribution made on the contract to own carbon offsetting, either through own fund or with certified external providers (when it has been demonstrated said carbon emissions cannot be reduced within the contract's timeframe)	RE61 has been merged into NT64

Ref #	TOMs description	Change
RE37/RE37a and RE39/ 39a	Carbon emission reductions through reduced energy use and energy efficiency measures – building operations – (e.g. REEB benchmark, RIBA Climate Challenge or 3 year baseline); carbon emission reductions through reduced energy use and energy efficiency measures – on site	Renewable energy use has been split from energy efficiency. Additionally, guidance has been reworked for these environmental Measures in line with the TOMs ambition to support net zero carbon emissions as specified by international and UK targets – introducing a requirement to specify and evidence contract related and organisational targets for emissions reductions and to link those to applied benchmarks and baselines.
RE76	A water efficiency policy is applied on contract, in order to reduce potable water waste and use and to improve general potable water use efficiency	New measure. Added as new measure to engage with UK need to save water to mitigate impacts of climate change



The 2021 TOMs measures detailed tables

Each measure has a table which identifies the TOMs reference number, the theme and the outcome to which the measure is assigned.

Each table has six sections, as follows:

- » The unit of measurement.
- » A detailed description of the measure.
- » An “Important points” section. This must be read carefully as it contains information about the measure which needs to be followed correctly and highlights potential pitfalls such as double-counting issues.
- » Proxy description and rationale. This contains an edited explanation of how the proxy has been constructed, to provide context for the measure.
- » Guidance and application notes. Further information to help with implementing the measure.
- » Evidence requirements. What is needed to support the input value reported under this measure.

Some of the measures where there is more complexity in calculating the input value for the measure also have worked examples.

With the large number of measures in the TOMs framework and its continued development, some choices were needed in terms of how the measures have been set out and arranged. The measures have been arranged by Theme and Outcome, which means that they appear out of order numerically.

NT1 RE1 FM1 Local direct employment

Outcome: More local people in employment

Short measure description: Local employment

1 Unit of measurement

No. of people employed, expressed as Full-Time Equivalents (FTE).
See Glossary for a full definition of FTEs.

2 Detailed measure description

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.

3 Important points

This measure can have a significant effect on the overall value reported and inconsistencies are common both in target-setting and measurement, so the following guidance must be followed carefully:

All local jobs attributed to this contract, project or business activity can be counted – not just new jobs created.

Organisations setting targets under this measure must confirm that this target is consistent with the applicable definition of 'local'.

The definition of '**local**' is determined on a case-by-case basis. Users must check the relevant definition before entering targets or data. If completing targets for a tender, explicit confirmation must be provided by the bidder that the target complies with the relevant definition.

Only people directly employed by the reporting organisation can be counted under NT1 – not people employed in the supply chain (for supply chain, see NT1c).

This measure is expressed in full-time equivalents (**FTEs**). This means that for one person, 1 FTE must be recorded for every full year of that person's employment (a 2-year contract = 2 FTEs). This is not the same as job numbers. See Glossary for further detail on how to calculate FTEs.

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NT1 Worked Example

Organisation A has a two-year project, with 10 local people hired for the full-length of the contract. These people are employed directly, not through the supply chain and are not TUPE transfers or agency workers.

Five are employed full-time and five part time (at 50% - two days and a half per week).

Five people FTE for two years = 10 FTEs (they are counted for each year of the contract)

Five people part-time for two years = 5 FTEs

Total figure to enter against NT1 = 15 FTEs (for the full length of the contract)

Employees included under this measure must not be included under any of the other NT1 measures but **can** also be included under jobs measures targeted at disadvantaged groups (NT3 – NT6).

Only the amount of the employee’s working time forecast or reported to be allocated to the specific contract or business activity can be included. In other words, if an employee is only spending a proportion of their working time on the contract or business activity, this is what should be reported.

4 Proxy description and rationale

Based on the relevant median average salary for the area. The proxy needs to be localised in line with the applicable “local” definition.

The proxy is based on ONS UK median wage data and is not sector specific. It may be substituted by more specific data if available and verified. Should not be reported as Social Value, but separately as Local Economic Value.

5 Guidance and application notes

For target-setting, provide the expected no. of relevant qualifying employees that will meet the definition of ‘local’, expressed as FTEs. The definition of local should be provided in the ITT by the procuring authority. If organisations wish to evaluate further the additionality of the jobs being created, they will need to estimate what percentage of the project workforce would have been employed from the local area in a counter-factual or business-as-usual scenario.

6 Evidence requirements

For measurement, provide: 1) an anonymised list of qualifying employees that have met the relevant definition of ‘local’, expressed as FTEs; 2) the duration of their employment; 3) their employment status (e.g. full-time or part-time); 4) the first four digits of their home postcode to support. Information must be GDPR compliant.

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NT1a Local direct (own) employment – TUPE transfers

Theme: Jobs: Promote Local Skills and Employment

Outcome: More local people in employment

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1 Unit of measurement

As for NT1

2 Detailed measure description

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).

3 Important points

- » For measurement only – not target-setting.
- » Employees included under this measure must not be included under any of the other NT1 measures.
- » All important points from NT1 also apply.
- » See worked example for NT1.

4 Proxy description and rationale

As for NT1.

5 Guidance and application notes

This measure can be used as an alternative to NT1 for measurement whenever the contract has been renewed and entails TUPE transfers. Employees that fall within the TUPE transfer and that satisfy the Definition for NT1 should be recorded. See also NT1.

6 Evidence requirements

As for NT1.

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NT1b RE1a FM1a Local direct (own) and supply chain employment in targeted areas

Outcome: More local people in employment

Short measure description: Local direct and indirect employees – targeted at sub-local areas

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1 Unit of measurement

As for NT1.

2 Detailed measure description

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').

3 Important points

The list of targeted sub-localities is provided on a project by project basis. These will be areas (wards, postcodes, etc.) within the procuring authority boundary (most likely a local authority).

- » Employees included under this measure must not be included under any of the other NT1 measures.
- » Procuring authorities should carefully consider the possible effect on the evaluation process of applying a procurement weighting to this measure (noting that the impact of NT1 may already be material).
- » There is a risk of double counting with NT18 / NT18a / NT19/ NT19a. Where spend on supply chain employees is included in these measures, care should be taken to ensure that this spend is not also included in the figures for NT1b or NT1c.
- » All important points from NT1 also apply.

4 Proxy description and rationale

See NT1.

NT1b
RE1a
FM1a

Jobs





5 Guidance and application notes

This measure is designed to enable procuring authorities to designate areas that are smaller than the general definition of local being used (see NT1), and where there is a greater identified need for employment (for example, specific wards in a local authority area where there is high employment deprivation). In this case the procuring authority will provide a list of qualifying sub-local areas. Both the standard NT1 and this measure can be used simultaneously **but not to record the same employees**. All other Application Notes relevant to NT1 apply.

6 Evidence requirements

As for NT1. NB: if a procurement weighting is applied for target-setting, it must be subsequently removed during Measurement.

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NT1c RE1b FM1b Local indirect employment – supply chain only

Outcome: More local people in employment

Short measure description: Local supply chain employment

1 Unit of measurement

As for NT1.

2 Detailed measure description

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.

3 Important points

- » Employees included under this measure must not be included under any of the other NT1 measures.
- » There is a high risk of double counting between this measure and NT18 / NT18a / NT19 / NT19a. See example below. This measure can therefore only be used with the proxy if there is evidence provided that no double counting risk exists with these measures.

4 Proxy description and rationale

See NT1.

5 Guidance and application notes

All Application Notes relevant to NT1 apply.

Summarise plans to secure local employment through the supply chain and their strategy for securing the target number of local people to be employed. For example, their strategy for how they plan to advertise locally such as where and how frequently. Or if they plan to cooperate with a specific local job centre, and their engagement strategy for this etc.

6 Evidence requirements

As for NT1.

NT1c
RE1b
FM1b

Jobs



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NT1c Worked Example Accounting correctly for employment

The main contractor is using the TOMs to report its social value. It has a two-year project and 10 local people are hired by its sub-contractors (in other words, not directly by the main contractor) for the full length of the contract.

Five of them are employed full-time on the contract and five of them are employed for two and a half days a week.

To account correctly for local indirect employment under this measure, the main contractor should report:

- » Five people FTE for two years = 10 FTEs (as they are counted for each year of the contract) PLUS
- » Five people FTE × 50% for two years = 5 FTEs

Total figure to report against NT1c for the contract = 15 FTEs

NT1c Worked Example 2 Double counting between local employment and local spend

The main contractor is using the TOMs to report its social value. It has a two-year project and is working with a local subcontractor. Six local employees work on site, employed by the subcontractor. All of them are working full-time for the length of the project.

The total sub-contract let to the sub-contractor is £800,000 (including materials, overheads, profit, etc.). The subcontractor is not an MSME.

There are two reporting options for Organisation B:

Option 1 (default option):

Organisation B can choose to report against either NT1c or NT18 (local spend).

Under Option 1, either enter 12 FTEs against NT1c (Six FTE × 2 years); OR enter £800,000 against NT18 (local spend), but not both

Option 2 (if the detailed evidence is available):

Organisation B can adjust NT18 (local spend) by the value in NT1c.

Under Option 2, calculate 12 FTEs multiplied by the NT1c proxy and deduct this amount from the total contract value entered against NT18.

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NT2 RE2 FM2 Percentage locally employed

Outcome: More local people in employment

Short measure description: Percentage locally employed

NT2 Worked Example

Contract duration: One year.

Total of people employed (FTEs) on the contract, for the length of the contract: 48

Organisation A:

- » Directly employees 3 FTE for the length of the contract (NT1)
- » There is no TUPE transfer (NT1a)
- » Has a supply chain which employs 14.5 FTE for the length of the contract (NT1c)
- » No targeted areas of deprivation have been defined, so NT1b is not used

Total local people employed FTE = 17.5

Total people employed (local and non-local) FTE = 48

Percentage to be entered in NT2 = 36%

1 Unit of measurement

Percentage.

2 Detailed measure description

Percentage of local employees (FTE) on contract.

3 Important points

- » Definition of “local” must be consistent with NT1
- » This covers both direct employees and employees in the supply chain.
- » If an organisation has reported against several NT1 measures such as NT1a, NT1b and NT1c, it needs to ensure it accounts for all types of people employed to calculate the overall percentage for this measure.

4 Proxy description / rationale

This is a record-only measure.

5 Guidance and application notes

State expected no. qualifying employees that will meet the relevant definition of “local”, expressed as FTEs.

Summarise existing or planned requirements for the supply chain to secure local employment and their strategy for employing the target number of local people on this contract. For example, their strategy for how they plan to advertise locally such as where and how frequently. Or if they plan to cooperate with a specific local job centre, and their engagement strategy for this etc.

6 Evidence requirements

As for NT1.

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RE2
FM2

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RE3 FM3 Employers' fairs

Outcome: More local people in employment

Short measure description: Employer's fairs

1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

Employers' fairs held to encourage local employment in the area.

3 Important points

- » The definition of "Local" must be consistent with NT1. See NT1 for further details.
- » Double count risk: this measure should not be double counted with career fairs, taster days or career support workshops. This has to be an event aimed at recruiting local people on the contract, not advising people around career development.

4 Proxy description and rationale

Costs incurred. This proxy captures the cost of resources pledged to Employers' fairs.

5 Guidance and application notes

An Employer's fair is designed to showcase potential new jobs to local people – the "Employer" in this case being the organisation responsible for creating the employment opportunity.

The event(s) should be organised in conjunction with an employment partner, such as the local authority. Such events are appropriate during both the construction and in-use phases and should include as many parts of the supply chain as appropriate for the stage.

The event should be held in a place that is accessible to local people, there should be suitable notification of the event to the local community via relevant communication channels such as social media and the local press. An event would be expected to last for half – 1 day.

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RE3 Worked Example

Organisation A participates in an employment fair organised by the local authority.

The overall cost of employees participating in the fair is calculated as follows:

Two members of staff each for four hours, which is equivalent to £128.72 (2×4×[£16.09]).

Cost of flyers to be distributed on the day: £243.

Total to be entered against RE3: £371.72

Include the costs of putting on the event(s) including hiring of spaces, stands and staff time. Include the number of events and details of each in the description. Useful links below.⁴

6 Evidence requirements

See Guidance and application notes. Provide details of each event, such as place, time and number of attendees. Information must be GDPR compliant.

⁴ [jobmonkey.com/jobfairs/career-events](https://www.jobmonkey.com/jobfairs/career-events)
founders4schools.org.uk/educators/careers-fair

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NT74 FM4 Union Recognition Agreements or Equivalent

Outcome: Fair work

Short measure description:
Union recognition agreements

1 Unit of measurement

Y/N – Provide relevant documents

2 Detailed measure description

Union recognition agreements (or equivalent worker representation) and collective bargaining are present and encouraged in the supply chain.

3 Important points

—

4 Proxy description and rationale

This is a record-only measure.

5 Guidance and application notes

This includes the existence and facilitation of recognition agreements and collective bargaining in the supply chain. Corporate policy and initiatives that encourage or facilitate both recognition agreements and collective bargaining in the supply chain can be included for evidencing.

Relevant documents from suppliers also are to be provided for evidencing. For further government information please see the following link: [gov.uk/trade-union-recognition-employers](https://www.gov.uk/trade-union-recognition-employers). Additional information on good practice can be found in UNISON's "Seeking recognition and achieving the best terms" report.⁵

⁵ unison.org.uk/content/uploads/2020/10/Seeking-recognition-and-achieving-the-best-terms-v8.pdf

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Provide information on the existence of union recognition agreements or equivalent worker representation, as well as collective bargaining in the supply chain and how such engagement has been encouraged. Documentation and evidencing are to be provided. This can include among other things: supply chain data, past experiences, existing union recognition agreements or documentation that provides proof of equivalent worker representation, etc.

6 Evidence requirements

See Guidance and application notes. Information must be GDPR compliant.

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NT75 Good Work / Fair Work

Outcome: Fair work

Short measure description: Implementation of Good Work or Fair Work practices

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1 Unit of measurement

Y/N – Provide relevant documents.

2 Detailed measure description

Good and fair work charters and related employment practices are implemented and facilitated on contract.

3 Important points

–

4 Proxy description and rationale

This is a record-only measure.

5 Guidance and application notes

This is the implementation and facilitation of “good” or “fair” work practices and related charters on the contract. Such charters set out guidelines around what is understood as good practice with regard to fair work and how it can be facilitated.

Examples for comprehensive good practice charters or comparable documents include, but are not limited to:

- » The Scottish Fair Work Convention / Framework / Action Plan⁶
- » The Welsh Government Fair Work Commission⁷

⁶ <https://www.gov.scot/publications/fair-work-action-plan>

⁷ gov.wales/fair-work-commission





- » The Mayor of London’s Good Work Standard⁸
- » Greater Manchester Combined Authority Good Employment Charter⁹
- » OECD Job Quality Framework / International Labour Organisation.

Summarise the plan to adopt and facilitate employment practices guided by “good” and “fair” work charters on contract. This includes providing information on any organisations to be partnered with, as well evidence of how the good / fair work practices are expected to be integrated into the relevant contract related operations and how they will impact the workforce on contract.

Also identify how the proposed practices relate to best practice examples outlined in comprehensive “good” or “fair” work charters.

6 Evidence requirements

See Guidance and application notes. Information must be GDPR compliant.

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⁸ london.gov.uk/what-we-do/business-and-economy/supporting-business/what-mayors-good-work-standard

⁹ oecd.org/statistics/job-quality.htm

NT3 RE4 FM5 Jobs for long-term unemployed people

Outcome: More opportunities for disadvantaged people

Short measure description:
Jobs for long-term unemployed people

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1 Unit of measurement

No. people, expressed as Full-Time Equivalents (FTE). See Glossary for a full definition of FTEs.

2 Detailed measure description

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.

3 Important points

- » The proxy value applies to direct employees only and should only be used for the first year of employment.
- » The value is additional to NT1 and one job can be counted both under NT1 and NT3.
- » Individuals must only be counted once in the measures from and including NT3 to NT6.
- » Apprenticeships or training for people from this group should be addressed under NT9a or NT10a.
- » Employees must have a contract duration of at least one year or their contract must last for at least the full duration of the contract if this is shorter than one year.

4 Proxy description and rationale

Covers people employed as a result of a specific and deliberate employment initiative who were previously claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract and recruited as a result of a specific and deliberate employment initiative.

The proxy is derived from a combination of: (i) the average annualised increase in economic benefits to the individual over their lifetime; (ii)

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Jobs





Annualised fiscal benefits to the NHS; (iii) Operational costs related to the fiscal benefit to DWP and HM Revenue and Customs. The proxy is based on a generic JSA claimant.

5 Guidance and application notes

Summarise the strategy for employing the target number of long-term unemployed people. For example, identify prospective partner organisations such as job centres or other specialist organisations.

6 Evidence requirements

Number of qualifying employees on this contract, providing the following details: 1) Duration of employment; 2) Employment status; 3) Full-Time Equivalent (FTE) calculation; 4) Confirm this is the first employment experience after long-term unemployment; 5) length of previous unemployment. Details of any organisation partnered with to deliver the employment initiative. Information must be GDPR compliant.

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NT3 Worked Example

Organisation A works with the local authority's employment programme to hire people who are long-term unemployed (= previously unemployed for more than 12 months).

On the project, four long-term unemployed people are employed full-time on a two-year contract.

One of them also has a disability and two are local to the contract.

This is what should be recorded in the TOMs:

Under NT3 (long-term unemployed): Four FTEs

(Even though the contract duration is two years, people with barriers to employment – NT3 to NT6 – can only be claimed for their first year of employment)

Under NT6 (jobs for people with disabilities): 0 FTEs

The recruitment programme was principally focused on LTU people and not recruitment of people with disabilities. Because people can only be counted for one measure between NT3 – NT6, in this case we have opted to record the individual who is both long-term unemployed and suffering from a disability under NT3.

Under NT1 (local jobs): Four FTEs

Namely the two local employees for two years, who can also be included under NT1 as NT1 measures Local Economic Value.

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NT3a Jobs for armed forces veterans

Outcome: More opportunities for disadvantaged people

Short measure description: Jobs for armed forces veterans

1 Unit of measurement

No. people, expressed as Full-Time Equivalent (FTE). See Glossary for a full definition of FTEs.

2 Detailed measure description

No. of armed forces veterans (FTE) hired on the contract as a result of a recruitment programme who are long term unemployed (unemployed for a year or longer) and are facing specific barriers to transitioning to civilian employment that do not qualify them as disabled (e.g. long term service).

3 Important points

- » The proxy value applies to direct employees only and should only be used for the first year of employment.
- » The important points highlighted in NT3 also apply here.
- » Individuals must only be counted once in the measures from and including NT3 to NT6.
- » Apprenticeships or training for people from this group should be addressed under NT9a or NT10a.

4 Proxy description and rationale

Covers people employed as a result of a specific and deliberate employment initiative who were previously claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract who are also armed forces veterans.

This is the proxy for long-term unemployed people employed (NT3) and is being used provisionally for this measure pending further research. At procurement, the procuring organisation may use prioritisation weightings to signpost this measure to bidders. See NT3 for the rationale.

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5 Guidance and application notes

Summarise strategy for employing the target number of long-term unemployed people who were previously armed forces veterans. For definitions and resources relating to employment of veterans see link below.¹⁰ Identify prospective partner organisations such as job centres or other specialist organisations.

6 Evidence requirements

As for NT3.

¹⁰ [gov.uk/government/organisations/veterans-uk](https://www.gov.uk/government/organisations/veterans-uk).



NT3a Worked Example

Organisation A works in partnership with a charity supporting armed forces veterans back into work, hiring veterans that have also been long-term unemployed (with a period of unemployment greater than 12 months) but not with a qualifying disability.

Through partnership with the charity, four people have been employed by Organisation A full time on a two-year contract.

One of them is also disabled and two of them are local to the contract.

This is what should be recorded against the TOMs measures:

NT3a (jobs for armed forces veterans who are long-term unemployed): Three FTEs

Even though the contract duration is two years, all of the measures dealing with barriers to employment (NT3 – NT6) can only be claimed for the first year of employment, so only one year is claimed.

NT6a (jobs for veterans with disabilities): One FTE

NT6a should be used to record the veteran with a disability because NT3a is designed for barriers to employment that do not qualify veterans as disabled.

NT1 (local jobs): Four FTEs (Two years × two FTEs).

NT1 measures Local Economic Value. As in NT3, these local employees can be counted under both measures.

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NT3b Jobs for homeless people

Outcome: More opportunities for disadvantaged people

Short measure description: Jobs for homeless people

1 Unit of measurement

No. people, expressed as Full-Time Equivalents (FTE). See Glossary for a full definition of FTEs.

2 Detailed measure description

No. of homeless employees (FTE) hired on the contract as a result of a recruitment programme.

3 Important points

- » The proxy value applies to direct employees only and should only be used for the first year of employment.
- » The provisions for NT3 apply.
- » Individuals must only be counted once in the measures from NT3 to NT6 inclusive.
- » Apprenticeships or training for people from this group should be addressed under NT9a or NT10a.
- » See worked examples for NT3 and NT3a.

4 Proxy description and rationale

Covers people employed as a result of a specific and deliberate employment initiative who were previously claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract who are also homeless.

This is the proxy for long-term unemployed people employed (NT3) and is being used provisionally for this measure pending further research. At procurement, the procuring organisation may use prioritisation weightings to signpost this measure to bidders. See NT3 for the rationale.

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5 Guidance and application notes

Summarise strategy for employing the target number of long-term unemployed people on this contract who are homeless. For example, identify prospective partner organisations such as job centres or other specialist organisations. For definitions and some resources, see links below.¹¹

6 Evidence requirements

As for NT3.

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¹¹ [crisis.org.uk/ending-homelessness/benefits-and-employment/employment-support/](https://www.crisis.org.uk/ending-homelessness/benefits-and-employment/employment-support/) | [homeless.org.uk/our-work](https://www.homeless.org.uk/our-work) ; [shelter.org.uk](https://www.shelter.org.uk)

NT3c Jobs for mothers returning to work

Outcome: More opportunities for disadvantaged people

Short measure description: Jobs for mothers returning to work

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1 Unit of measurement

No. people, expressed as Full-Time Equivalents (FTE). See Glossary for a full definition of FTEs.

2 Detailed measure description

No. of mothers returning to work (FTE) hired on the contract as a result of a recruitment programme who are long-term unemployed (unemployed for a year or longer) – (when the mother is the primary carer).

3 Important points

- » The proxy value applies to direct employees only and should only be used for the first year of employment.
- » The provisions for NT3 apply.
- » Individuals must only be counted once in the measures from NT3 to NT6 inclusive.
- » Apprenticeships or training for people from this group should be addressed under NT9a or NT10a.
- » See worked examples for NT3 and NT3a.

4 Proxy description and rationale

Covers people employed as a result of a specific and deliberate employment initiative who were previously claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract who are also mothers returning to work.

The measure is directed at mothers – and not parents more generally – as it is aimed at redressing gender inequalities in the labour market resulting from the distribution of childcare responsibilities between parents.





This is the proxy for long-term unemployed people employed (NT3) and is being used provisionally for this measure pending further research. At procurement, the procuring organisation may use prioritisation weightings to signpost this measure to bidders. See NT3 for the rationale.

5 Guidance and application notes

Summarise strategy for employing the target number of long-term unemployed people on this contract who are mothers returning to work. For example, identify prospective partner organisations such as job centres or other specialist organisations.

For further information, see link below.¹²

6 Evidence requirements

As for NT3.

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¹² assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705898/Return_to_work-parental_decision_making.pdf

NT3d Jobs for survivors of modern slavery

Outcome: More opportunities for disadvantaged people

Short measure description: Jobs for survivors of modern slavery

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1 Unit of measurement

No. people, expressed as Full-Time Equivalents (FTE). See Glossary for a full definition of FTEs.

2 Detailed measure description

No. of survivors of modern slavery employees (FTE) hired on the contract as a result of a recruitment programme.

3 Important points

- » The proxy value applies to direct employees only and should only be used for the first year of employment.
- » The provisions for NT3 apply.
- » Individuals must only be counted once in the measures from NT3 to NT6 inclusive.
- » Apprenticeships or training for people from this group should be addressed under NT9a or NT10a.
- » See worked examples for NT3 and NT3a.

4 Proxy description and rationale

Covers people employed as a result of a specific and deliberate employment initiative who were previously claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract who are survivors of modern slavery.

This is the proxy for long-term unemployed people employed (NT3) and is being used provisionally for this measure pending further research. At procurement, the procuring organisation may use prioritisation weightings to signpost this measure to bidders. See NT3 for the rationale.





5 Guidance and application notes

Summarise strategy for employing the target number of long-term unemployed people on this contract who are survivors of modern slavery. For example, identify prospective partner organisations such as job centres or other specialist organisations.

For examples of programmes see link below.¹³ For further information on Modern Slavery see link below.¹⁴ [gov.uk/government/collections/modern-slavery](https://www.gov.uk/government/collections/modern-slavery)

6 Evidence requirements

As for NT3.

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¹³ <https://cityhearts.global/bright-future>

¹⁴ [gov.uk/government/collections/modern-slavery](https://www.gov.uk/government/collections/modern-slavery)

NT4 RE5 FM6 Jobs for people who were Not in Employment, Education or Training

Outcome: More opportunities for disadvantaged people

Short measure description: Jobs for people Not in Employment, Education or Training (NEET)

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1 Unit of measurement

No. people, expressed as Full-Time Equivalents (FTE). See Glossary for a full definition of FTEs.

2 Detailed measure description

No. of employees (FTE) hired on the contract who are Not in Employment, Education, or Training (NEETs) as a result of a recruitment programme.

3 Important points

- » The proxy value applies to direct employees only and should only be used for the first year of employment. For example, if someone who was previously NEET is taken on to work for a three-year contract, they can only be counted under this measure in the first year.
- » This measure cannot be used for people who have been in employment, education or training before the start of the measurement period, whether through the organisation or elsewhere.
- » The value is additional to NT1, so that the job can be counted both as NT1 and in this measure if the conditions apply.
- » Individuals must only be counted once in the measures from NT3 to NT6 inclusive.
- » Apprenticeships or training for people from this group should be addressed under NT9a or NT10a.

4 Proxy description and rationale

Covers people aged 18-24 and 16-17 who are Not in Education, Employment or Training (NEET). The measure reflects costs and forgone benefits associated with being NEET, as follows: (i) the loss of earnings to the young person whilst NEET; (ii) benefit payments (worklessness and housing benefits) and foregone tax and national insurance receipts for the





government. See below¹⁵ for further information. Deadweight combines NEETs being unemployed with the benefits of coming off Job Seekers Allowance and / or Universal Credit SA-benefit for 18–24-year-old and for 16–17-year-old NEETs respectively. The employment data is sourced from Stat-Xplore¹⁶

5 Guidance and application notes

Summarise strategy for employing the target number of long-term unemployed people on this contract who are NEET. For example, identify prospective partner organisations such as job centres or other specialist organisations.

6 Evidence requirements

Specify the number of qualifying employees on this contract and for each, 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 NEET; 5) how long they were NEET prior to start of the employment contract. Provide details of any organisation partnered with to deliver the employment initiative. Information provided must be GDPR compliant.

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¹⁵ [ONS Young People Not in Education, Employment or Training, May 2020](#)

¹⁶ <https://stat-xplore.dwp.gov.uk/>

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NT4 Worked Example

Organisation A works with the local authority's employment programme to hire people who are Not in Employment Education or Training (NEET) (unemployed for more than 12 months).

Four people who are NEET have been employed by Organisation A full time on a two-year contract.

One of them is also disabled and two of them are local to the contract.

This is what should be recorded against the TOMs measures:

NT4: 4 FTEs

Even though the contract duration is 2 years, all of the measures dealing with barriers to employment (NT3 – NT6) can only be claimed for the first year of employment, so only 1 year is claimed.

NT6 (jobs for people with disabilities): 0 FTE.

The recruitment programme is principally focused on people who are NEET and not recruitment of people with disabilities. Because people can only be counted for one measure between NT3 – NT6, in this case we have opted to record the individual who is both Not in Employment, Education and Training and experiencing a disability under NT4.

NT1 (local jobs): 4 FTEs (2 years x 2 FTEs).

NT1 measures Local Economic Value. As in NT3, these local employees can be counted under both measures.

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NT4a FM6a Jobs for care leavers

Outcome: More opportunities for disadvantaged people

Short measure description: Jobs for care leavers

1 Unit of measurement

No. people, expressed as Full-Time Equivalents (FTE). See Glossary for a full definition of FTEs.

2 Detailed measure description

No. of 16–25 y.o. care leavers (FTE) hired on the contract as a result of a recruitment programme.

3 Important points

- » The proxy value applies to direct employees only and should only be used for the first year of employment.
- » NT4 points apply.
- » Individuals must only be counted once in the measures from NT3 to NT6 inclusive.
- » Apprenticeships or training for people from this group should be addressed under NT9a or NT10a.

4 Proxy description and rationale

Covers care leavers who were 16-25 years old at the start of the employment period and not in employment, education or training. For definitions and resources around care leavers see link below.¹⁷ This is the proxy for young people previously Not in Employment, Education or Training (NT4) and is being used provisionally for this measure pending further research. At procurement, the procuring organisation may use prioritisation weightings to signpost this Measure to bidders.

¹⁷ [gov.uk/childcare-parenting/children-and-young-people-leaving-care](https://www.gov.uk/childcare-parenting/children-and-young-people-leaving-care)





5 Guidance and application notes

Summarise strategy for employing the target number of care leavers between the ages of 16-25 who are NEET. For example, it is likely collaboration will be needed with job centres or other specialist organisations to deliver this initiative. Specify which organisations will be engaged with and how their services will support the initiative.

6 Evidence requirements

Specify the number of qualifying employees on this contract and for each, 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 NEET; 5) how long they were unemployed prior to start of the employment contract. Provide details of any organisation partnered with to deliver the employment initiative. Information provided must be GDPR compliant.

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NT4a Worked Example

Organisation A works in partnership with the local authority to give employment to care leavers.

Four people who are care leavers have been employed by Organisation A full time on a two-year contract.

One of them is also disabled and two of them are local to the contract.

This is what should be recorded against the TOMs measures:

NT4a (care leavers): 4 FTEs

Even though the contract duration is 2 years, all of the measures dealing with barriers to employment (NT3 – NT6) can only be claimed for the first year of employment, so only 1 year is claimed.

NT6 (jobs for people with disabilities): 0 FTE.

The recruitment programme is principally focused on care leavers and not explicitly on recruitment of people with disabilities. People can only be counted for one measure between NT3 – NT6, in this case we have opted to record the individual who is both a care leaver and suffering from a disability under NT4a.

NT1 (local jobs): 4 FTEs (2 years x 2 FTEs).

NT1 measures Local Economic Value. As in NT3, these local employees can be counted under both measures.

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NT5 RE6 FM7 Jobs for ex-offenders aged 18+

Outcome: More opportunities for disadvantaged people

Short measure description: Jobs for ex-offenders aged 18+ years

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1 Unit of measurement

No. people, expressed as Full-Time Equivalents (FTE). See Glossary for a full definition of FTEs.

2 Detailed measure description

No. of 18+ y.o. employees (FTE) hired on the contract who are rehabilitating or ex-offenders as a result of a recruitment programme.

3 Important points

- » The proxy value applies to direct employees only and should only be used for the first year of employment.
- » The value is additional to NT1, so the job can be counted both in NT1 and in this measure if the conditions apply.
- » Individuals must only be counted once in the measures from NT3 to NT6 inclusive.
- » Apprenticeships or training for people from this group should be addressed under NT9a or NT10a.
- » The proxy value can be localised by choosing average reoffending figures for the relevant geographical area.

4 Proxy description and rationale

Covers employees aged 18+ taken on who were in their rehabilitation period before the start of the employment contract. The proxy value comprises (i) the value to the individual from entering the labour market (annualised increase in lifetime earnings); (ii) the fiscal value to the NHS resulting from an average reduction in health care costs associated with being out of work; and (iii) the economic, fiscal and wellbeing value to society from preventing reoffending.

All components are based on Unit Cost Database (UCDB) v2.0 figures, updated to 2020/2021 prices, and MoJ prevention of reoffending statistics.

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NT5
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Jobs



NT5 Worked Example

Organisation A works in partnership with a specialist organisation to provide employment for ex-offenders. Four people who are ex-offenders have been employed by Organisation A full time on a two-year contract. One of them is also disabled and two of them are local to the contract.

This is what should be recorded against the TOMs measures:

NT5 (ex-offenders): 4 FTEs

Even though the contract duration is 2 years, all of the measures dealing with barriers to employment (NT3 – NT6) can only be claimed for the first year of employment, so only 1 year is claimed.

NT6 (jobs for people with disabilities): 0 FTE.

The recruitment programme is principally focused on ex-offenders and not explicitly on recruitment of people with disabilities. People can only be counted for one measure between NT3 – NT6, in this case we have opted to record the individual who is both an ex-offender and experiencing a disability under NT5.

NT1 (local jobs): 4 FTEs (2 years x 2 FTEs).

NT1 measures Local Economic Value. As in NT3, these local employees can be counted under both measures.

See UCDB v2.0 for a more detailed description of unemployment and crime costs. A weighted average multiplier has been applied to reflect the ratio of estimated total number of crimes to the number of comparable crimes recorded by the police. A further multiplier has been applied to the average number of offences per offender.

Deadweight is established separately to reflect the probability of reoffending.

5 Guidance and application notes

Summarise strategy for employing the target number. For example, it is likely collaboration will be needed with job centres or other specialist organisations to deliver this initiative. Specify which organisations will be engaged with and how their services will support the initiative. Support from Youth Offending Teams, Jobcentre Plus or other agencies carrying out specific programmes may be beneficial in identifying eligible individuals. For further information, see link below¹⁸

For guidance about rehabilitation periods see below.¹⁹

6 Evidence requirements

Specify the number of qualifying employees on this contract and for each, specify: 1) the duration of employment; 2) the employment status; 3) the Full-Time Equivalent (FTE); 4) that they were an 18-24 year-old rehabilitating offender before the start of the employment contract; that this is the first employment experience as an ex-offender. Provide details of any organisation partnered with to deliver the employment initiative. Information provided must be GDPR compliant.

¹⁸ [gov.uk/youth-offending-team](https://www.gov.uk/youth-offending-team)

¹⁹ [gov.uk/exoffenders-and-employment](https://www.gov.uk/exoffenders-and-employment)



NT5a Jobs for ex-offenders aged 18—24

Outcome: More opportunities for disadvantaged people

Short measure description:
Jobs for ex-offenders aged 18—24 years

1 Unit of measurement

No. of relevant people employed, expressed as Full-Time Equivalents (FTE).
See Glossary for a full definition of FTEs.

2 Detailed measure description

No. of 18–24 y.o. employees (FTE) hired on the contract who are rehabilitating young offenders as a result of a recruitment programme.

3 Important points

- » The proxy value applies to direct employees only and should only be used for the first year of employment.
- » NT5 points apply.
- » See NT5 for worked example

4 Proxy description and rationale

Covers employees aged 18-24 taken on who were in their rehabilitation period before the start of the employment contract.

The proxy is constructed in the same way as NT5, using different values to reflect the age group for this measure.

5 Guidance and application notes

See NT5.

6 Evidence requirements

See NT5.

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NT6 RE7 FM8 Jobs for people with disabilities

Outcome: More opportunities for disadvantaged people

Short measure description: Jobs for people with disabilities

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1 Unit of measurement

No. people, expressed as Full-Time Equivalents (FTE). See Glossary for a full definition of FTEs.

2 Detailed measure description

No. of disabled employees (FTE) hired on the contract as a result of a recruitment programme.

3 Important points

- » The proxy value applies to direct employees only and should only be used for the first year of employment. For example, if someone who was previously long-term unemployed is taken on to work for a three-year contract, they can only be counted under this measure in the first year.
- » The value is additional to NT1, so that the job can be counted both as NT1 and in this measure in the first year.
- » Individuals must only be counted once in the measures from NT3 to NT6 inclusive.
- » Apprenticeships or training for people from this group should be addressed under NT9a or NT10a.

4 Proxy description and rationale

Covers people with a disability employed as a result of a specific and deliberate employment initiative. A disability is defined for the TOMs as “a physical or mental impairment that has a ‘substantial’ and ‘long-term’ effect on their ability to do normal daily activities” (Equality Act 2010). Based on Unit Cost Database v2.0, updated to 2020/2021 prices. See UCDB v2.0 for a more detailed description. The value to the individual comprises increased earnings as a result of entering employment. The value to the government includes savings to the NHS related to a reduction in health care costs associated with being out of work. Fiscal benefits to the DWP have been excluded.

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Deadweight is built in based on the assumption that 50% of unemployed people with disabilities are very likely to be long term unemployed.

5 Guidance and application notes

Summarise strategy for employing the target number of qualifying employees with disabilities. For example, it is likely collaboration will be needed with job centres or other specialist organisations to deliver this initiative. Specify which organisations will be engaged with and how their services will support the initiative. For guidance about employing disabled people and support programmes for employers please see link below.²⁰

6 Evidence requirements

Specify the number of qualifying employees on this contract and for each, specify: 1) the duration of employment; 2) the employment status; 3) the Full-Time Equivalent (FTE). Provide details of any organisation partnered with to deliver the employment initiative. Information provided must be GDPR compliant.

.....

²⁰ [gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions/employing-disabled-people-and-people-with-health-conditions](https://www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions/employing-disabled-people-and-people-with-health-conditions)

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NT6 Worked Example

Organisation A works in partnership with a specialist organisation to provide employment for people with disabilities.

Four people with disabilities have been employed by Organisation A full-time on a two-year contract.

One of them is also Long-term Unemployed and two of them are local to the contract.

This is what should be recorded against the TOMs measures:

NT6 (jobs for people with disabilities): 4 FTEs

Even though the contract duration is 2 years, all of the measures dealing with barriers to employment (NT3 – NT6) can only be claimed for the first year of employment, so only 1 year is claimed.

NT4 (jobs for people who are long-term unemployed): 0 FTE.

The recruitment programme is principally focused on people with disabilities and not explicitly on recruitment of people who have been long-term unemployed. People can only be counted under one of the NT3 – NT6 measures; therefore we have opted to record the individual who is both long-term unemployed and has a disability under NT6.

NT1 (local jobs): 4 FTEs (2 years x 2 FTEs).

NT1 measures Local Economic Value. As in NT3, these local employees can be counted under both measures.

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NT6a FM8a Jobs for armed forces veterans with disabilities

Outcome: More opportunities for disadvantaged people

Short measure description: Jobs for armed forces veterans with disabilities

1 Unit of measurement

No. of relevant people employed, expressed as Full-Time Equivalent (FTE). See Glossary for a full definition of FTEs.

2 Detailed measure description

No. of armed forces veterans with disabilities (FTE) hired on the contract as a result of a recruitment programme who are facing specific barriers to transitioning to civilian employment (e.g. physical injury, medical discharge, psychological condition).

3 Important points

- » The proxy value applies to direct employees only and should only be used for the first year of employment.
- » NT6 points apply.
- » See NT6 for worked examples.

4 Proxy description and rationale

This covers armed forces veterans with a disability employed as a result of a specific and deliberate employment initiative. See NT6 for the definition of 'disability' and guidance for employing people with disabilities. For definitions and resources around veterans see: [gov.uk/government/organisations/veterans-uk](https://www.gov.uk/government/organisations/veterans-uk).

This is the proxy for people with disabilities (NT6) and is being used provisionally for this measure pending further research. At procurement, the procuring organisation may use prioritisation weightings to signpost this measure to bidders if hiring armed forces veterans with disabilities is an objective.

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5 Guidance and application notes

Summarise strategy for employing the target number of qualifying armed forces veterans with disabilities. For example, it is likely collaboration will be needed with job centres or other specialist organisations to deliver this initiative. Specify which organisations will be engaged with and how their services will support the initiative.

6 Evidence requirements

Specify the number of qualifying employees on this contract and for each, specify: 1) the duration of employment; 2) the employment status; 3) the Full-Time Equivalent (FTE). Provide details of any organisation partnered with. Information provided must be GDPR compliant.

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NT7 RE8 FM13 Employability support for people over 24

Outcome: More opportunities for disadvantaged people

Short measure description: Employability support provided to unemployed people

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1 Unit of measurement

No. of hours (total session duration) multiplied by the no. of attendees.

2 Detailed measure description

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.

3 Important points

- » To be consistent with the proxy, care must be taken to ensure that the activities recorded under this measure are specifically relevant – i.e. focused on targeted direct support for unemployed people over the age of 24 in their search for paid employment.
 - » General confidence building sessions should not be included.
 - » Activities involving large numbers of people limit opportunities for direct engagement with people and are therefore not appropriate for this measure. As a general rule, we would say that meaningful direct engagement becomes difficult with groups of more than 15 people.
 - » Not to be confused with NT11 or double counted with other similar measures, including NT11.
-

4 Proxy description and rationale

The proxy is based on the estimated economic value to the individual. The value is derived from a 2021 sample of 16 pricing points from 9 different companies offering CV advice and job interview coaching, either in one-to-one sessions or daily or half-day courses in small groups.

5 Guidance and application notes

Summarise strategy for supporting unemployed people into work (including the number of staff hours to be spent and the number of people to be

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NT7 / NT11 Worked Example

Organisation A arranges a series of structured workshops hosted by a local Further Education College to support people looking to return to work. Organisation A's staff members volunteer (and are given Time Off in Lieu (TOIL)) to participate. The workshops last for two and a half hours and consist of a one-hour talk providing general guidance about re-engaging with the jobs market, followed by 1-2-1s Q&A sessions and a brief mock interview with feedback at the end.

In total, 5 workshops were arranged over a 6-month period, each with 8 attendees. The first three were targeted at younger people (under 24 years of age) and the other two were targeted at older people (for example, those 45 years and older) looking to get back into work.

This is what should be recorded against the TOMs measures:

NT7 (support into work for people over 24):
 $8 \text{ (attendees)} \times 2.5 \text{ (hours)} \times 2 \text{ (events)} = 40 \text{ hours}$

NT11 (support into work for under 24s): $8 \text{ (attendees)} \times 2.5 \text{ (hours)} \times 2 \text{ (events)} = 60 \text{ hours}$

Total provided across the whole series: 100 hours, split 40 under NT7 and 60 under NT11.

supported). For each session, the number of hours reported should be calculated by multiplying the length of the session by the number of people attending.

For example, a 2-hour session attended by 8 unemployed people would be 16 hours. The cumulative number across sessions should then be reported. Describe the activity/activities to be carried out and provide details of any partner organisations.

6 Evidence requirements

Specify the number of sessions, and for each session specify the duration, the number of staff providing support and the number of unemployed people supported. Describe the activity/activities delivered and provide details of any organisation partnered with. Information provided must be GDPR compliant.

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RE57 Gender balance in the workforce

Outcome: More opportunities for disadvantaged people

Short measure description: Percentage of women (FTE)

1 Unit of measurement

Percentage.

2 Detailed measure description

Percentage of women (FTE) hired on the contract.

3 Important points

- » The information must be in full-time equivalents (FTEs) to allow for comparability between different kinds of contracts.
- » This measure applies both to directly employed staff and staff in the supply chain

4 Proxy description and rationale

Not applicable – this measure is Record Only

5 Guidance and application

Summarize expected combined % share of women (FTE) hired directly and through the supply chain.

6 Evidence requirements

Provide information on the % share of women working on contract (FTE). The data provided should be supported by official company employment statistics or other documentation. If the data includes supply chain data, suppliers have to provide the respective documentation.

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RE58 Ethnic diversity in the workforce

Outcome: More opportunities for disadvantaged people

Short measure description: Percentage of employees who are Black, Asian and Minority Ethnic (FTE)

1 Unit of measurement

Percentage.

2 Detailed measure description

Percentage of
BAME employees (FTE) hired on the contract.

3 Important points

- » The information must be in full-time equivalents (FTEs) to allow for comparability between different kinds of contracts.
- » Applies both to directly employed staff and staff in the supply chain.

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance for setting targets

Summarize your expected combined % of black, Asian and minority ethnic employees on contract (FTE) directly and through the supply chain.

6 Evidence requirements

Provide information on the % of black, Asian and minority ethnic employees working on contract (FTE). The data provided should be supported by official company employment statistics or other documentation. If the data includes supply chain data suppliers have to provide the respective documentation.

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RE71 Recruitment to achieve gender balance in workforce

Outcome: More opportunities for disadvantaged people

Short measure description: Percentage of employees who are Black, Asian and Minority Ethnic (FTE)

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1 Unit of measurement

Y/N – Provide description.

2 Detailed measure description

Specific initiatives or recruitment programmes for women run for the contract (Y/N)

3 Important points

- » The information must be in full-time equivalents (FTEs) to allow for comparability between different kinds of contracts.
- » Applies both to directly employed staff and staff in the supply chain.

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

Provide evidence on initiatives or recruitment programmes in place on the contract that target women. This can include planned programmes to recruit women or general information on the programmes and would ideally include information how they were implemented and the impact they had. If programmes in place with suppliers are included the respective suppliers should provide the necessary information.

6 Evidence requirements

See Guidance and application notes. All information provided must be GDPR compliant.

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RE72 Recruitment to achieve ethnic diversity in workforce

Outcome: More opportunities for disadvantaged people

Short measure description: Specific initiatives or recruitment programmes for employees who are Black, Asian or Minority ethnic (BAME)

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1 Unit of measurement

Y/N – Provide description.

2 Detailed measure description

Specific initiatives or recruitment programmes for BAME people run for the contract (Y/N).

3 Important points

- » The data must be provided in FTEs to allow for comparability between different kinds of contracts.
- » Applies both to directly employed staff and staff in the supply chain.

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

Provide evidence on initiatives or recruitment programmes in place that target people who are black, Asian or minority ethnic. This can include planned programmes to recruit people who are black, Asian or minority ethnic or general information on the programmes and would ideally include information how they were implemented and the impact they had. If programmes in place with suppliers are included the respective suppliers should provide the necessary information.

6 Evidence requirements

See Guidance and application notes. All information provided must be GDPR compliant.

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NT8 RE9 FM13 School and College Visits

Outcome: Improved skills

Short measure description: Employability support provided to unemployed people

1 Unit of measurement

No. staff hours

2 Detailed measure description

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).

3 Important points

Support provided under this measure is treated as non-expert because it uses the general volunteering proxy – rather than being an expert time measure based on any specific qualifications.

4 Proxy description and rationale

The proxy covers the value of the time provided by the person providing support and is based on a generic replacement cost for the wage of the individual volunteering.

This is drawn from the Office of National Statistics (ONS) hourly value of volunteering and based on different types of volunteering being identified in survey data (Community Life Survey) and valued at the closest market equivalent wage rate from the ASHE dataset. Updated to 2020 / 2021 prices.

5 Guidance and application notes

Summarise workplan for delivering the target number of local school and college visits. Provide a breakdown of the number of staff hours to be spent on each visit (preparation and delivery).

Example: if 10 staff have spent 3 hours each, then the total number of hours reported should be 30.

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6 Evidence requirements

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). Description of the visits and the activities delivered with supporting information, such as a confirmation from the school/college after the visit. Information provided must be GDPR compliant.

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RE10 FM15 Site Visits

Outcome: Improved skills

Short measure description: Site visits

1 Unit of measurement

No. of visits.

2 Detailed measure description

No. site visits for school children or local residents.

3 Important points

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4 Proxy description and rationale

Visits are assumed to be 30–60 minutes each.

Based on staff involvement for a given duration of visit, the proxy reflects the generic replacement cost for the wage of the individual volunteering.

This is drawn from the Office of National Statistics (ONS) hourly value of volunteering and based on different types of volunteering being identified in survey data (Community Life Survey) and valued at the closest market equivalent wage rate from the ASHE dataset. Updated to 2020 / 2021 prices.

5 Guidance and application notes

Summarise strategy for delivering target number of site visits for school children or local residents.

Provide details of the site visits including the number of visits, duration and expected number of attendees per visit, together with the names of the schools/colleges that will be involved.

Site visits for local school children should be organised in tandem with local schools. They should last at least approximately 30–60 mins and include a short presentation about the new building and how it will benefit the area.

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The primary objective of the event is to encourage young people to consider a career in construction including an overview of the variety of roles and possible career options for students, even if they are young students.

6 Evidence requirements

Provide details of each site visit, including the duration and the number of school children or local residents attending each site visit. Information provided must be GDPR compliant

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FM16 Continuous Professional Development

Outcome: Improved skills

Short measure description: Continuous professional development

1 Unit of measurement

Y/N – Provide relevant documents.

2 Detailed measure description

Company and supply chain policies in place that encourage and record staff engagement in Continuing Professional Development (CPD) activities based on individual interests, needs and priorities.

3 Important points

The measure applies both to direct and supply chain employees.

4 Proxy description and rationale

Not applicable – this message is Record Only.

5 Guidance and application notes

The measure aims to facilitate and record direct and supply chain staff engagement with Continuing Professional Development (CPD) activities based on individual interests, needs and priorities. The aim is to enable and encourage staff to participate in activities relating to personal professional development.

This means that staff participation in CPD activities should be centred around professional development that facilitates skills development based on individual interests, needs and priorities, thereby going beyond company needs.

This measure can include both direct employees and employees from the supply chain, as long as suitable evidence can be provided.

Outline whether your company and/or your supply chain plan to put in place a policy that aims to facilitate and record staff engagement in Continuing Professional Development (CPD) activities. This can include working with

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specific CPD providers or offering CPD related workshops, seminars or courses to staff.

Provide information on how own and supply chain staff on contract are projected to benefit from and access any CPD opportunities on offer and how you ensure staff participation in CPD activities is centred around staff interests, needs and priorities. For further information see link below.²¹

6 Evidence requirements

Provide information on whether any policy is in place at company level and/ or in the supply chain. Please evidence how any contract related staff, own and supply chain, benefitted from this policy in terms of CPD.

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²¹ cpduk.co.uk/explained

NT9 RE11 FM17 Training opportunities

Outcome: Improved skills

Short measure description: Training opportunities

1 Unit of measurement

No. of weeks.

2 Detailed measure description

No. of weeks of training opportunities on the contract (BTEC, City & 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+.

3 Important points

- » Only training with registered qualifications (see application notes below) should be included.
- » The time spent on the contract can be counted, provided that this is part of the vocational training programme, with the qualification being progressed in parallel with work.
- » Not to be double counted with NT10 and other measures relating to apprenticeships or vocational qualifications.
- » Not to be double counted with NT1 – an earnings assumption is already built into the proxy for NT9.
- » The measure is designed for new, not existing employees, on the grounds that businesses are expected to upskill their existing workforce for commercial reasons.
- » The training can already be running when the reporting under this measure starts, provided that the trainee was new to the organisation when the training commenced.
- » Only training supported to completion should be counted, although completion can occur after the end of the reporting period or contract.

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4 Proxy description and rationale

The proxy value has been based on the current economic benefit to the individual and the annualised future lifetime value to society of achieving the qualification (based on Unit Cost Database (UCDB) v2.0 updated to 2020/2021 prices).

The value to the individual includes the expected current earnings uplift for the individual and the annualised value of future increased earnings from achieving the qualification. The proxy reflects an assumption that 50% of the employment benefit is attributed to the qualification (see UCDB v2.0 for details).

The weekly calculation assumes that each week equally contributes to achieving the benefits of the qualification.

5 Guidance and application notes

Summarise strategy for target number of training weeks for vocational qualifications on this contract, including details of how completion of the qualifications will be supported. 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. For a description of the qualification levels see link below.²²

To find registered qualifications see below.²³

²² [gov.uk/what-different-qualification-levels-mean/overview](https://www.gov.uk/what-different-qualification-levels-mean/overview)

²³ [gov.uk/find-a-regulated-qualification](https://www.gov.uk/find-a-regulated-qualification)



6 Evidence requirements

Specify the number of people in vocational qualification training 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 must be GDPR compliant.

NT9 Worked Example

Organisation A has hired a new employee who is starting an NVQ qualification at the same time as joining. She will be working on the contract for 12 months and after that Organisation A plans to move her to another contract and she will continue her NVQ to completion with Organisation A.

The employee will undertake the qualification in parallel with her job on site, going to the local FE college on day release. The College academic year runs for 40 weeks of the year, from September to the end of June.

This is what should be recorded against the TOMs measure:

NT9 (vocational training): 40 weeks

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NT10 RE12 FM18 Apprenticeship opportunities

Outcome: Improved skills

Short measure description:
Apprenticeship opportunities

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1 Unit of measurement

No. of weeks.

2 Detailed measure description

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+.

3 Important points

- » Only apprenticeships with registered qualifications (see application notes below) should be included.
- » The time spent on the contract can be counted, provided that this is part of the vocational training programme, with the qualification being progressed in parallel with work.
- » Not to be double counted with NT9 and other measures relating to vocational qualifications.
- » Not to be double counted with NT1 – an earnings assumption is already built into the proxy for NT10.
- » The measure is designed for new, not existing employees, on the grounds that businesses are expected to upskill their existing workforce for commercial reasons.
- » The apprenticeship can already be running when the reporting under this measure starts, provided that the trainee was new to the organisation when the training commenced.
- » Only apprenticeships supported to completion should be counted, although completion can occur after the end of the reporting period or contract.

4 Proxy description and rationale

The same approach has been adopted to developing the proxy as for NT9.

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NT10 Worked Example

Organisation A creates an apprenticeship for two years and hires a new employee for this opportunity. In Year 1, the apprentice will be working full-time on the project for 12 months (52 weeks). She will be working on the contract for a further six months (26 weeks) before moving onto another project not covered by this social value report. Organisation A plans to continue her employment for at least the length of her apprenticeship, if not longer.

This is what should be recorded against the TOMs measure:

NT10 (vocational training): 78 weeks

5 Guidance and application notes

Summarise strategy for target number of weeks of apprenticeships on this contract, including details of how completion of the qualifications will be supported. 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.

For a description of the qualification levels see below.²⁴ To find registered qualifications see below.²⁵

6 Evidence requirements

Specify the number of people on apprenticeships 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 must be GDPR compliant.

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²⁴ [gov.uk/what-different-qualification-levels-mean/overview](https://www.gov.uk/what-different-qualification-levels-mean/overview)

²⁵ [gov.uk/find-a-regulated-qualification](https://www.gov.uk/find-a-regulated-qualification)

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NT9a FM17a Training opportunities for people facing barriers to employment

Outcome: Improved skills for people facing barriers to employment

Short measure description: Apprenticeship opportunities for people facing barriers to employment

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1 Unit of measurement

No. of weeks.

2 Detailed measure description

No. of weeks of training opportunities on the contract (BTEC, City & 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+ – delivered for specified groups (e.g. people who are NEET, under-represented gender and ethnic groups, people who are disabled, the homeless, rehabilitating young offenders).

3 Important points

- » See NT9. Should not be double counted with NT9, NT10 and other measures relating to apprenticeships or vocational qualifications.
- » This measure should also not be double counted with employment measures for disadvantaged groups from NT3 to NT6 inclusive.
- » See examples at NT9.

4 Proxy description and rationale

This proxy value does not capture additional value that might arise from providing these opportunities to people facing barriers to employment. The proxy methodology is the same as for NT9. In procurement only, a prioritisation weighting can be used to differentiate NT9 and NT9a if appropriate. See NT9 for the full rationale.

5 Guidance and application notes

See NT9.

6 Evidence requirements

See NT9.



NT10a FM18a Apprenticeship opportunities for people facing barriers to employment

Outcome: Improved skills for people facing barriers to employment

Short measure description: Apprenticeship opportunities for people facing barriers to employment

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1 Unit of measurement

No. of weeks.

2 Detailed measure description

No. of weeks of apprenticeships 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+ – delivered for specified groups (e.g. people who are NEET, under-represented gender and ethnic groups, people who are disabled, the homeless, rehabilitating young offenders).

3 Important points

- » See NT10. Should not be double counted with NT9, NT10 and other measures relating to apprenticeships or vocational qualifications.
- » This measure should also not be double counted with employment measures for disadvantaged groups from NT3 to NT6 inclusive.

4 Proxy description and rationale

This proxy value does not capture additional value that might arise from providing these opportunities to people facing barriers to employment. The proxy methodology is the same as for NT10. In procurement only, a prioritisation weighting can be used to differentiate NT10 and NT10a if appropriate. See NT10 for the full rationale.

5 Guidance and application notes

See NT10.

6 Evidence requirements

See NT10.

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FM19 Digital skills for disadvantaged groups

Outcome: Improved skills for disadvantaged people

Short measure description: Digital skills development for disadvantaged people

1 Unit of measurement

No. staff volunteering hours

2 Detailed measure description

Number of hours of comprehensive training for digital skills development delivered to disadvantaged people (e.g. people who are NEET, under-represented gender and ethnic groups, sexual minorities, disabled people, the homeless, rehabilitating young offenders, long-term unemployed or elderly people).

3 Important points

- » Care should be taken to avoid double counting with other measures by not recording the same activity twice.
- » Notably: this measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT28, NT29, NT30, NT63 and NT69 or other relevant measures.

4 Proxy description and rationale

The proxy reflects the replacement cost for the wage of the individual volunteering. It is based on the Office of National Statistics (ONS) hourly value of volunteering: based on different types of volunteering being identified in survey data (Community Life Survey) and valued at the closest market equivalent wage rate from the ASHE dataset. Updated to 2020 / 2021 prices. The proxy can be localised by selecting appropriate wages for the relevant geographical area.

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5 Guidance and application notes

Digital skills can include a range of technical and operational, as well as higher order cognitive, social and attitudinal, skills and abilities, as specified by DBIS in their January 2016 Digital Skills for the Economy report.²⁶

In practice this includes IT, Computer, Media, and Digital literacy that enable a person to consume and produce products in a way that allows and facilitates societal and economic participation. This refers to training provided by staff during paid staff hours.

Provide information on the expected structure, content, and target audience of the training for digital skills development to be provided. Describe how the structure and content will enable attendees to expand their digital skills and provide information on how skills development will be tracked. Provide information on the disadvantaged people you plan to work with, including information on your specific targeting, participant eligibility, outreach, and engagement strategy. Also provide information on any organisation you plan to partner with to develop this training, as well as the number of staff work hours expected to be spent providing this training.

6 Evidence requirements

Provide a breakdown of pounds invested in initiatives aimed at supporting vulnerable people to live independently. Describe how this was achieved and any organisations who were be partnered with. Information provided must be GDPR compliant.

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²⁶ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/492889/DCMSDigitalSkillsReportJan2016.pdf

NT54 FM20

Supporting a just transition

Outcome: Improved skills for a low carbon transition

Short measure description: Reskilling for a just transition

1 Unit of measurement

No. of hours (total session duration) multiplied by the no. of attendees.

2 Detailed measure description

Support a 'just transition' for workers by supporting those in 'traditional' high carbon industries to retrain.

3 Important points

See Important points for NT7 and worked example.

4 Proxy description and rationale

Based on the economic value to the individual. Applies a 2020 sample of 16 pricing points from 9 different companies offering CV advice and job interview coaching, either in one-to-one sessions or daily or half-day courses in small groups.

5 Guidance and application notes

Describe the planned programme, the number of people from traditional high carbon industries expected to benefit and the number of hours of training planned for each participant.

Describe any certificates or qualifications that will be achieved.

Training programmes for people to acquire skills for the low carbon economy and renewable technologies (such as technical feasibility analysis, solar system design, solar panel installation, energy efficiency, community engagement).





For guidance on initiatives see “A toolkit for city regions and local authorities”, Ashden²⁷ or Repowering.²⁸

Examples of traditionally high carbon industries are: Non-renewable energy and fuels (such as coal, oil and gas), materials (such as chemicals, iron and steel, cement, forestry), transportation.

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 whether the session is delivered by 1 person or 5 people.

6 Evidence requirements

Describe the nature and relevance of the training, and any certificates or qualifications achieved. Report the number of employees in high carbon industries that have benefitted, and number of hours of training provided. Information provided must be GDPR compliant.

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²⁷ https://ashden.org/wp-content/uploads/2020/09/CAC-Chapters-all_new-brand.pdf

²⁸ repowering.org.uk/

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NT10b FM18b Low Carbon Apprenticeship opportunities

Outcome: Improved skills for a low carbon transition

Short measure description: Low carbon apprenticeship opportunities

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1 Unit of measurement

No. of weeks.

2 Detailed measure description

No. of weeks of apprenticeships on the contract relating to the low carbon economy that have either been completed during the year, or that will be supported by the organisation until completion in subsequent years – Level 2, 3, or 4+.

3 Important points

See NT10. Should not be double counted with NT9, NT10 and other measures relating to apprenticeships or vocational qualifications.

4 Proxy description and rationale

This proxy value does not explicitly capture the low carbon focus of this measure. The proxy value is the same as NT10. At procurement only, a prioritisation weighting can be used to differentiate the two measures if appropriate. See NT10 for the full rationale.

5 Guidance and application notes

This measure should be used specifically for apprenticeships relevant to the low carbon economy. Relevant activity areas include: renewable energy production and distribution; environmental consulting services; relevant technical and advisory services; sustainable management of water, sewage and waste, relevant supporting manufacturing services, remodelling and renovation services, relevant installation and repair services, etc. Guidance and application notes for NT10 apply.

6 Evidence requirements

See NT10

.....



NT11 RE13 FM21 Employability support for young people

Outcome: Improved employability of young people

Short measure description: Supporting young people into work

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1 Unit of measurement

No. of hours (total session duration) multiplied by the no. of attendees.

2 Detailed measure description

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.

3 Important points

To be consistent with the proxy, care must be taken to ensure that the activities recorded under this measure are specifically relevant – i.e. focused on targeted direct support for unemployed people over the age of 24 in their search for paid employment.

- » General confidence building sessions should not be included.
 - » Activities involving large numbers of people limit opportunities for direct engagement with people and are therefore not appropriate for this measure. As a general rule, we would say that meaningful direct engagement becomes difficult with groups of more than 15 people.
 - » Not to be confused with NT7 or double counted with other similar measures, including NT7.
 - » See NT7 for worked example.
-

4 Proxy description and rationale

The proxy is based on the estimated economic value to the individual. The value is derived from a 2021 sample of 16 pricing points from 9 different companies offering CV advice and job interview coaching, either in one-to-one sessions or one-day / half-day courses in small groups.





5 Guidance and application notes

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.

Summarise 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.

6 Evidence requirements

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 must be GDPR compliant.

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RE14 FM24 Employment taster days

Outcome: Improved employability of young people

Short measure description: Employment taster days

1 Unit of measurement

£ invested including staff time

2 Detailed measure description

Employment taster days for those interested in working in the primary project industry or sector, such as real estate, construction, or facilities management

3 Important points

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4 Proxy description and rationale

£ invested including staff time. This proxy captures the cost of resources (e.g. costs of organising events including hiring of spaces and staff time).

5 Guidance and application notes

Provide details of upcoming employment taster days, e.g. place, time and expected number of attendees. Include the number of events and details of each event. Provide a breakdown of expected costs.

Aimed at anyone (school or college pupils, local residents) interested in entering into the real estate and construction industry.

They should include taster days across all professions within the sector, including construction, design and building management. May be organised by any member of the professional team. The day needs to be properly managed with opportunities for young people to get a view of all aspects of the industry. Insert costs of putting on the events including hiring of spaces,

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stands and staff time (to be valued at the generic volunteering rate £ per staff hour). Useful link below.²⁹

6 Evidence requirements

Provide details of employment taster days undertaken, such as place, time and expected number of attendees. Include the number of events and details of each event. Provide a breakdown of costs incurred. Information provided must be GDPR compliant.

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²⁹ <http://opendoors.construction/>

NT12 RE15 FM22 Work placements (unpaid)

Outcome: Improved employability of young people

Short measure description: Meaningful work placements (unpaid)

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1 Unit of measurement

No. of weeks.

2 Detailed measure description

No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid).

3 Important points

Placements should be a minimum of 1 week and a maximum to 6 weeks in duration.

- » If the placement lasts for more than 6 weeks, it needs to be paid to be counted (see NT13)
- » Do not double count with other work placement measures.

4 Proxy description and rationale

Calculated from the number of qualifying work placements (only student placements between 1-6 weeks).

Multiplied by the duration in weeks of each work placement or pre-employment course.

Based on current equivalent economic benefit to the individual from equivalent increased earnings, based on minimum pay, given the distribution of apprenticeships achievements by age.

5 Guidance and application notes

Summarise strategy for providing target number of weeks of work placements. 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. Specify which schools, colleges or universities, will be partnered with and how.

The 2021 TOMs measures detailed tables

NT12
RE15
FM22

Jobs





Work placements indicate 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 under this measure. The cumulative number of weeks (from 1 to 6 weeks for each student work placement) should be recorded. For guidance see below.³⁰

6 Evidence requirements

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 must be GDPR compliant.

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³⁰ [gov.uk/guidance/national-minimum-wage-work-experience-and-internships](https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships)

NT13 RE16 FM23 Work placements (paid)

Outcome: Improved employability of young people

Short measure description: Meaningful work placements (paid)

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1 Unit of measurement

No. of weeks.

2 Detailed measure description

No. of weeks spent on meaningful work placements that pay Minimum or National Living wage according to eligibility for 6 weeks or more (internships).

3 Important points

Placements should be for more than 6 weeks and paid the minimum wage.

- » Unpaid internships of more than 6 weeks' duration should not be included.
- » Do not double count with other work placement measures.

4 Proxy description and rationale

Calculated from the number of qualifying work placements multiplied by the duration in weeks of each work placement or pre-employment course.

Based on current equivalent economic benefit to the individual from equivalent increased earnings, based on minimum pay given the distribution of apprenticeships achievements by age.

5 Guidance and application notes

Summarise strategy for providing target number of positions and weeks of paid work placements. 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. Specify which schools, colleges or universities, will be partnered with and how.

Include cumulative number of total placement weeks on the contract (only placements over 6 weeks).

The 2021 TOMs measures detailed tables

NT13
RE16
FM23

Jobs





Work placements provide 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 placements paying at least minimum or national living wage, as per government regulations, should be included. For guidance please see [here](#).³¹ and [here](#).³²

6 Evidence requirements

Specify the number of people in work placements, and for each person specify: the duration in weeks and type (including pay type, whether minimum wage, national living wage, higher wage) of the work placement. Describe the industry-based experience gained and provide details of any organisation, school, college or university partnered with. Information provided must be GDPR compliant.

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³¹ [gov.uk/guidance/national-minimum-wage-work-experience-and-internships](https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships)

³² [gov.uk/national-minimum-wage-rates](https://www.gov.uk/national-minimum-wage-rates)

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NT13a FM23a Work placements (paying Real Living Wage)

Outcome: Improved employability of young people

Short measure description: Meaningful work placements paying Real Living Wage

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1 Unit of measurement

No. of weeks.

2 Detailed measure description

No. of weeks spent on meaningful work placements that pay Real Living wage according to eligibility for 6 weeks or more (internships).

3 Important points

NT13 applies. Only to be used where Real Living Wage is paid.

4 Proxy description and rationale

The number of qualifying work placements multiplied by the duration in weeks of each work placement or pre-employment course.

Based on current equivalent economic benefit to the individual from equivalent increased earnings, based on based on UK Real Living Wage.

5 Guidance and Application notes

Refer to application notes for NT13, except the following: only placements paid at least UK Real Living Wage, as defined by the Living Wage Foundation should be included. For guidance, please see below³³; and here.³⁴

6 Evidence requirements

See NT13.

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³³ [gov.uk/guidance/national-minimum-wage-work-experience-and-internships](https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships)

³⁴ livingwage.org.uk/



C19-1 Safeguarding jobs during COVID-19

Outcome: Retaining jobs and skills during the COVID-19 crisis

Short measure description: Safeguarding jobs during COVID-19

1 Unit of measurement

Percentage of directly employed staff on contract retained.

2 Detailed measure description

Safeguarding jobs on contract – Percentage of directly employed staff on contract retained with pre-crisis level pay and hours (to be used at Management/Measurement only – not Procurement).

3 Important points

- » For measurement only – not target-setting.
- » Applies only to directly employed staff (not sub-contractor staff).

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance / application notes

This measure is designed to create a record of staff retention during the COVID-19 pandemic, where time and pay conditions have been maintained. When assessing the figure, the specific circumstances and the type of business in question should be taken into account. For example, smaller organisations may find this more difficult to sustain for cashflow reasons.

For further information, see the link below.³⁵

³⁵ [gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions/employing-disabled-people-and-people-with-health-conditions](https://www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions/employing-disabled-people-and-people-with-health-conditions)





6 Evidence requirements

See detailed measure description above. Evidence provided should refer to the relevant payroll documents. Where jobs have not been retained, describe the reasons for this. Evidence should show that consideration was given to realistic alternatives for retaining those jobs before resorting to redundancies. Specify where employees have been redeployed internally. Evidence provided should be applied and considered proportionately to the effect of the COVID-19 crisis on business activity. Information provided must be GDPR compliant.

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C19-2 Retaining jobs and skills during COVID-19

Outcome: Retaining jobs and skills during the COVID-19 crisis

Short measure description: Reducing layoffs for staff by reducing hours

1 Unit of measurement

Percentage of directly employed staff on contract retained – with reduced hours.

2 Detailed measure description

Percentage of staff on contract retained with agreed temporarily reduced hours (to be used at Management/Measurement only – not Procurement). This is to reduce layoffs for own (directly employed) staff on contract that can only partially deliver against their responsibilities as a result of the COVID-19 crisis.

3 Important points

- » For measurement only – not target-setting
- » Applies only to directly employed staff (not sub-contractor staff).

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance / application notes

This measure is designed to create a record of staff retained during the COVID-19 pandemic on reduced time and pay conditions. **This measure applies only to directly employed staff (not to sub-contractor staff).** When assessing the figure, the specific circumstances and the type of business in question should be taken into account. For example, smaller organisations may find this more difficult to sustain for cashflow reasons.

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6 Evidence requirements

See detailed measure description and Guidance and application notes. Describe the contract alterations (such as percentage of reduction in time or pay) and refer to the relevant payroll documents. Evidence should show that consideration was given to realistic alternatives for retaining those jobs before resorting to redundancies. Specify where employees have been redeployed internally. Evidence provided should be applied and considered proportionately to the effect of the COVID-19 crisis on business activity. Information provided must be GDPR compliant.

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C19-3 Reducing layoffs during COVID-19 by furlough

Outcome: Retaining jobs and skills during the COVID-19 crisis

Short measure description: Reducing layoffs for staff by furlough

1 Unit of measurement

Percentage of directly employed staff on contract furloughed.

2 Detailed measure description

Reducing layoffs for directly employed staff on contract who can no longer work as a result of the COVID-19 crisis – Percentage of staff on contract furloughed (to be used at Management / Measurement only – not Procurement).

3 Important points

- » For measurement only – not target-setting.
 - » Applies only to directly employed staff (not sub-contractor staff).
-

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance / application notes

This measure is designed to create a record of staff retention during the COVID-19 pandemic on furlough conditions. For further information on the furlough scheme, see Glossary.

- » This measure applies only to directly employed staff (not sub-contractor staff).
- » When assessing the figure, the specific circumstances and the type of business in question should be taken into account. For example, smaller organisations may find this more difficult to sustain for cashflow reasons.

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6 Evidence requirements

Where staff on the contract have been furloughed, an explanation of the circumstances that affected those jobs should be provided, together with evidence that they have given due consideration to realistic alternatives (such as reduced time and pay). Evidence should show that consideration was given to realistic alternatives for retaining those jobs before resorting to redundancies. Specify where employees have been redeployed internally. Evidence provided should be applied and considered proportionately to the effect of the COVID-19 crisis on business activity. Information provided must be GDPR compliant.

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C19-4 Safeguarding supply chain jobs during COVID-19

Outcome: Retaining jobs and skills during the COVID-19 crisis

Short measure description: Safeguarding supply chain jobs

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1 Unit of measurement

Percentage of supply chain staff on contract retained.

2 Detailed measure description

Safeguarding supply chain jobs on contract – Percentage of supply chain staff on contract retained either at pre-crisis level pay and hours or with temporarily altered conditions (e.g. reduced time and pay, to be specified) – (to be used at Management/Measurement only – not Procurement).

3 Important points

- » For measurement only – not target-setting.
- » Applies only to sub-contractor staff (not directly employed staff).

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

This measure is designed to create a record of staff retention in the supply chain either on pre-COVID-19 conditions or with reduced time and pay conditions.

- » This measure does not apply to directly employed staff.
- » When applying this Measure, due consideration should be given to the circumstances of the contract and the type of business in question. For example, smaller organisations may find this more difficult to sustain for cashflow reasons.

Where supply chain jobs have been prematurely terminated or where pay and time conditions have been reduced, the reporting organisation should provide an explanation of the circumstances and provide evidence that due





consideration has been given to realistic alternatives before resorting to redundancies. Specify where employees have been redeployed internally.

6 Evidence requirements

Summary of supply chain employment contracts for staff not terminated before the original end date or renewed – maintaining the same time and pay conditions or with temporarily altered conditions (to be specified in the summary). Evidence provided should be applied and considered proportionately to the effect of the COVID-19 crisis on business activity. Information provided must be GDPR compliant.

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C19-19 Jobs for people out of work due to COVID-19

Outcome: Retaining jobs and skills during the COVID-19 crisis

Short measure description: Jobs for people who previously lost their job due to COVID-19

1 Unit of measurement

No. people.

2 Detailed measure description

No. people hired who had previously lost their job or had been unable to find work due to COVID-19.

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance / application notes

Summarise strategy for employing target number of eligible people on this contract. For example, if there are plans to collaborate with local job centres, please specify which centres and how will be engaged with. For further information on joblessness related to COVID-19 please see the House of Commons Library BRIEFING PAPER – Coronavirus: Impact on the labour market.³⁶

6 Evidence requirements

See detailed measure description and Guidance and application notes. Evidence must be provided of employees' COVID-19 related joblessness. Evidence should refer to the relevant payroll documents and provide supporting evidence (such as confirmation that employee has self-declared loss of employment). Information provided must be GDPR compliant.

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³⁶ <https://commonslibrary.parliament.uk/research-briefings/cbp-8898/>

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NT14 FM25 Spend with VCSEs (Voluntary, Community and Social Enterprises)

Outcome: More opportunities for local MSMEs and VCSEs

Short measure description: Spend with VCSEs in the supply chain

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1 Unit of measurement

£.

2 Detailed measure description

Total amount (£) spent with VCSEs (Voluntary, Community and Social Enterprises) within your supply chain.

3 Important points

Can be combined with NT18 or NT19 (local spend)

- » To be used where VCSEs are contracted to deliver goods, works or services on commercial terms.
- » Not to be confused with charitable donations.

4 Proxy description and rationale

The value to society is estimated as the incremental benefit to society from £ spent with VCSEs in the supply chain (as opposed to private companies). Note that VCSEs do not need to be local.

This is intended to represent the social value added from spending with a VCSE in addition to its contribution to local spend (NT18 / NT19).

The total SLEVA from engaging a local VCSE in the supply chain can be derived by including spend in NT14 as well as NT18 or NT19 (but not both).

5 Guidance and application notes

Provide a breakdown of the estimated pounds to be spent with VCSEs in the supply chain, including the name of the VCSEs (or a range of potential names) and the type of goods/services to be procured from each.

Suppliers that are voluntary, community or social enterprises could include, for example, a catering company that employing rehabilitating offenders, a signage company employing staff with disabilities, a furniture service that recycles donated furniture, a social enterprise recruitment consultancy, etc.





NT14 Worked Example

NT14 can be used in conjunction with NT18 or NT19.

Organisation A spends £1,000 with a small local VCSE.

This is what should be recorded against the TOMs measures:

NT14 (VCSE spend): £1,000

NT19 (spend with local MSMEs): £1,000

Social Enterprise UK have a useful tool to identify member social enterprises by location.³⁷ The economic development team in the local council may also be able to identify potential local partners.

6 Evidence requirements

Provide a breakdown of pounds spent with VCSEs within the supply chain on this contract, including the name of the VCSEs and the type of goods/ services procured from each.

³⁷ socialenterprise.org.uk

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NT15 RE18 FM26 Expert advice to VCSEs and MSMEs

Outcome: More opportunities for local MSMEs and VCSEs

Short measure description: Expert advice to VCSEs and MSMEs

1 Unit of measurement

No. staff expert hours.

2 Detailed measure description

Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/ Health and Safety).

3 Important points

Care should be taken to avoid double counting (recording the same activity in more than one measure) across the following measures: NT16, NT17, NT24, NT25, NT26, NT27, NT28, and NT29.

- » Also check any other relevant expert time measures included for double counting.
- » Check the reporting organisation is entitled to claim the social value delivered – for example, by providing company time for volunteering.

4 Proxy description and rational

Expert staff time (as opposed to general volunteering time – see Glossary) dedicated to supporting Voluntary Community or Social Enterprises (VCSEs) or micro, small and medium enterprises (MSMEs).

Estimated economic benefits to VCSEs or MSMEs resulting from the avoided cost of expert advice / support. Based on average self-reported fees from a survey of consultants in various sectors across the UK, updated to 2020 prices.

5 Guidance and application notes

Summarise strategy for providing expert advice to VCSEs/MSMEs. Provide the names of the VCSEs/MSMEs to be supported or a range of options. Describe the number of staff hours to be spent in total and for each VCSE/MSME.

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Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.

Include only volunteering that has been provided by staff during working hours, or where Time Off In Lieu has been provided, or on paid overtime.

Example: if 5 staff spend 2 hours providing expert advice, then the total number of hours reported should be 10.

See Glossary for a definition of MSMEs.

6 Evidence requirements

See Guidance and application notes above. Information provided must be GDPR compliant.



NT15a RE18a FM26a Expert advice to help VCSEs and MSMEs decarbonise

Outcome: More opportunities for local MSMEs and VCSEs

Short measure description: Expert decarbonisation advice to VCSEs and MSMEs

1 Unit of measurement

No. staff expert hours.

2 Detailed measure description

Provision of expert business advice to help VCSEs and MSMEs achieve net zero carbon.

3 Important points

As for NT15.

4 Proxy description and rationale

As for NT15. This proxy does not value expert advice for decarbonisation differently from expert advice provided generally.

5 Guidance and application notes

As for NT15.

6 Evidence requirements

As for NT15.

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**NT15a
RE18a
FM26a**

Growth



NT16 RE19 FM27 Equipment or resources donated to VCSEs

Outcome: More opportunities for local MSMEs and VCSEs

Short measure description: Equipment or resources donated to VCSEs

1 Unit of measurement

£

2 Detailed measure description

Equipment or resources donated to VCSEs (£ equivalent value).

3 Important points

Do not double count with other measures.

4 Proxy description and rationale

Value of resources donated as an estimate of the economic value to the VCSEs. This proxy will be based on primary data provided by the respondent. A general pre-determined value cannot be set. The value given should normally be a reasonable estimate of the equivalent cost (after allowing for depreciation, wear and tear, etc.) of the equipment or resources donated.

5 Guidance and application notes

Provide a list of VCSEs already identified or a range of options, together with a breakdown of the equivalent value of resources and/or equipment to be donated.

Items could include, for example, donating a van to a community organisation, computer equipment, or the use of office accommodation, etc.

A resource-specific valuation exercise of the assets should be carried out and accurately described.

6 Evidence requirements

See Guidance and application notes above.

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NT17 RE20 FM28 Voluntary hours donated to VCSEs

Outcome: More opportunities for local MSMEs and VCSEs

Short measure description: Voluntary hours donated to VCSEs

1 Unit of measurement

No. staff volunteering hours (see Glossary).

2 Detailed measure description

Number of voluntary hours donated to support VCSEs (excludes expert business advice).

3 Important points

Consider attribution when setting targets or reporting. A company can only claim the proportion of the value that it can directly claim responsibility for – for example, volunteering during company time.

- » Staff volunteering hours should only be recorded when time has been allocated for staff to spend on formal volunteering (not for family and friends).
- » Only volunteering that has been provided by staff during working hours should be included, or where Time Off In Lieu has been provided, or on paid overtime.
- » There are a number of TOMs measures that use this proxy and care must be taken to avoid double-counting. The following measures should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, and NT29 and other volunteering Measures.

4 Proxy description and rationale

This is a generic hourly rate representing the equivalent cost of labour, without specific reference to qualifications, grade or industry sector, based on ONS / ASHE UK averages. It applies when the time donated is not explicitly linked to the skills, experience or expertise of the donor. See Glossary for definition of Volunteering.

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5 Guidance and application notes

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.

If 10 staff each volunteer for 3 hours, then the total reported should be 30.

6 Evidence requirements

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 must be GDPR compliant.

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RE21 FM32 Meet the buyer events

Outcome: More opportunities for local MSMEs and VCSEs

Short measure description: 'Meet the buyer' events

1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

Meet the buyer events held to highlight local supply chain opportunities.

3 Important points

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4 Proxy description and rationale

See above. This proxy captures the cost of resources (such as costs of putting on the events including hiring of spaces, stands and staff time).

5 Guidance and application notes

Provide a breakdown of expected costs for Meet the Buyer events to be held, details of upcoming event(s) (if available), for example place, time and expected number of attendees, together with names of supply chain organisations expected to attend. Providers should ensure that the event is properly advertised and that specific opportunities have been identified and where possible invite local suppliers whom they think may benefit. Advice about how to tender successfully should be made available. Useful link below.³⁸

6 Evidence requirements

See Guidance and application notes above. Information provided must be GDPR compliant.

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³⁸ cips.org/en-GB/supply-management/opinion/2014/november/how-to-revitalise-your-meet-the-buyer-events/



NT18 RE22 FM29 Local supply chain spend

Outcome: More opportunities for local MSMEs and VCSEs

Short measure description:
Local supply chain spend

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1 Unit of measurement

£

2 Detailed measure description

Total amount (£) spent in LOCAL supply chain through the contract.

3 Important points

This measure is suitable for all local spend, regardless of the size of the companies in the supply chain, while NT19 is only suitable for MSMEs (see NT19 below).

- » The multiplier in the proxy needs to be customised by industry and local area. The proxy must be appropriate both to the relevant sector and the locality. This will need to be determined on a case-by-case basis.
- » Take care to avoid double counting. Double counting within the NT18 / NT18a / NT19 / NT19a cluster of measures is common both target-setting and measurement. Supply chain spend must only be recorded once across the four local spend measures: NT18, NT18a, NT19, NT19a.
- » There is also a risk of double counting with the NT1 measures. This can happen if the jobs element of the local supply chain spend is also included in one of the NT1 measures.
- » NT1 is for direct employment so if used correctly, will not be a double count with NT18. However, NT1b allows both direct employment and supply chain employment, so if NT1b is used and includes indirect employment, NT18 must be adjusted accordingly using the proxy value for NT1b to remove this element of local supply chain spend.
- » Similarly, NT1c also records supply chain employment and must not therefore be used in conjunction with any of the following measures: NT18, NT18a, NT19, NT19a unless double counting is accounted for as described above, because this spend also includes employment costs.
- » Organisations must not record their own turnover under this measure. This is capturing the multiplier effect of spend with other organisations.

**NT18
RE22
FM29**

Growth





4 Proxy description and rationale

This is intended to be a measure of economic value to the local area resulting from local spend. The proxy is based on a GVA Type I Multiplier (see Glossary). The multiplier should be made industry specific by selecting the appropriate Industry Type I Multiplier and localised by referencing the relevant geographical GVA figures. See link below³⁹ for further information.

The multipliers developed by Social Value Portal have a default assumption for leakage of 20% (see Glossary).

This measure should not be reported as Social Value, but separately as Local Economic Value. Please contact the Social Value Portal for further guidance.

5 Guidance and application notes

Consistent definitions of “local” must be used for NT1, NT18 and NT19.

Local spend is the cumulative spend with suppliers based within the designated local area.

Provide an estimated breakdown in £ of expected spend with local organisations in the supply chain. Specify the name of each eligible supplier if this is available, including the category/industry of goods/services to be procured from each as well as their postcode.

6 Evidence requirements

See Guidance and application notes above.

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³⁹ ons.gov.uk/economy/grossvalueaddedgva

NT18a RE22a FM29a Local supply chain spend in targeted areas

Outcome: More opportunities for local MSMEs and VCSEs

Short measure description: Local supply chain spend

1 Unit of measurement

£

2 Detailed measure description

Total amount (£) spent through the contract in specified sub-localities (e.g. high deprivation areas) – please refer to list for the qualifying areas.

3 Important points

The list of targeted sub-localities is provided on a project by project basis. These will be areas (wards, postcodes, etc.) within the procuring authority boundary (most likely a local authority).

- » See NT18 for Important Points.
- » Refer to reminders on double counting for NT18. Spend included under this measure should not also be counted under any of the other local spend measures (NT18, NT18a, NT19a)
- » Any procurement weighting must be removed during measurement.

4 Proxy description and rationale

See NT18. If a procurement weighting is applied to this measure for target-setting, it must be removed for measurement.

5 Guidance and application notes

This measure can be used as an alternative to NT18 for target-setting or measurement in connection with a specified list of sub-localities, i.e. smaller designated areas within the wider boundary (wards or postcode areas within a local authority, for instance).

Most typically, this measure will be used by local authorities in connection with a list of sub-local areas that the authority has deemed to be in greater

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need of local supply chain opportunities (as shown, for example, by Indices of Multiple Deprivation⁴⁰).

In procurement, a weighting may be applied to the target submitted value, which increases the value of the measure compared with other supply chain spend under NT18. This weighting must be removed during measurement.

All other Guidance and application notes relevant to NT18 apply.

6 Evidence requirements

See NT18

⁴⁰ gov.uk/government/statistics/english-indices-of-deprivation-2019 ; <https://gov.wales/welsh-index-multiple-deprivation-full-index-update-ranks-2019> ; gov.scot/collections/scottish-index-of-multiple-deprivation-2020/ ; nisra.gov.uk/statistics/deprivation/northern-ireland-multiple-deprivation-measure-2017-nimdm2017

NT19 RE23 FM30 Local supply chain spend with MSMEs

Outcome: More opportunities for local MSMEs and VCSEs

Short measure description: Local supply chain spend with MSMEs

1 Unit of measurement

£

2 Detailed measure description

Total amount (£) spent through contract with LOCAL micro, small and medium enterprises (MSMEs).

3 Important notes

This measure is the same as NT18 except that it only applies for MSMEs (Medium, Small and Micro Enterprises). All other notes for NT18 apply.

- » Refer to reminders to avoid double counting for NT18. Spend included under this measure should not also be counted under any of the other local spend measures (NT18, NT18a, NT19a).
- » Organisations must not record their own turnover under this measure.

4 Proxy description and rationale

See NT18.

5 Guidance and application notes

As for NT18, except that this measure only applies to MSMEs. The same spend must not be included in NT18 and NT19.

6 Evidence requirements

As for NT18, except that this measure only applies to MSMEs.

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NT19a FM30a Local supply chain spend with Micro and Small enterprises

Outcome: More opportunities for local MSMEs and VCSEs

Short measure description: Local supply chain spend with Micro and Small Enterprises

1 Unit of measurement

£

2 Detailed measure description

Total amount (£) spent through contract with LOCAL micro and small enterprises within your supply chain.

3 Important points

This measure is the same as NT18 and NT19 except that it only applies for Small and Micro Enterprises. All other notes for NT18 apply.

- » Refer to reminders to avoid double counting for NT18 and NT19. Spend included under this measure should not also be counted under any of the other local spend measures (NT18, NT18a, NT19).
- » Organisations must not record their own turnover under this measure.

4 Proxy description and rationale

See NT18 and NT19.

5 Guidance and application notes

This measure covers local spend specifically with Micro and Small enterprises. Medium-sized and large enterprises are excluded from this measure. All other details for NT18 and NT19 apply. The same spend must not be included in NT18 or NT19.

6 Evidence requirements

See NT18 and NT19.

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RE73 FM31 Opportunities for MSMEs to tender for decarbonisation work

Outcome: More opportunities for local MSMEs and VCSEs

Short measure description: Opportunities for MSMEs to tender for decarbonisation work

1 Unit of measurement

No. of opportunities.

2 Detailed measure description

No. of opportunities created for local MSMEs to respond to tenders for de-carbonisation work on the contract.

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

Specify the number of relevant opportunities, their relevance to de-carbonisation and explain the plan to target MSMEs specifically. See Glossary for definition of MSMEs.

6 Evidence requirements

List opportunities, relevance to de-carbonisation and winning MSMEs.
.....

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RE73
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NT20 RE24 FM33 Staff health and wellbeing

Outcome: Improving staff wellbeing and mental health

Short measure description: Programmes to improve staff health and wellbeing

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1 Unit of measurement

No. employees provided access.

2 Detailed measure description

No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes.

3 Important points

- » Only count each employee once in a year
- » Do not include activities that can be considered 'business as usual' for a responsible business.
- » A qualifying programme needs to be engaging, well managed, focused on employee benefits and readily accessible.
- » Common over-counting errors on this measure include:
 - » Counting activities that do not qualify as added social value
 - » Counting a wider group of people than is relevant for this specific target-setting or reporting activity.
- » Care is needed to ensure that only relevant employees are included in this measure.

For example, if targets are being set or activity is being reported relative to a contract, only the employees on the contract should be reported.

Or if reporting is for a specific division of the business, only the employees from this division should be counted.
- » For further guidance on relevance, see section on additionality, attribution and deadweight in "10 Essential Principles" above.
- » The measure applies both to direct and supply chain employees.

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4 Proxy description and rationale

This measure is intended to capture the total number of relevant direct or supply chain employees provided with access to comprehensive workplace wellbeing programmes (see detailed description above).

It represents the estimated average increase in productivity per worker from a workplace wellbeing programme, during the year of delivery. It is a conservative assessment of increased productivity resulting from reduced absenteeism and presenteeism due to ill health within a sample programme.

This measure looks at the benefit to the staff member over a 12-month period, so if an employee has access to more than one programme, they should still only be counted once.

The proxy has been modelled for a large enterprise, and it might underestimate the costs of delivering the programme for smaller businesses.

5 Guidance and application notes

Summarise strategy for providing access to a comprehensive workplace wellbeing programme to all employees, including measures in place or planned. Describe how the programme is going to be structured with reference to the detailed description provided. If partnering with a specialist organisation, provide known details or a range of options.

The TOMs is designed to capture **added value** – in other words, activities that go beyond “business as usual” for a normal responsible business. This is why the measure refers to “programmes”. Businesses are expected as a matter of course to have appropriate team and employee management arrangements in place (team meetings, staff reviews, etc.). This measure should capture what is **additional** to business as usual.

This measure can include both direct employees and employees from the supply chain, as long as suitable evidence can be provided.

If offered digitally, for example to cater to those employees working from home, programmes should reflect potentially changed needs and staff expectations around workplace wellbeing derived through continued and

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meaningful consultation and engagement with employees. This is to ensure offered services remain relevant and are comprehensively provided.

For a discussion of good practice approaches to improve staff wellbeing, please see the “Best Practice in Promoting Employee Health and Wellbeing in the City of London” research report.⁴¹

6 Evidence requirements

Upload a description of the wellbeing programme(s) delivered and the number of relevant people who had access to that, with evidence of the specific programmes involved. If partnering with any specialist organisation, please provide details.

⁴¹ [birmingham.ac.uk/Documents/research/ias/employee-health-and-wellbeing-in-the-city-of-london-final.pdf](https://www.birmingham.ac.uk/Documents/research/ias/employee-health-and-wellbeing-in-the-city-of-london-final.pdf)

NT55 Workplace screening

Outcome: Improving staff wellbeing and mental health

Short measure description: Staff health and wellbeing

1 Unit of measurement

No. employees provided access.

2 Detailed measure description

No. of employees provided with workplace screening (through a questionnaire) and support (at least six session of Cognitive Behavioural Therapy (CBT)) for anxiety and depression.

3 Important points

Only count each employee once in a year.

» Only count relevant employees.

4 Proxy description and rationale

This measure covers relevant direct or supply chain employees who have having been screened through a mental health survey.

Enhanced care for depression based in the workplace consists of completion by employees of a screening questionnaire, followed by care management for those found to be suffering from, or at risk of developing, depression and/or anxiety disorders. Those identified as being at risk of depression or anxiety disorders are offered a course of cognitive behavioural therapy (CBT) delivered in six sessions over 12 weeks. This intervention has been shown in a number of studies to be effective in tackling depression and reducing productivity loss in various workplaces.

The proxy measures the average annualized economic benefit per person resulting from access to mental health screening and CBT (cognitive behavioural therapy) for workers. The calculation is based on per person fiscal savings to the NHS and local authority, and additional earnings for employees suffering from depression and/or anxiety and being treated; the benefit is averaged out for an entire workforce.

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5 Guidance and application notes

Summarise strategy for providing access to mental health screening questionnaires for all employees on the contract and providing access to CBT sessions as described above. If partnering with any specialist organisation, provide details or a range of options. This measure can include both direct employees and employees from the supply chain, as long as suitable evidence can be provided.

NB: this measure looks at the benefit to the staff member over a 12-month period, so if an employee has access to more than one programme, they should only be counted once.

6 Evidence requirements

See Guidance and application notes.

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NT39 FM34 Mental health campaigns for staff

Outcome: Improving staff wellbeing and mental health

Short measure description: Mental health campaigns for staff

1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

Mental Health campaigns for staff on the contract to create community of acceptance, remove stigma around mental health.

3 Important points

Do not double count £ invested with other measures

This measure applies both to direct employees and employees in the supply chain, as long as suitable evidence can be provided. .

4 Proxy description and rationale

See Unit of measurement above.

This proxy measures the value of resources invested in Mental Health Campaigns for staff and supply chain.

5 Guidance and application notes

Set out the estimated costs for relevant initiatives. Describe the type of initiatives, their aim and focus and also who they will be targeted at (staff, supply chain). If partnering with any specialist organisation, provide details or a range of options.

6 Evidence requirements

Provide a breakdown of costs for each initiative, and a summary of the number of people engaged where relevant. If partnering with any specialist organisation, provide details.

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NT21 RE25 FM36 Equality and diversity training

Outcome: Improving staff wellbeing and mental health

Short measure description: Equality and diversity training

1 Unit of measurement

No. of hours (total session duration) multiplied by the no. of attendees.

2 Detailed measure description

Equality, diversity and inclusion training, provided both for direct employees and supply chain staff.

3 Important points

Should not be double counted with NT20 or any other training measures.

4 Proxy description and rationale

This covers training provided to own staff, Tier 1 supply chain and subcontractors specifically around equality, diversity and inclusion.

The proxy reflects the average estimated cost of training if delivered by an external consultant. Based on average self-reported fees from a survey of consultants in various sectors across the UK, updated to 2020 / 2021 prices.

5 Guidance and application notes

Describe strategy for delivering equality and diversity training to own staff and supply chain (provided this is provided at no cost to the 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 own organisation 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.

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 people would be 16 hours, regardless of whether the session is delivered by 1 person or 5 people.

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6 Evidence requirements

Provide a breakdown of staff hours spent providing equality, diversity and inclusion training to own 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. If partnering with any specialist organisation, please provide details. Information provided must be GDPR compliant.

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NT56 Implementation of mental health core standards for staff

Outcome: Improving staff wellbeing and mental health

Short measure description: Mental health campaigns for staff

1 Unit of measurement

Percentage.

2 Detailed measure description

Percentage of suppliers up to and including Tier 2 in the supply chain (including the prime contractor) that will implement the mental health core standards for all companies and the mental health enhanced standards for companies with more than 500 employees, as set out in Thriving at Work: the Stevenson Farmer Review on Mental Health and Employers.⁴²

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

This measure can include both direct employees and employees from the supply chain (to Tier 2), as long as suitable evidence can be provided.

6 Evidence requirements

Provide suitable evidence to show mental health core standards have been applied.

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⁴² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/658145/thriving-at-work-stevenson-farmer-review.pdf

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FM37 Pro bono responsible budgeting support

Outcome: Improving staff wellbeing and mental health

Short measure description: Responsible budgeting support

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1 Unit of measurement

No. hrs (total session duration) × no. attendees

2 Detailed measure description

Offering *pro bono* responsible budgeting support to employees through a registered debt management provider (e.g. running internal programmes).

3 Important points

The following Measures should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, and NT29.

» Also check other relevant expert time Measures included.

4 Proxy description and rationale

Expert staff time (as opposed to general volunteering time – see Glossary). Based on average self-reported fees from a survey of consultants in various sectors across the UK, updated to 2020 / 2021 prices.

5 Guidance and application notes

This is the number of hours dedicated to individual or group *pro bono* responsible budgeting support for employees through a registered debt management provider (e.g. running internal programmes). Only training provided to staff at no cost to them should be included. 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.

6 Evidence requirements

See Guidance and application notes. Provide a breakdown of the *pro bono* responsible budgeting support offered to employees. Provide the name(s) of the registered debt management provider(s) partnered with. Describe the number of staff hours spent in total and in partnership with each provider. Information provided must be GDPR compliant.

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The 2021 TOMs measures detailed tables



RE59 FM35 Workplace screening in construction

Outcome: Improving staff wellbeing and mental health

Short measure description: Staff health and wellbeing

1 Unit of measurement

No. employees provided access.

2 Detailed measure description

No. of employees provided with workplace screening (through a questionnaire) and support (at least six session of Cognitive Behavioural Therapy (CBT)) for anxiety and depression.

3 Important points

—

4 Proxy description and rationale

As for NT55.

5 Guidance and application notes

As for NT55. Employees will have been screened through a mental health survey. Those employees identified as suffering from or at risk of depression and/or anxiety and interested in treatment have to be provided with access to a minimum of 6 sessions of CBT (Cognitive Behavioural Therapy) to address their mental health problems.

6 Evidence requirements

As for NT55.

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NT57 FM38 Gender pay gap

Outcome: Reducing inequalities

Short measure description: Reducing the gender pay gap – small and medium enterprises

1 Unit of measurement

% median gender pay gap

2 Detailed measure description

Prime contractor's median gender salary pay gap for staff – Small and Medium enterprises.

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

This measure relates to the median pay gap at corporate level in hourly rates for men and women for the full workforce. It includes both full-time and part-time workers. It is calculated as the difference between median hourly earnings (excluding overtime) of men and women as a proportion of median hourly earnings (excluding overtime) of men – expressed as a percentage.

The gender pay gap is not to be confused with equal pay, which refers to the legal requirement that men and women must be paid the same amount for similar work. Guidance on calculations can be found in the link below.⁴³

Please note that the median gender pay gap becomes less meaningful the smaller the company because of the higher risk of anomalies in smaller data samples.

⁴³ [gov.uk/guidance/gender-pay-gap-reporting-make-your-calculations](https://www.gov.uk/guidance/gender-pay-gap-reporting-make-your-calculations)



6 Evidence requirements

Provide evidence of calculations from payroll data and, if available, a narrative identifying the challenges and possible causes of the gender pay gap within the organisation, together with strategies to address it. Information provided must be GDPR compliant.

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NT40 Initiatives to reduce the gender pay gap

Outcome: Reducing inequalities

Short measure description: Reducing the gender pay gap – small and medium enterprises

1 Unit of measurement

£ invested – including staff time.

2 Detailed measure description

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).

3 Important points

—

4 Proxy description and rationale

Input value – this proxy measures the value of resources (such as costs of putting on events including hiring of spaces, stands and staff time, etc.) invested in the initiatives on the contract.

5 Guidance and application notes

Describe initiatives and implementation plans. These could include, for example, changes to recruitment and promotion practices, relevant networking and mentoring programmes, flexibility and shared parental leave policies, and specific training for staff. Provide a description of initiatives to be delivered on the contract and a breakdown of projected costs for each. If partnering with any specialist organisation, provide details.

See Government guidance⁴⁴ on practices to reduce the gender pay gap.

⁴⁴ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/731288/Gender-Pay-Gap-actions_.pdf



6 Evidence requirements

See Guidance and application notes. For each initiative, provide a breakdown of the £ invested.

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NT41 FM40 Staff paid the Living Wage

Outcome: Reducing inequalities

Short measure description: Staff paid the Living Wage

1 Unit of measurement

Percentage

2 Detailed measure description

Percentage of staff on contract paid at least the relevant Real Living wage as specified by Living Wage foundation.

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

State Real Living Wage rates to be applied (UK or London rate) to the workforce, or to what percentage of the workforce on the contract if this only partially includes the London area.

The current Real Living wage for the UK as set by the Living Wage foundation is £9.41 per hour, while the London rate is £10.85 per hour.⁴⁵

6 Evidence requirements

Provide evidence of the total number of employment contracts and the number of employment contracts where staff are paid at least Real Living wage according to the relevant local rate. For more information see link below.⁴⁶ All data must be GDPR compliant.

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⁴⁵ livingwage.org.uk

⁴⁶ Ditto

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NT42 FM42 Supply chain partners paying the Living Wage

Outcome: Reducing inequalities

Short measure description: Supply chain
paying the Living Wage

1 Unit of measurement

Percentage

2 Detailed measure description

Percentage of contractors in the supply chain required (or supported if they are micro and small business) to pay at least the Real Living wage.

3 Important points

Specify what support is being provided to help micro and small businesses pay at least the Real Living Wage.

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

Specify how many of the contractors will be MSMEs and how they will be supported.

Specify what Real Living Wage rates are being applied (UK or London rate) and to which contractors. Specify the total number of contractors, and the ones that will be paying Real Living Wage to all staff on the contract. See NT41.

6 Evidence requirements

Specify what Real Living Wage rates have been applied (UK or London rate) and to which contractors. Specify the total number of suppliers on the contract, and the ones that have been paying the Real Living Wage to all staff on the contract and how many of these are MSMEs. All data must be GDPR compliant.

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NT58 FM42 Number of Employees paid the Real Living Wage

Outcome: Reducing inequalities

Short measure description: Supply chain
paying the Living Wage

1 Unit of measurement

No. people (FTE).

2 Detailed measure description

Number of employees FTE on contract to have pay raised to Real Living Wage or higher (on a renewed contract or TUPE).

3 Important points

—

4 Proxy description and rationale

Annual economic benefit to an individual employed full time resulting from increased earnings calculated conservatively based on the UK real living wage (lower than the London living wage) as set by the Living Wage Foundation based on estimated difference in benefit between real Living Wage and Minimum Wage.

5 Guidance and application notes

Provide estimated number of applicable FTEs on employment contract. Specify which rates will apply (UK or London rate).

On a renewed contract or a TUPE, or when there is a relevant benchmark for the workforce on the contract and existing pay conditions. Can be used to monitor progress towards paying Real Living wage to all staff. See Living Wage Foundation for rates.⁴⁷ The proxy value is based on the UK value. Any difference in rates due to the contract being delivered in London can be adjusted for at the Measurement stage.

⁴⁷ livingwage.org.uk/



6 Evidence requirements

Provide evidence of the total number of renewed or retained employment contracts the wage has been raised to Real Living wage. Please specify which rates have been applied. All data must be GDPR compliant.

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NT22 RE26 FM43 Contracts with commitments to ethical procurement

Outcome: Ethical Procurement is promoted

Short measure description: Commitments to ethical procurement

1 Unit of measurement

Percentage

2 Detailed measure description

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.

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

Percentage of contracts within the supply chain that include commitments to ethical employment practices in the local and global supply chain, including requirements to ensure the supply chains are free from slavery and that encourage effective and transparent reporting. Please refer to the link below.⁴⁸ Specify the total number of relevant procurement contracts and the proportion of these that will include commitments to ethical procurement. If possible and applicable, provide a copy of ethical procurement policy and modern slavery statement.

⁴⁸ antislaverycommissioner.co.uk/media/1329/independent-anti-slavery-commissioners-strategic-plan-19-21-screen-readable.pdf

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Percentage of contracts within the supply chain that include requirements to ensure that supply chains are free from slavery and to encourage effective and transparent reporting.⁴⁹

6 Evidence requirements

See Guidance and application notes.

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NT43 FM44 Initiatives to identify and manage Modern Slavery

Outcome: Ethical Procurement is promoted

Short measure description: Modern slavery in the supply chain

1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

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).

3 Important points

—

4 Proxy description and rationale

£ invested. This proxy measures the value of resources invested in the initiatives.

5 Guidance and application notes

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 (such as right to work checks, bank account checks, address checks), engagement programmes with the supply chain to communicate expectations and requirements around modern slavery and to offer support to solve challenges, etc. Specify the percentage of contracts within the supply chain that include requirements to ensure that supply chains are free from slavery and to encourage effective and transparent reporting.⁵⁰

⁵⁰ <http://www.antislaverycommissioner.co.uk/priorities/priority-4-private-sector-engagement/>



6 Evidence requirements

See Guidance and application notes. Provide a breakdown (of costs) as to what initiatives have been undertaken to reduce the risk of modern slavery occurring on the contract.

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NT59 FM45 Modern Slavery – supply chain audits

Outcome: Ethical Procurement is promoted

Short measure description: Commitments to ethical procurement

1 Unit of measurement

No. audits.

2 Detailed measure description

Number of comprehensive supply chain audits to be undertaken to identify, monitor and reduce the risk of modern slavery occurring in relation to the contract.

3 Important points

Record Only.

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

Internal and external (independent third party) supply chain modern slavery audits delivered, including announced and unannounced direct and supply chain site audits. For more information on tackling modern slavery in supply chains see link below.⁵¹

Describe the number and nature of audits planned and provide a breakdown by type.

6 Evidence requirements

Provide a list of modern slavery audits delivered, specify if external/internal and announced/unannounced. Specific frequency per site/contractor. Provide reference to results or reports for each.

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⁵¹ [local.gov.uk/sites/default/files/documents/LGA_Modern%20Slavery%20Transparency%20in%20supply%20chains%20statements%20-%20Aide%20Memoire_May%202018.pdf](https://www.local.gov.uk/sites/default/files/documents/LGA_Modern%20Slavery%20Transparency%20in%20supply%20chains%20statements%20-%20Aide%20Memoire_May%202018.pdf)

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NT60 FM46 Managing Modern Slavery – people employed in the supply chain

Outcome: Ethical Procurement is promoted

Short measure description: People employed to manage modern slavery in the supply chain

1 Unit of measurement

No. people FTE.

2 Detailed measure description

Number of people employed (FTE) in the supply chain to identify and manage the risk of modern slavery occurring in the supply chain.

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

This covers the people employed at corporate level with specific responsibilities for understanding and managing the risks of modern slavery. Qualifying direct employees and people employed through the supply chain can be claimed, as long as the relevant positions in the supply chains are required by contractual agreements with the prime contractor and only in relation to the proportion of time relevant to the underlying business activity or reporting period.

Identify number of people and specify modern slavery responsibilities on the contract for each.

6 Evidence requirements

Provide an anonymised list of relevant employees and their specific modern slavery related responsibilities. Provide information on their modern slavery related qualifications. Information provided must be GDPR compliant.

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NT61 RE60 FM47 Prompt payment – invoices paid in 30 days

Outcome: Ethical Procurement is promoted

Short measure description:
Percentage of invoices paid in 30 days

1 Unit of measurement

Percentage.

2 Detailed measure description

Percentage of invoices paid within 30 days.

3 Important points

Ensure data is relevant and proportionate to the underlying business activity or reporting period.

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

Specify payment conditions and commitments on the percentage of invoices paid within 30 days.

6 Evidence requirements

See Guidance and application notes.

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NT62 Cyber security risks

Outcome: Cyber security risks are reduced

Short measure description: Initiatives to protect against cyber security risks

1 Unit of measurement

Provide description

2 Detailed measure description

Number and percent of companies in the supply chain, to Tier 2, that achieve relevant cyber security certifications (e.g. Cyber Essentials, Cyber Essentials Plus or National Cyber Security Centre's 10 steps).

3 Important points

Ensure data is relevant and proportionate to the underlying business activity or reporting period.

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

Cyber Essentials and Cyber Essentials Plus are schemes backed by the Government's National Cyber Security Centre. The schemes aim to help an organisation protect against common cyber security risks and cyber-attacks. The schemes offer two certifications: Cyber Essentials and Cyber Essentials Plus. Cyber Essentials certification works through a self-assessment aimed at reducing risks and preventing the most common cyber attacks. Cyber Essentials Plus certification meanwhile is more comprehensive and involves a hands-on technical verification. For further information please see link below.⁵²

Provide relevant documents, including relevant supplier names and numbers

6 Evidence requirements

See Guidance and application notes.

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NT23 RE27 FM48 Social value in the Supply Chain

Outcome: Ethical Procurement is promoted

Short measure description: Contracts with social value commitments

1 Unit of measurement

Percentage.

2 Detailed measure description

Percentage of contracts with the supply chain on which Social Value commitments, measurement and monitoring are required.

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

Specify the proportion of total relevant contracts on this contract that will include commitments to deliver social value. Explain how this will be monitored and measured, including how the supply chain will be engaged with to promote social value.

This includes quantitative requirements in terms of social value delivered, monitoring and measurement mechanism for delivery (such as the National TOMs framework or equivalent).

6 Evidence requirements

See Guidance and application notes.

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C19-5 Support for SMEs and VCSEs during COVID-19

Outcome: Supporting workers, SMEs and VCSEs to face the COVID-19 crisis

Short measure description: Support for SMEs and VCSEs during COVID-19

1 Unit of measurement

No. staff expert hours.

2 Detailed measure description

Provide support for SMEs and VCSEs to respond to the COVID-19 crisis and maintain business operations – hours of expert support provided by staff.

3 Important points

Do not double count with other measures.

4 Proxy description and rationale

The proxy reflects the average estimated cost of training if delivered by an external consultant.

This Measure identifies staff time donated to SMEs or VCSEs to provide professional support with their organisational response to the COVID-19 emergency (logistics, human resources, legal or financial advice, organisational or management advice, etc). The proxy is based on average self-reported fees from a survey of consultants in various sectors across the UK, updated to 2020 / 2021 prices.

5 Guidance and application notes

Summarise strategy for achieving this measure. Examples could include but are not limited to: sharing online resources and capabilities, building online capacities, sharing resources and infrastructure, etc.

Add the number of hours each staff member contributes. For example, if 5 staff spend 2 hours providing expert advice, then the total number of hours reported should be 10.

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Examples of innovative and best practice solutions can be accessed through the links below.^{53,54}

6 Evidence requirements

Breakdown of staff hours spent including details of the VCSEs/SMEs supported, number of staff hours per VCSE/SME, the type of advice given and the qualification/role of the person delivering this advice.

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⁵³ [UK Government COVID-19-guidance for employees, employers and businesses](#)

⁵⁴ goodthingsfoundation.org/

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Growth



C19-6 Prompt payment during COVID-19

Outcome: Supporting workers, SMEs and VCSEs to face the COVID-19 crisis

Short measure description: Prompt payment for SMEs and VCSEs during COVID-19

1 Unit of measurement

Percentage.

2 Detailed measure description

Percentage of invoices on the contract paid to SMEs and VCSEs within 30 days.

3 Important points

This Measure is designed to help SMEs and VCSEs face cashflow shortages during the COVID-19 crisis. All organisations, regardless of whether they are themselves SMEs or VCSEs, will have suppliers who need to be paid promptly and should consider this measure as applicable to them.

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

Specify payment conditions for SMEs and VCSEs on the contract and commitments on the percentage of invoices to be paid within 30 days.

6 Evidence requirements

Specify the total number of invoices to SMEs and VCSEs to be paid on the contract and the number of those invoices paid within 30 days. Provide evidence of payment terms implemented.

.....

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C19-7 Supporting staff on furlough during COVID-19

Outcome: Supporting workers, SMEs and VCSEs to face the COVID-19 crisis

Short measure description: Policies to support staff on furlough during COVID-19

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1 Unit of measurement

Y/N – Provide relevant documents

2 Detailed measure description

Do you have a policy or a strategy to provide support to staff working remotely or on furlough around mental health and wellbeing?

3 Important points

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

This measure is about setting up virtual support screening and channels for staff working remotely, to help with mental health and wellbeing.

Specify whether you have a policy or strategy to provide mental health and wellbeing support to staff working remotely as well as to staff on furlough. A strategy could (for example) specify the main purpose and who will be targeted, as well as the scope of the guidance, distribution channels and delivery or enforcement responsibilities.

Examples of innovative and best practice solutions can be accessed through the links below:⁵⁵

6 Evidence requirements

Provide relevant documentation outlining your policy or strategy on how you will support staff on furlough.

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⁵⁵ Protect home workers [hse.gov.uk/toolbox/workers/home.htm](https://www.hse.gov.uk/toolbox/workers/home.htm) ; Mental Health in the workplace [acas.org.uk/supporting-mental-health-workplace](https://www.acas.org.uk/supporting-mental-health-workplace) ; Working from home ([acas.org.uk/working-from-home](https://www.acas.org.uk/working-from-home))



C19-8 Supporting staff on furlough during COVID-19

Outcome: Supporting workers, SMEs and VCSEs to face the COVID-19 crisis

Short measure description: Initiatives to support staff on furlough during COVID-19

1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

Initiatives to provide support to staff working remotely or on furlough around mental health and wellbeing.

3 Important points

Do not double count with other measures.

4 Proxy description and rationale

£ invested (staff time, equipment, financial resources).

5 Guidance and application notes

This measure covers the same area as C19-7 above but referencing specific initiatives rather than policies or strategies. Summarise initiatives for providing mental health and wellbeing support to staff working remotely as well as to staff on furlough.

See C19-7. Additionally, see link below.⁵⁶

6 Evidence requirements

Provide breakdown of cost and description of the initiatives including aims, who has been targeted and delivery responsibilities, alongside details of organisations partnered with. Provide an implementation report.

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⁵⁶ https://homeworkingsurveydemo.leesmanindex.co.uk/FnjaCDant8XCGoJZ?mc_cid=3efac67cc4&mc_eid=9abc6bd76a



C19-9 Safe virtual spaces for staff during COVID-19

Outcome: Supporting workers, SMEs and VCSEs to face the COVID-19 crisis

Short measure description: Policies to support staff on furlough during COVID-19

1 Unit of measurement

Y/N – Provide relevant documents.

2 Detailed measure description

Do you have a policy or a strategy to provide and manage safe virtual spaces to staff, including guidance around cyber security and around remote and virtual working best practice (Provide strategy or policy document).

3 Important points

–

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

Specify whether there is a policy or strategy to provide safe virtual spaces to staff, including guidance around cyber security and around remote and virtual working best practice.

Examples could include but are not limited to: Building, expanding and streamlining company online capabilities and capacities (for example, using MSTeams, Zoom, Teamviewer etc. for safe internal communication).

Examples of innovative and best practice solutions can be accessed through the link below.⁵⁷

6 Evidence requirements

See Guidance and application notes. Provide relevant documents.

.....

⁵⁷ NCSC Home Working Guidance nsc.gov.uk/guidance/home-working



C19-10 Safe virtual spaces for staff during COVID-19

Outcome: Supporting workers, SMEs and VCSEs to face the COVID-19 crisis

Short measure description: Initiatives to support staff on furlough during COVID-19

1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

Initiatives to provide and manage safe virtual spaces to staff, including guidance around cyber security and around remote and virtual working best practice (provide initiatives' description).

3 Important points

Do not double count with other measures.

4 Proxy description and rationale

£ invested (staff time, equipment, financial resources).

5 Guidance for setting targets (including Procurement / tenders)

This measure covers the same area as C19-9 above but referencing specific initiatives rather than policies or strategies. See Guidance for C19-10. Summarise initiatives. Examples of innovative and best practice solutions can be accessed through the link below.⁵⁸

6 Evidence requirements

Provide description of the initiatives including aims, audiences and delivery responsibilities, alongside details of organisations partnered with. Provide an implementation report.

.....

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⁵⁸ NCSC Home Working Guidance ncsc.gov.uk/guidance/home-working



C19-11 Support for staff delivering essential work during COVID-19

Outcome: Supporting workers, SMEs and VCSEs to face the COVID-19 crisis

Short measure description: Initiatives to support staff delivering essential work during COVID-19

1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

Initiatives to further support staff delivering essential work as defined by the UK government, both within the company and the supply chain (e.g. providing food delivery and mental health support services, etc.).

3 Important points

Do not double count with other measures.

Applies to both direct and supply chain essential workers.

4 Proxy description and rationale

£ invested (staff time, equipment, financial resources).

5 Guidance and application notes

Summarise initiatives for supporting staff delivering essential work as defined by the UK government, both within the company and the supply chain. This measure focuses on support beyond legal requirements, such as providing food delivery, mental health support or equivalent services to workers defined as essential by the UK Government.

6 Evidence requirements

Provide description of the initiatives including aims, target beneficiaries and delivery responsibilities, alongside details of organisations partnered with. Provide an implementation report.

.....

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C19-12 Support for staff from vulnerable groups during COVID-19

Outcome: Supporting workers, SMEs and VCSEs to face the COVID-19 crisis

Short measure description: Initiatives to support staff delivering essential work during COVID-19

1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

Initiatives to further support own and supply chain staff from vulnerable groups to reduce economic impact of the crisis (e.g. offering financial support measures, advise on how to access support from the government, pro bono food deliveries and mental health support services, etc).

3 Important points

Do not double count with other measures.

Applies to both direct and supply chain essential workers.

4 Proxy description and rationale

£ invested (staff time, equipment, financial resources).

5 Guidance and application notes

Summarise initiatives to reduce the economic impact of the crisis by supporting staff within the company or the supply chain who belong to a vulnerable group. Support can include but is not limited to: offering financial support measures, advise on how to access support from the government, food deliveries and mental health support services, or equivalent services. Examples of innovative and best practice solutions can be accessed through the link below.⁵⁹

⁵⁹ UK Government COVID-19 guidance for employees, employers and businesses [gov.uk/government/publications/guidance-to-employers-and-businesses-about-COVID-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-COVID-19)

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6 Evidence requirements

Provide description of the initiatives including aims, target beneficiaries and delivery responsibilities, alongside details of organisations partnered with. Provide an implementation report.

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C19-13 Engagement with contractors to support TOMs COVID-19 measures

Outcome: Supporting workers, SMEs and VCSEs to face the COVID-19 crisis

Short measure description: Percentage of contractors engaged with to support COVID-19 response

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1 Unit of measurement

% of contractors within the contract's supply chain

2 Detailed measure description

Percentage of contractors engaged with to implement COVID-19 response measures as outlined in the TOMs 2020 COVID-19 Plug-In and contract management notes.

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

Summarise the proportion of contractors engaged with to implement the COVID-19 response measures. Examples of engagement include but are not limited to: Providing guidance and information around COVID-19, best practice social behaviour, etc. to contractors and their staff.

6 Evidence requirements

Provide details of supply chain partners that have committed to deliver C19 TOMs Measures or equivalent.

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NT24 RE28 FM49 Reduced crime

Outcome: Crime is reduced

Short measure description: Initiatives aimed at reducing crime

1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

Initiatives aimed at reducing crime (such as support for local youth groups, lighting for public spaces, etc.).

3 Important points

The TOMs framework is about added value. Care should be taken not to include initiatives that are part of normal business activity (such as security cameras or paid for security to protect the site). NT24 is intended to capture social value and community benefits.

- » Care should be taken to avoid double counting with other measures by not recording the same activity twice.
- » Notably, this Measure should not be double counted with NT15, NT16, NT17, NT25, NT26, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.

4 Proxy description and rationale

Input value of investment.

5 Guidance and application notes

Provide a breakdown of pounds to be invested in initiatives aimed at reducing crime. Describe what type of crime will be reduced. Details of any organisations to be partnered with to reduce crime must be provided.

Calculate the equivalent pound value of resources invested – including cash, equipment, use of assets (e.g. space) and staff time. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories.

This could be run in partnership with a VCSE or as part of a company programme. A detailed description of the relevant initiatives should be

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NT24 Worked Example

Organisation A decides to work with a local charity using sport to divert young people away from crime and anti-social behaviour.

Two employees will be supporting the charity one morning for 4 hours (during working hours).

Organisation A will also donate £1,500, plus two computers to the charity. Their equivalent price value is £800.

Staff time should be valued using the proxy value.

Volunteering hours: £128.72 (2×4×16.36)

Cash donation: £1,500

In-kind donation: £800

**Total to be entered against NT24 =
£2,428.72**

provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (such as a nationwide initiative or collaboration with a charity) attribution should be taken into account so that the social value claimed is proportionate to the underlying business activity and reporting period.

There is an expectation for independently assured and audited reports to be provided.

6 Evidence requirements

Provide a breakdown of pounds invested. Describe what type of crime the initiatives have aimed to reduce, including how and where this has been achieved. Provide details of any organisations you have partnered with. Information provided must be GDPR compliant.

Social



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NT25 RE29 FM50 Tackling homelessness

Outcome: Creating a healthier community

Short measure description: Initiatives aimed at tackling homelessness

1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc.).

3 Important points

Care should be taken to avoid double counting with other measures by not recording the same activity twice.

» Notably: this measure should not be double counted with NT15, NT16, NT17, NT24, NT26, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant measures.

4 Proxy description and rationale

Input value of investment.

5 Guidance and application notes

As for NT24, in relation to tackling homelessness.

6 Evidence requirements

See Guidance and application notes. Information provided must be GDPR compliant.

**NT25
RE29
FM50**

Social



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NT63 FM51 Supporting rough sleepers

Outcome: Creating a healthier community

Short measure description: Initiatives to support rough sleepers

1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

Initiatives to support rough sleepers – including training for security and night staff, opening up facilities spaces (e.g. showers or additional beds when temperature drops) after hours.

3 Important points

Care should be taken to avoid double counting with other measures by not recording the same activity twice.

» Notably: This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT29, NT30 and NT69 or other relevant Measures.

4 Proxy description and rationale

Input value of investment.

5 Guidance and application notes

As for NT24, in relation to supporting rough sleepers.

6 Evidence requirements

Provide a breakdown of pounds invested in initiatives aimed at tackling rough sleepers. Describe how this has been achieved and any organisations partnered with. Information provided must be GDPR compliant.

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NT26 RE30 FM52 Supporting health and wellbeing

Outcome: Creating a healthier community

Short measure description: Initiatives to support health and wellbeing interventions

1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

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.

3 Important points

Care should be taken to avoid double counting with other measures by not recording the same activity twice.

» Notably: This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.

4 Proxy description and rationale

Input value of investment.

5 Guidance and application notes

As for NT24, in relation to supporting community health and wellbeing interventions.

6 Evidence requirements

Provide a breakdown of pounds invested in initiatives aimed at supporting health and wellbeing. Describe how this will be achieved and any organisations who will be partnered with. Details of any organisations to be partnered with to reduce crime must be provided. Information provided must be GDPR compliant.

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FM53 Nutritional guidance

Outcome: Creating a healthier community

Short measure description: Initiatives to support health interventions

1 Unit of measurement

Percentage

2 Detailed measure description

Percentage of catering contracts including requirements around nutritional content to reduce obesity and lifestyle disease and outreach campaigns to engage and inform people on the benefits of healthy food and eating.

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is record only.

5 Guidance and application notes

This is the percentage of catering contracts that include requirements around nutritional content to reduce obesity and lifestyle disease and outreach campaigns to engage and inform people on the benefits of healthy food and eating. For further information see link below.⁶⁰

6 Evidence requirements

Provide information on the percentage of catering contracts on contract that include requirements around nutritional content and outreach campaigns to engage and inform people on the benefits of healthy food and eating, with the aim of reducing obesity and lifestyle diseases.

Outline how these requirements helped reduce obesity and lifestyle diseases and how they differ from traditional catering options. Please provide information on any organisations you partnered with.

⁶⁰ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/604909/Encouraging_healthier_out_of_home_food_provision_toolkit_annexes.pdf

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NT27 RE31 FM54 Supporting independent living

Outcome: Creating a healthier community

Short measure description: Initiatives to support vulnerable people to live independently

1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs).

3 Important points

Care should be taken to avoid double counting with other measures by not recording the same activity twice.

» Notably: this measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT28, NT29, NT30, NT63 and NT69 or other relevant measures.

4 Proxy description and rationale

Input value of investment.

5 Guidance and application notes

As for NT24, in relation to supporting independent living.

6 Evidence requirements

Provide a breakdown of pounds invested in initiatives aimed at supporting vulnerable people to live independently. Describe how this was achieved and any organisations who were be partnered with. Information provided must be GDPR compliant.

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NT28 RE32 FM55 Donations to local community projects

Outcome: More working with the community

Short measure description: Donations to local community projects

1 Unit of measurement

£ value.

2 Detailed measure description

Donations or in-kind contributions to local community projects (£ & materials).

3 Important points

Care should be taken to avoid double counting with other measures by not recording the same activity twice.

- » Staff time should not be included in this measure.
- » Notably: This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT29, NT30, NT63 and NT69 or other relevant Measures.

4 Proxy description and rationale

Input value of investment.

This proxy measures the value of resources pledged to support, fund or finance existing initiatives in the community.

5 Guidance and application notes

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 that are expected to receive support and details of any expected partner organisations.

This could be a cash donation or the equivalent value of in-kind contributions made for a specific community project, such as the donation of a van to a community organisation (in which case, the written down value should be used). The equivalent £ value should be calculated and assumptions and details about the calculation should be made explicit. Attribution might need to be taken into account to ensure that the value

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NT28 Worked Example

Organisation A undertakes the renovation of the access areas for a safe house for women suffering from domestic abuse.

The total value of the works, including time and materials, is £5,000

Organisation A also donates furniture and two computers to the charity with an estimated replacement cost value of £800.

Value of renovation works: £5,000

In-kind donation: £800

Total to be entered against NT28 = £5,800

claimed is proportionate to the reporting period or underlying business activity.

6 Evidence requirements

See Guidance and application notes. Information provided must be GDPR compliant.

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NT29 RE33 FM56 Volunteering for local community projects

Outcome: More working with the community

Short measure description:
Volunteering for local community projects

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1 Unit of measurement

No. staff volunteering hours.

2 Detailed measure description

No. of hours volunteering time provided to support local community projects.

3 Important points

This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT30, NT63 and NT69 or other relevant Measures.

- » Only staff volunteering hours should be recorded when time has been allocated for staff to spend on formal volunteering.
- » Include only the amount of volunteering that has been provided by staff during working hours, or where time off in lieu or overtime is provided.
- » If volunteering takes place out of normal working hours and the organisation allows a compensating amount of time off, then the organisation can count the time in its social value reporting.
- » On the other hand, if volunteering takes place during the volunteer's personal time and the organisation does not allow a compensating amount of time off, it cannot be counted by the organisation.

4 Proxy description and rationale

No. staff volunteering hours (see NT17).

5 Guidance and application notes

Describe the volunteering activity/activities to be delivered, a breakdown of staff volunteering time and the local community projects to be supported. Provide details of potential partner organisations.

Refer to the definition of the local area specified for NT1. See Glossary for definition of volunteering.

**NT29
RE33
FM56**

Social





NT29 Worked Example

Three employees from Organisation A volunteer at the local foodbank during paid work time, helping with packing and distribution. They volunteer for a morning once a quarter, for a period of 3 hours per session.

Social value is being measured over one year.

Total volunteering hours: $(3 \times 3 \times 4) = 36$ hours

Total to be entered against NT29 = 36 hours

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. Time invested in organising such activities must be recorded separately from the staff volunteering time itself.

6 Evidence requirements

See Guidance and application notes. Information provided must be GDPR compliant.

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NT30 RE34 FM57 Support for Community Charter

Outcome: More working with the community

Short measure description: Support for community charter

1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

Support provided to help local community draw up their own Community Charter or Stakeholder Plan.

3 Important points

This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT29, NT63 and NT69 or other relevant Measures.

4 Proxy description and rationale

Input value – this proxy measures the value of resources (e.g. costs of putting on events including hiring of spaces, stands and staff time, etc.) invested in the initiatives on the contract.

5 Guidance and application notes

Please refer to the definition of the local area specified for NT1.

A Community Charter is a document designed by the community that identifies needs and opportunities and directs businesses that can help towards specific deliverables.

This could be provided through funding of a local community coordinator or a third party to facilitate the process. Supporting a local community coordinator means agreeing to be a sponsor and sign up to the initiatives, for instance by directing staff volunteers towards them.

6 Evidence requirements

See Guidance and application notes. For each initiative, provide a breakdown of the £ invested.

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RE35 FM58 Occupier satisfaction

Outcome: Our occupiers are more satisfied

Short measure description: Occupier satisfaction score (NPS)

1 Unit of measurement

No.

2 Detailed measure description

Occupier satisfaction score (NPS).

3 Important points

—

4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

Describe strategy and workplan for surveying occupier satisfaction.

The Net Promoter Score is an index ranging from 1 to 100 that measures the willingness of customers to recommend a company's products or services to others. It is used as a proxy for gauging the customer's overall satisfaction with a company's product or service and the customer's loyalty to the brand. Occupier survey using NPS (or similar) to be carried out within 18 months of occupation and then on an annual basis. Organisations should develop an action plan to improve scores where appropriate.⁶¹

6 Evidence requirements

Provide evidence of Occupier Satisfaction Surveys undertaken. Specify the number of survey responses you have received out of the total number of occupiers. Demonstrate actions taken or new plans put in place to improve performance and to engage with occupier feedback. Information provided must be GDPR compliant.

.....

⁶¹ medallia.com/net-promoter-score/



RE36 FM59 Post-occupancy evaluation

Outcome: Our occupiers are more satisfied

Short measure description: Post-occupancy evaluation

1 Unit of measurement

Yes / No

2 Detailed measure description

A Post Occupancy Evaluation has been carried out.

3 Important points

—

4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

Describe strategy and workplan for carrying out a Post Occupancy Evaluation. The post occupancy evaluation is designed to assess how content an occupier is with the new development. The survey should cover all aspects of occupation. For more information see link below.⁶²

6 Evidence requirements

See Guidance and application notes. Information provided must be GDPR compliant.

.....

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⁶² [architecture.com/knowledge-and-resources/resources-landing-page/post-occupancy-evaluation](https://www.architecture.com/knowledge-and-resources/resources-landing-page/post-occupancy-evaluation)



C19-14

Best practice social behaviour

Outcome: Supporting communities to deal with the COVID-19 crisis

Short measure description: Best practice social behaviour

1 Unit of measurement

Y/N – Provide relevant documents

2 Detailed measure description

Do you have in place a strategy to provide guidance on “best practice social behaviour” in COVID-19 times to own and supply chain staff?

3 Important points

–

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

Specify whether you have in place a strategy to provide guidance on best practice social behaviour around COVID-19 to own and supply chain staff.

This includes quantitative requirements in terms of social value delivered, monitoring and measurement mechanism for delivery (such as the National TOMs framework or equivalent).

6 Evidence requirements

See Guidance and application notes.

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C19-15 Safe volunteering in the community to help with the COVID-19 crisis

Outcome: Supporting communities to deal with the COVID-19 crisis

Short measure description: Volunteering during COVID-19

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1 Unit of measurement

No. staff volunteering hours.

2 Detailed measure description

Enable and encourage staff on the contract to safely volunteer within their community or participate in local support networks – particularly to help people in most vulnerable groups (at risk categories), people self-isolating and local essential workers.

3 Important notes

See NT17 for guidance on volunteering.

- » Only regular work hours, paid overtime hours or Time Off in Lieu can be counted as volunteering hours.

4 Proxy description and rationale

See other volunteering measures – e.g. NT17.

5 Guidance and application notes

Summarise strategy for enabling and encouraging staff to volunteer within the community or participate in local support networks. This measure focuses particularly on help for the most vulnerable groups and essential work force. Examples include but are not limited to: NHS volunteering, community support group volunteering, digital volunteering to help vulnerable groups, etc.

C19-15

Social



Examples can be accessed through the links below.⁶³

Volunteering activities should be organised as safely as possible so that they do not constitute an additional risk of exposure for the volunteers.

6 Evidence requirements

Describe the volunteering activity/activities specified as qualifying, and if available the support they have provided, including details of organisations they have volunteered with. Information provided must be GDPR compliant.

⁶³ Goodsam – NHS volunteer responder goodsamapp.org/NHSvolunteerresponders ; COVID-19-19 Mutual Aid UK – network and lists of community support initiatives focussed on COVID-19 response <https://COVID-19mutualaid.org/> ; Silverline – telephone support for old people thesilverline.org.uk/what-we-do/ Protecting most vulnerable guidance: [gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-COVID-19-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-COVID-19-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-COVID-19-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-COVID-19-19)

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C19-16 Support for local authorities or VCSEs during COVID-19

Outcome: Supporting communities to deal with the COVID-19 crisis

Short measure description: Support for local authorities or VCSEs during COVID-19

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1 Unit of measurement

£ invested including staff time (either volunteering or expert time).

2 Detailed measure description

Direct support to local authorities or VCSEs in the local area for the contract to deliver the services to support people in most vulnerable groups (at risk categories), people self-isolating and local essential work force – (food delivery, mental health support, etc.).

3 Important points

Do not double count staff volunteering time (C19-15) or claim the same initiatives (value) across multiple contracts in the same area without attributing a share of the overall value to each contract.

4 Proxy description and rationale

Input value of resources. This measure is designed to identify and value commitments made at organisational level rather than staff volunteering in their own communities (C19-15).

5 Guidance for setting targets (including Procurement / tenders)

This is the overall value of resources invested in initiatives to support programmes of organisations in the local area for the contract that are tackling the emergency (NHS, local authorities, charities and other third sector organisations) particularly supporting the identified categories.

Specify initiatives for supporting local authorities or VCSEs with delivering services to support people isolating in the local area for the contract.

These services could include: food delivery, mental health support or equivalent measures; donating resources to NHS or encouraging staff to volunteer during paid work hours.



Examples of innovative and best practice solutions can be accessed through the link below.⁶⁴

6 Evidence requirements

Provide a breakdown or report of the organisations and programmes supported within the local area. A breakdown of pounds invested per type of investment – e.g. cash, staff time volunteering, staff time expert advice, equipment or equivalent value of other assets should be provided. Information provided must be GDPR compliant.

Social



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⁶⁴ Goodsam – NHS volunteer responder (goodsamapp.org/NHsvolunteerresponders)
Age UK: ageuk.org.uk/scotland/information-advice/health-and-wellbeing/coronavirus/

C19-17

Support for campaigns to raise awareness during COVID-19

Outcome: Supporting communities to deal with the COVID-19 crisis

Short measure description: Support for awareness-raising during COVID-19

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1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

Funding of campaigns to increase the understanding of the importance of following behavioural norms as specified by the government and public health institutions, recognition and appreciation of the social value provided by essential services (NHS, food retail, transportation, etc.) – targeted towards staff and the general public.

3 Important points

Do not double count staff volunteering time (C19-15) or claim the same initiatives (value) across multiple contracts in the same area without attributing a share of the overall value to each contract.

4 Proxy description and rationale

Input value of investment.

5 Guidance and application notes

This could be campaigns directly organised or supported for own and supply chain staff or communities that are local.

Summarise information and campaigns provided to increase the understanding, recognition and appreciation of the social value provided by essential services (NHS, food retail, transportation, etc.) among own or supply chain staff and the general public.

C19-17

Social



Examples of innovative and best practice solutions can be accessed through the link below.⁶⁵

6 Evidence requirements

Provide description and references to the campaign organised or funded, a list of any organisations partnered with and a breakdown of resources invested.

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⁶⁵ Campaigns resources from Public Health England: <https://campaignresources.phe.gov.uk/resources/campaigns/101-coronavirus-/resources>

Social



C19-20 Initiatives to redesign space to address COVID-19 risks

Outcome: Supporting communities to deal with the COVID-19 crisis

Short measure description: Initiatives to redesign space for COVID-19 risks

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1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

Initiatives to redesign spaces to address any COVID-19 related risks and impacts on staff and work.

3 Important points

Do not double count staff volunteering time (C19-15) or claim the same initiatives (= value) across multiple contracts in the same area without attributing a share of the overall value to each contract.

4 Proxy description and rationale

Input value of resources. This measure is designed to identify and value commitments made at organisational level rather than staff volunteering in their own communities (C19-15).

5 Guidance for setting targets (including Procurement / tenders)

This could be any initiatives for redesigning spaces aimed at reducing COVID-19 risks and impacts for work and staff. Relevant initiatives are also expected to go beyond regulatory requirements, meaning they provide an additional to the BAU scenario. Attribution should be applied where appropriate, to account for wider impacts of any initiatives.

Examples could include but are not limited to: Improving capacities and availability for COVID-19 risk reducing hygiene options, redesigning office spaces to allow for safe and socially distanced work. Given the current crisis, innovation, creativity and best practice solutions are encouraged.

Examples for innovative and best practice solutions can be accessed through the following links: [Croner-i article on proposed innovative](#)



measures to address COVID-19 related risks and impacts for the workplace⁶⁶; IWFM COVID-19 guidance: returning to work.⁶⁷

6 Evidence requirements

Initiatives recorded must provide information on the specific COVID-19 risks and impacts they aim to address. Information provided must be GDPR compliant.

⁶⁶ <https://app.croneri.co.uk/feature-articles/creating-distance-redesigning-office-coronavirus-safety>

⁶⁷ iwfm.org.uk/coronavirus-resources/COVID-19-guidance-returning-to-work.html



NT31 FM30 Carbon emissions are reduced

Outcome: Carbon emissions are reduced

Short measure description: Reduced carbon emissions

1 Unit of measurement

Tonnes CO₂e

2 Detailed measure description

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).

3 Important points

All measures based on savings or reductions in resource use require a baseline.

- » A baseline is the point of reference for determining the amount of true savings that have been made. It is the “business as usual scenario”, or what would have happened if the intervention had not taken place.
- » With effect from June 2019, the UK has a legislative commitment to reach net zero carbon by 2050 under the Climate Change Act.⁶⁸ Added social value involves going above and beyond the minimum legal requirements, so it follows that social value should only be recorded to the extent that it exceeds the legal requirement and contributes to bringing the net zero date forward. Savings generated should therefore be captured using a specified benchmark, namely a reduction target measured against the baseline used.
- » This may be difficult to determine project by project or even company by company. Users will need to continue looking for appropriate relevant benchmarks and make a judgement on additionality on a case-by-case basis.
- » SVP will also be developing additional resources to assist with baselining in the coming months.

⁶⁸ See: theccc.org.uk/about/our-expertise/the-benefits-of-the-climate-change-act/



- » The measure requires the following supporting data: a baseline level of emissions without the reduction programme; the year of the baseline (e.g. based on emission levels in 2018); total emissions from the project as a result of the reduction programme; and the relevant emission reduction policy (e.g. net zero by 2050 or earlier).
- » Care must be taken to provide a clear rationale for target-setting in line with or beyond UK legislative commitments and a robust baseline and evidence for measurement for all CO₂e based measures.
- » Should not be double counted with RE37, RE39, RE40, NT32 and NT33.

4 Proxy description and rationale

The proxy value is based on the abatement costs, i.e. the economic cost of mitigating a unit cost of carbon, to meet specific emissions reduction targets (HM Green Book, Central Government Guidance on Appraisal Evaluation)⁶⁹ and BEIS's DECC/HM Treasury Green Book supplementary appraisal guidance on valuing energy use and greenhouse gas (GHG) emissions:⁷⁰

5 Guidance and application notes

These savings could result, for example, from a deliberate programme aimed at changing processes or from de-carbonisation work.

This category does not include transport related savings resulting from car miles saved (such as cycling to work or carpooling initiatives for employees – NT32) or from low emission vehicles – NT33.

⁶⁹ [gov.uk/government/collections/the-green-book-and-accompanying-guidance-and-documents](https://www.gov.uk/government/collections/the-green-book-and-accompanying-guidance-and-documents)

⁷⁰ [gov.uk/government/publications/valuation-of-energy-use-and-greenhouse-gas-emissions-for-appraisal](https://www.gov.uk/government/publications/valuation-of-energy-use-and-greenhouse-gas-emissions-for-appraisal)

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Reduction should be measured against a pre-existing baseline that is at a minimum in line with a net zero greenhouse gas emissions target.

Information on the applied baseline must be provided, including how it relates to medium – to long-term net zero emissions targets.

Installations that participate within the EU ETS and grid electricity should be recorded and valued separately as per BEIS Supplementary Guidance to HM Green Book 2017.⁷¹

Describe the programmes or initiatives that will be put in place to achieve the identified savings in CO₂ emissions on the contract, including timeframes. See application notes above. Specify and evidence the pre-existing baseline that will be used to measure savings/reductions.

6 Evidence requirements

Carbon reductions should be evidenced through an independent and verifiable process (such as Planet Mark⁷² Certification or equivalent).

There is an expectation for independently assured and audited reports to be provided.

Specify and evidence the pre-existing baseline that has been used to measure savings/reductions and ensure the baseline is deducted from the figures reported.

⁷¹ Ditto

⁷² planetmark.com/

NT44 FM61 Programme to achieve net zero carbon by 2030

Outcome: Carbon emissions are reduced

Short measure description: Net Zero Carbon
by 2030

1 Unit of measurement

Y/N – Provide relevant documents.

2 Detailed measure description

Policy and programme to achieve net zero carbon by 2030 including monitoring plan with specific milestones.

3 Important points

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4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

Corporate level measure. This will be the existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon by 2030.

If this has not been published but the plan is to do so, provide a statement including scope and expected publication date. In line with international ambitions, the advice is to aim for a reduction of emissions to net zero as early as possible, with 2050 being considered a minimum target, while more ambitious targets are strongly encouraged especially for sectors where this is becoming more common.

6 Evidence requirements

See Guidance and application notes. Provide a copy of the Net Zero Carbon policy/programme documentation or please provide a statement including scope and expected publication date.

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NT44
FM61

Environment



NT64 FM62 Contribution to own carbon offset fund by 2030

Outcome: Carbon emissions are reduced

Short measure description: Contribution to own carbon offset fund

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1 Unit of measurement

£

2 Detailed measure description

Contribution made on the contract to the organisation's own carbon offset fund (when it has been demonstrated said carbon emissions cannot be reduced within the contract timeframe).

3 Important points

Ensure the figure stated is proportionate and relevant to the underlying business activity and the reporting period.

- » Carbon offsetting should only be used to the extent that direct emissions reductions cannot be achieved.
- » Contributions should be calculated based on the tonnes CO₂e and multiplied by the per tonne value of carbon adopted on the fund. CO₂e savings refer to CO₂ equivalent emissions savings.

4 Proxy description and rationale

Monetary contributions to offset carbon emissions. £ value should be linked to the tonnes of CO₂e being offset and the value of carbon chosen for the calculation.

5 Guidance and application notes

List contributions, providing a breakdown for the different types of offsetting and explanation of why carbon cannot be reduced within the contract's timeframe. Provide information on the conversion rate used (price of CO₂e applied per tonne).

This measure is intended to capture monetary contributions to offset equivalent tonnes of carbon, where carbon emissions cannot be reduced directly within the required timeframe. Explanation on why carbon emissions cannot be reduced must be provided.



6 Evidence requirements

See Guidance and application notes.

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NT45 FM65 Carbon certification

Outcome: Carbon emissions are reduced

Short measure description: Carbon certification achieved

1 Unit of measurement

Y/N – Provide relevant documents

2 Detailed measure description

Carbon Certification (Carbon Trust Standard, Planet Mark or equivalent independently verified) – achieved or to achieve for current year.

3 Important points

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4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

List certifications achieved or to be achieved for the reporting year.

See Planet Mark,⁷³ Carbon Trust (Carbon Neutral Certification, Carbon Standard)⁷⁴ – or equivalent.

6 Evidence requirements

See Guidance and application notes. Provide a copy of any certification achieved to date or outline the proposed certifications to be achieved and how.

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⁷³ <https://theplanetmark.com/certification/>

⁷⁴ carbontrust.com/client-services/certification/assurance-certification/

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RE37 FM66 Carbon reduction from energy efficiency — building operations

Outcome: Carbon emissions are reduced

Short measure description: Carbon reduction from building operations

1 Unit of measurement

Tonnes CO₂e.

2 Detailed measure description

Carbon emission reductions through reduced energy use and energy efficiency measures – building operations – (e.g. REEB benchmark, RIBA Climate Challenge).

3 Important points

Care must be taken to provide a clear rationale for target-setting and a robust baseline and evidence for measurement for all CO₂e based measures.

- » Should not be double counted with RE37a, RE39, RE39a, RE40, NT31, NT32 and NT33.
- » See NT31

4 Proxy description and rationale

See NT31

5 Guidance and application notes

Total energy savings related tonnes of CO₂ emissions reductions made against a relevant benchmark (e.g. REEB or RIBA) .

The chosen baseline must be specified and be in line with medium- to long-term net zero emissions targets (by 2030 or 2050). This covers energy used during in-use.

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RE37
FM66

Environment



Energy savings should be measured against a relevant industry benchmark (evidence to be provided) or metering data or statement from Energy Manager.⁷⁵

Specify the benchmark / baseline to be used. Provide a breakdown of expected CO₂e reductions related to reduced energy use and energy efficiency and describe the energy reduction measures to be implemented.

Provide both expected total energy reductions and expected energy reductions above the benchmark/baseline. Evidence for the chosen benchmark or baseline being in line with medium – or long-term net zero emissions targets must further be provided.

6 Evidence requirements

Specify the total number of buildings and the number of buildings that met the energy savings target. Provide details of the target and clarify how it was achieved.

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RE37a

Carbon reduction from Increased renewable energy – building operations

Outcome: Carbon emissions are reduced

Short measure description: Increased renewable energy from building operations

1 Unit of measurement

Tonnes CO₂e.

2 Detailed measure description

Carbon emission reductions through reduced energy use and energy efficiency measures – building operations – (e.g. REEB benchmark, RIBA Climate Challenge).

3 Important points

Care must be taken to provide a clear rationale for target-setting and a robust baseline and evidence for measurement for all CO₂e based measures.

- » Should not be double counted with RE37, RE39, RE37, RE40, NT31, NT32 and NT33.
- » See NT31

4 Proxy description and rationale

See NT31.

5 Guidance and application notes

See RE37 for guidance on setting a baseline.

6 Evidence requirements

Specify the total number of buildings and the number of buildings that met the energy savings target. Provide details of the target and clarify how it was achieved.

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RE38 FM67 Buildings meeting energy efficiency target

Outcome: Carbon emissions are reduced

Short measure description: Buildings meeting target

1 Unit of measurement

Percentage

2 Detailed measure description

Percentage of buildings meeting target (Buildings use less energy and are more energy efficient).

3 Important points

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4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

Specify the total number of buildings and the number of buildings expected to meet the energy savings target. Provide details of the target and clarify how it will be achieved.

The number of buildings meeting the energy savings target over the total number of buildings. The energy savings target should be set in relation to the relevant benchmark or baseline specified for RE37.

6 Evidence requirements

See Guidance and application notes.

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RE38
FM67

Environment



RE39 Carbon reduction from reduced energy use and energy efficiency measures

Outcome: Carbon emissions are reduced

Short measure description: Carbon reduction on site

1 Unit of measurement

Tonnes CO₂e.

2 Detailed measure description

Carbon emission reductions through reduced energy use and energy efficiency measures – on site.

3 Important points

Care must be taken to provide a clear rationale for target-setting and a robust baseline and evidence for measurement for all CO₂e based measures.

- » Should not be double counted with RE37, RE37a, RE39a, RE40, NT31, NT32 and NT33
- » See NT31

4 Proxy description and rationale

See NT31.

5 Guidance and application notes

See RE37 for guidance on setting a baseline.

6 Evidence requirements

Specify the total number of buildings and the number of buildings that met the energy savings target. Provide details of the target and clarify how it was achieved.

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RE39a Carbon reduction from increased renewable energy – on site

Outcome: Carbon emissions are reduced

Short measure description: Increased renewable energy from building operations

1 Unit of measurement

Tonnes CO₂e

2 Detailed measure description

Carbon emission reductions through reduced energy use and energy efficiency measures – building operations – (e.g. REEB benchmark, RIBA Climate Challenge or 3 year baseline).

3 Important points

Care must be taken to provide a clear rationale for target-setting and a robust baseline and evidence for measurement for all CO₂e based measures.

- » Should not be double counted with RE37, RE37a, RE39, RE40, NT31, NT32 and NT33.
- » See NT31

4 Proxy description and rationale

See NT31

5 Guidance and application notes

See RE37 for guidance on setting a baseline.

6 Evidence requirements

See Guidance and application notes.

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RE40 FM63

Savings in contract-related carbon

Outcome: Carbon emissions are reduced

Short measure description:
Embodied Carbon savings

1 Unit of measurement

Tonnes CO₂e

2 Detailed measure description

Savings in contract related embodied carbon (carbon footprint of material inputs – cradle to site) against specified benchmark or baseline.

3 Important points

Care must be taken to provide a clear rationale for target-setting and a robust baseline and evidence for measurement for all CO₂e based measures.

- » Should not be double counted with RE37, RE40, NT31, NT32 and NT33.
- » See NT31

4 Proxy description and rationale

See NT31

5 Guidance and application notes

CO₂e savings arising from embodied carbon reductions. Savings to be measured against an accepted benchmark or 3-year baseline.

The chosen baseline must be specified and be in line with medium- to long-term net zero emissions targets (by 2030 or 2050).

Embodied carbon comprises the carbon emitted during the manufacturing process and construction of the building (see Glossary).

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RE40 FM63

Environment



A carbon assessment should be carried out according to BS EN 15978:2011. For further information see link below.⁷⁶

Additional information on embodied carbon can be accessed through the ICE (Inventory of Carbon and Energy)⁷⁷ and the Government conversion factors for company reporting of greenhouse gas emissions.⁷⁸

Specify the benchmark/baseline to be used. Provide a breakdown of your expected CO₂e savings from reductions in embodied carbon. Note that a carbon assessment must be carried out according to BS EN 15978: 2011 and a copy must be provided of this assessment. Evidence for the chosen benchmark or baseline being in line with medium – or long-term net zero emissions targets must further be provided.

6 Evidence requirements

See Guidance and application notes.

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⁷⁶ [rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/building-surveying/whole-life-carbon-assessment-for-the-built-environment-1st-edition-rics.pdf](https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/building-surveying/whole-life-carbon-assessment-for-the-built-environment-1st-edition-rics.pdf)

⁷⁷ https://circularecology.com/embodied-carbon-footprint-database.html#.XKX_oJhKhPY)

⁷⁸ [gov.uk/government/collections/government-conversion-factors-for-company-reporting](https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting)

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RE62 FM64 Carbon offset fund payments

Outcome: Carbon emissions are reduced

Short measure description: Carbon offset payments

1 Unit of measurement

£

2 Detailed measure description

Contribution made on the contract to own carbon offsetting, either through own fund or with external providers – against new developments.

3 Important points

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4 Proxy description and rationale

Monetary contributions to offset carbon emissions. £ value should be linked to the tonnes of CO_{2e} being offset and the value of carbon chosen for the calculation.

5 Guidance and application notes

List contributions to offset carbon made into external fund, providing a breakdown for the different types of offsetting and where relevant explanation of why carbon cannot be reduced within the contract's timeframe. Provide information on the conversion rate used (price of CO_{2e} applied per tonne). Explain why carbon emissions cannot be directly reduced.

Monetary contributions to offset equivalent carbon emissions. £ value should be linked to the tonnes of CO_{2e} offset and the value of carbon chosen for the calculation.

6 Evidence requirements

See Guidance and application notes.

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NT32 RE46 FM68 Car miles saved

Outcome: Air pollution is reduced

Short measure description: Car miles saved

1 Unit of measurement

Miles saved

2 Detailed measure description

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.).

3 Important points

The unit for this measure was previously in hundreds of miles.

- » Care must be taken to provide a clear rationale for target-setting and a robust baseline and evidence for measurement for all CO₂e based measures.

4 Proxy description and rationale

Carbon cost of CO₂ emissions and social cost (including health costs) of PM_{2.5} and NO_x for emissions from road transport by cars (ref. fleet 2019). The carbon and social cost are from a variety of UK Government data sources and updated to 2020 / 2021 prices.

5 Guidance and application notes

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. the car miles that would have been driven without the programme) and the full calculation methodology.

Miles can be saved on contract or through direct contract related commuting/travel. These benefits are expected to be delivered as a result of transport programmes. This measure can be localized if desired. For further information please see pages 9–11 in the DEFRA “Air quality damage cost guidance January 2019” document which can be downloaded from the

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homepage below.⁷⁹ Please contact Social Value Portal if you have further questions regarding the localization of this measure.

6 Evidence requirements

See Guidance and application notes. There is an expectation for independently assured and audited reports to be provided.



⁷⁹ <https://www.gov.uk/government/publications/assess-the-impact-of-air-quality/air-quality-appraisal-damage-cost-guidance>

NT32 Worked Example

Organisation A is bidding for a major new urban infrastructure project. It knows that it can source around 50% of its forecast workforce of 200 FTEs from within a radius of 10 miles of the site. The average journey for these employees is estimated at five miles (10 miles to and from work). The other 50% of the workforce will come from within 30 miles of the site as it has a maximum 1-hour drive to work policy in its recruitment. The average journey for the employees travelling from between 30 miles and 10 miles is 20 miles (40 miles to and from work).

The contract is two year’s in length. There are 256 working days in a year, less 25 days’ paid holiday and an expected average of 3 days’ sick leave per employee, leaving 228 working days per year, or 456 days in total over the contract period.

Organisation A estimates that without any action on its part, 90% of the employees living between 30 miles and 10 miles of the site will drive to work (90 FTEs) and 10% will use public transport (10 FTEs), while within 10 miles, 50% will drive to work (50 FTEs), 45% (45 FTEs) will use public transport, 3% will walk to work and 2% will cycle. This is the baseline against which the benefits will be measured.

It plans an integrated green transport strategy, comprising the extension of its corporate cycling scheme to the project and a package of incentives designed to encourage car sharing and greater use of public transport.

The analysis is as follows:

Total workforce	200		
	Within 10 miles	10–30 miles	Total
Total	100	100	200
Average journey (to and from work)	10	40	
Number of working days	456	456	912
Baseline driver numbers	50	90	140
Total baseline mileage	228,000	1,641,600	1,869,600
Car sharing		-20	
Increased public transport	-20	-10	
Increased cycling	-7		
Revised driver numbers	23	60	83
Total adjusted mileage	104,880	1,094,400	1,199,280
Car miles saved	670,320		

Environment



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NT33 RE47 FM69 (Low emission) car miles driven

Outcome: Air pollution is reduced

Short measure description: (Low emission)
car miles driven

1 Unit of measurement

Miles driven

2 Detailed measure description

Car miles driven using low or no emission staff vehicles included on project as a result of a green transport programme.

3 Important points

Care must be taken to provide a clear rationale for target-setting and a robust baseline and evidence for measurement for all CO₂e based measures.

4 Proxy description and rationale

CO₂, PM_{2.5} and NO_x emissions saved by Low Emission Vehicles (LEV) (defined by emissions <75mg/km). Carbon cost of CO₂ emissions and social cost (including health costs) of PM_{2.5} and NO_x for emissions from road transport by cars (ref. fleet 2019). The carbon and social cost are from a variety of UK Government data sources and updated to 2020 / 2021 prices.

5 Guidance and application notes

Provide details on the programme to be implemented. When in addition to data on the miles driven additional data on the location is collected, this measure can further be localised if desired. For further information please see pages 9–11 in the DEFRA “Air quality damage cost guidance January 2019” document which can be downloaded from the homepage below.⁸⁰ Please contact Social Value Portal if you have questions regarding the localisation of this measure.

⁸⁰ [gov.uk/guidance/air-quality-economic-analysis](https://www.gov.uk/guidance/air-quality-economic-analysis)



These benefits are expected to be delivered as a result of transport programmes. Examples of evidence would be fleet reports or mileage logs. There is an expectation for independently assured and audited reports to be provided.

6 Evidence requirements

See Guidance and application notes. Fleet report and mileage log required. There is an expectation for independently assured and audited reports to be provided.



NT46 FM70 Corporate travel schemes

Outcome: Air pollution is reduced

Short measure description: Corporate travel schemes

1 Unit of measurement

Y/N – Provide description

2 Detailed measure description

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).

3 Important points

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4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

These sustainable transport incentivisation schemes for employees can include but are not limited to: subsidies for use of public transport, cycle buying scheme, cycle infrastructure provision such as storage, corporate carpooling options and incentivisation, corporate bus service, etc.

Summarise the nature of the corporate travel scheme and the strategy for providing access to it. This can include but is not limited to subsidies for use of public transport, cycle buying scheme, cycle infrastructure provision such as storage, corporate carpooling options and incentivisation, corporate bus service.

6 Evidence requirements

See Guidance and application notes.

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**NT46
FM70**

Environment



NT65 RE63 FM71 % Fleet at least Euro 6 or LEV

Outcome: Air pollution is reduced

Short measure description: Fleet Euro 6 or LEV

1 Unit of measurement

Percentage.

2 Detailed measure description

Percentage of fleet or construction vehicles on the contract that is at Least Euro 6 or LEV.

3 Important points

—

4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

Provide information on % of relevant proportion of fleet to be used directly in relation to the underlying business activity which is compliant with EURO 6⁸¹ emissions standards (including all sub-categories of EURO 6) or LEV. This includes passenger cars, light commercial vehicles and heavy trucks.

6 Evidence requirements

See Guidance and application notes.

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⁸¹ https://theicct.org/sites/default/files/publications/ICCT_Euro6-VI_briefing_jun2016.pdf

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NT66 RE64 FM72 Fleet emissions programme

Outcome: Safeguarding the environment

Short measure description: Fleet emissions monitoring programme

1 Unit of measurement

Y/N – Provide description

2 Detailed measure description

Fleet emissions monitoring programme on the contract, including data collection (miles, type of vehicle, engine type, emission standard).

3 Important points

—

4 Proxy description and rationale

Not applicable – this is a Record Only measure. Data collection programme can be monetised through value of emissions savings generated from total project related transportation. Emissions savings are calculated through the use of a modern low emissions vehicle fleet versus a baseline vehicle fleet.

5 Guidance and application notes

Describe planned fleet emissions monitoring programme for collecting data on each vehicle to be used. Data should be collected for each vehicle on: distance travelled for contract in miles, type of vehicle, engine type, EURO emissions standard of vehicle. This measure can further be localized if desired. For further information please see the DEFRA “Air quality damage cost guidance July 2020” document.⁸² Please contact Social Value Portal if you have further questions regarding the localization of this measure.

6 Evidence requirements

See Guidance and application notes.

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⁸² [gov.uk/guidance/air-quality-economic-analysis](https://www.gov.uk/guidance/air-quality-economic-analysis)



FM73 Air quality regulations

Outcome: Air pollution is reduced

Short measure description: Corporate travel schemes

1 Unit of measurement

Y/N – Provide description

2 Detailed measure description

Internal air quality regulations and continuous monitoring policies are in place, to reduce pollution related negative health and productivity impacts.

3 Important points

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4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

Regulations, monitoring and evaluation policies on internal air quality specifying desired air quality impact, auditing, and verification, with the aim of monitoring and reducing negative health and productivity impacts of indoor air pollution. For further information please see BRE Guidance Document on Ensuring Good Air Quality in buildings⁸³ and other relevant documents.

6 Evidence requirements

Upload policies and results from measures aimed at regulating internal air quality, including results with a focus on improvements.

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⁸³ [bregroup.com/bretrust/wp-content/uploads/sites/12/2019/03/Ensuring-Good-IAQ-in-Buildings-Trust-report_compressed-2.pdf](https://www.bregroup.com/bretrust/wp-content/uploads/sites/12/2019/03/Ensuring-Good-IAQ-in-Buildings-Trust-report_compressed-2.pdf)



NT67 FM77 Investments in environmental initiatives

Outcome: Safeguarding the natural environment

Short measure description: Investments in environment and biodiversity

1 Unit of measurement

£

2 Detailed measure description

Donations or investments towards initiatives aimed at environmental and biodiversity conservation and sustainable management projects for both marine and terrestrial ecosystems.

3 Important points

Avoid double-counting with other £ invested measures (for example, RE48a).

4 Proxy description and rationale

Input value – record investments. Can be combined with an independently calculated impact multiplier if a dedicated impact assessment has been carried out.

5 Guidance and application notes

Provide a list of donations and projects to be supported on the contract, together with anticipated impacts and an explanation of the Monitoring and Evaluation processes to be put in place.

These are donations or investments attributable to the contract geared towards environmental and biodiversity conservation and towards sustainable management projects for both marine and terrestrial ecosystems.

6 Evidence requirements

See Guidance and application notes.

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NT47 FM78 Investments in sustainable reforestation

Outcome: Safeguarding the natural environment

Short measure description: Investments in reforestation

1 Unit of measurement

£

2 Detailed measure description

Donations or investments towards expert designed sustainable reforestation or afforestation initiatives.

3 Important points

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4 Proxy description and rationale

Input value – record investments. Can be combined with an independently calculated impact multiplier if a dedicated impact assessment has been carried out.

5 Guidance and application notes

Provide a list of donations and projects to be supported on the contract, together with anticipated impacts and an explanation of the Monitoring and Evaluation processes to be put in place. Specify a list of areas expected to be impacted by the reforestation or afforestation projects.

These are intended to cover donations or investments attributable to the contract. Reforestation or afforestation initiatives must be designed by experts to take into account, among other aspects, placement on different types of land, alternative use, climate change effects, biodiversity implications, etc.

6 Evidence requirements

See Guidance and application notes.

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RE65 Offsets or mitigation initiatives on biodiversity

Outcome: Safeguarding the natural environment

Short measure description: Offsets or mitigation initiatives on biodiversity

1 Unit of measurement

£

2 Detailed measure description

Offsets or mitigation initiatives on biodiversity delivered whenever restoration is not available, and when implemented beyond legislative or regulatory requirements: Natural Capital Approach carbon sequestration and air quality benefits.

3 Important points

Activity only to be recorded in the TOMs to the extent that it goes beyond legislative or regulatory requirements.

4 Proxy description and rationale

The proxy allows value of independently calculated natural capital benefits to be recorded.

5 Guidance and application notes

Expected Natural Capital benefits to be monetised through independent analysis.

Biodiversity loss offset or mitigation initiatives' benefits calculated through an independent Natural Capital assessment. See link below.⁸⁴

6 Evidence requirements

See Guidance and application notes.

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⁸⁴ <https://naturalcapitalcoalition.org/natural-capital-2/>



RE48a Environmental conservation volunteering

Outcome: Safeguarding the natural environment

Short measure description: Environmental conservation volunteering

1 Unit of measurement

£ invested including staff time

2 Detailed measure description

Volunteering with environmental conservation initiatives or engagement in multi-stakeholder and advocacy initiatives around environmental conservation and sustainable ecosystem management – resources invested including time, funds and in-kind contributions.

3 Important points

–

4 Proxy description and rationale

Total £ value including time, funds and in-kind contributions.

5 Guidance and application notes

Participation and resources to be invested, including time and volunteering, in relevant initiatives that can be attributed to the contract. Only volunteering hours spent during work hours, given Time Off in Lieu or paid overtime can be counted.

6 Evidence requirements

For each initiative or project supported, provide a breakdown of volunteering and staff time invested, alongside other investment.

.....

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NT68 RE64 FM76 Plastic recycling

Outcome: Safeguarding the natural environment

Short measure description: Environmental conservation volunteering

1 Unit of measurement

Percentage.

2 Detailed measure description

Plastic recycling rate on the contract (e.g. to reduce microplastics).

3 Important points

—

4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

% of plastic used on the contract that is recycled. (Plastics used on the contract that are recycled (tonnes) / total plastic used on the contract (tonnes)) × 100 to arrive at a percentage.

6 Evidence requirements

See Guidance and application notes.

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NT68
RE64
FM76

Environment



NT69 FM88 Support to MSMEs and VCSEs on circular economy solutions

Outcome: Resource efficiency and circular economy solutions are promoted

Short measure description: Support on circular economy solutions

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1 Unit of measurement

No. staff expert hours

2 Detailed measure description

Support provided internally and to MSMEs and VCSEs within the supply chain to adopt Circular Economy solutions – business case and leadership for circular economy.

3 Important points

Care should be taken to avoid double counting with the following Measures: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT29, NT30 and NT63 or other relevant Measures.

4 Proxy description and rationale

Economic benefits to VCSEs or MSMEs resulting from avoided cost of expert advice/support. Based on average self-reported fees from a survey of consultants in various sectors, updated to 2020 prices, all over UK.

5 Guidance and application notes

Summarise strategy. Provide the names of the VCSEs/MSMEs to be supported or a range of options plus expected number of staff hours. Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.

This measure covers expert staff time (such as financial advice / legal advice / HR advice / Health and Safety) dedicated to supporting Voluntary Community or Social Enterprises (VCSEs) or micro, small and medium enterprises (MSMEs). Only include the amount of volunteering provided by staff during working hours or on overtime, or time compensated for with Time off in Lieu.

6 Evidence requirements

See Guidance and application notes. Information provided must be GDPR compliant.

**NT69
FM88**

Environment



NT70 FM89 Single use plastics eliminated

Outcome: Resource efficiency and circular economy solutions are promoted

Short measure description: Elimination of single use plastics

1 Unit of measurement

Kilos

2 Detailed measure description

Single-use plastic packaging eliminated through reusable packaging solutions or schemes (e.g. Loop or equivalent) on the contract.

3 Important points

—

4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

Record the tonnes of plastic packaging to be replaced on the programme, and provide an analysis comparing the original options to the chosen alternatives.

This measure covers benefits from a plastic packaging substitution programme. This could be either solutions to substitute plastic packaging with alternatives that are demonstrably more sustainable over the course of their lifecycle (i.e. with an overall lower carbon footprint and not leading to collateral pollution issues), or “milkman” type schemes where products are delivered in reusable packaging as opposed to single use.

6 Evidence requirements

See Guidance and application notes.

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NT71 FM90 Circular economy – local partnerships

Outcome: Resource efficiency and circular economy solutions are promoted

Short measure description: Spend on local partnerships to support the circular economy

1 Unit of measurement

£

2 Detailed measure description

Value of service provided by local partnerships that implement circular economy solutions.

3 Important points

—

4 Proxy description and rationale

Input value - spend with local organisations on partnerships to implement circular economy solutions.

5 Guidance and application notes

Covers spend on (or equivalent value of) goods and services provided by organisations through local partnerships to implement circular economy solutions (e.g. – ground coffee waste used for landscaping or repurposed, outdated technological equipment repurposed in local VCSEs, discarded furniture, uniforms or similar to be repurposed by local VCSEs, etc.).

Provide a list of goods and services to be requested through local partnerships for a circular economy and for each either detail the spend or the equivalent estimated value (i.e. if it is pro bono). Provide evidence on the circular economy aspect of the goods and services to be consumed.

6 Evidence requirements

See Guidance and application notes.

.....

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NT72 FM91 Diverting hard to recycle waste

Outcome: Resource efficiency and circular economy solutions are promoted

Short measure description: Hard to recycle waste diverted from landfill or incineration

1 Unit of measurement

Tonnes

2 Detailed measure description

Hard to recycle waste diverted from landfill or incineration through specific recycling partnerships (e.g. Terracycle or equivalent).

3 Important points

—

4 Proxy description and rationale

Standard Landfill Tax rate⁸⁵

5 Guidance and application notes

Provide copies of relevant policies, strategies and planned downstream waste management audits and show how the evidence will be provided to support the tonnage diverted and what use it will be diverted to.

Further information on hard to recycle waste and how to deal with it is provided in the Glossary.

6 Evidence requirements

See Guidance and application notes.

⁸⁵ [gov.uk/topic/business-tax/landfill-tax](https://www.gov.uk/topic/business-tax/landfill-tax)



RE66 Waste management verification

Outcome: Resource efficiency and circular economy solutions are promoted

Short measure description: Waste management verification

1 Unit of measurement

Y/N – Provide description

2 Detailed measure description

Waste management verification policies: audit hierarchy, downstream audits for waste stream.

3 Important points

–

4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

Policies on waste management specifying auditing and verification on downstream management.

6 Evidence requirements

See Guidance and application notes.

RE66

Environment



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RE42 Water use benchmark

Outcome: Resource efficiency and circular economy solutions are promoted

Short measure description: Water use – good practice benchmark

1 Unit of measurement

Percentage

2 Detailed measure description

WATER: Percentage of buildings meeting good practice benchmark (e.g. REEB).

3 Important points

—

4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

Specify the total number of buildings and the number of buildings expected to meet the target. Provide details of the target and how it is expected to be reached.

6 Evidence requirements

See Guidance and application notes.

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RE76 Water efficiency policy

Outcome: Resource efficiency and circular economy solutions are promoted

Short measure description: Water efficiency

1 Unit of measurement

Y/N – Provide description

2 Detailed measure description

A water efficiency policy is applied on contract, in order to reduce potable water waste and use and to improve general potable water use efficiency.

3 Important points

–

4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

6 Evidence requirements

Provide policy.

RE76

Environment



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RE43 Water saved benchmark

Outcome: Resource efficiency and circular economy solutions are promoted

Short measure description: Water saved – good practice benchmark

1 Unit of measurement

M³

2 Detailed measure description

M³ water saved against relevant benchmark (e.g. REEB)

3 Important points

–

4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

The benchmark being used must be specified. For further information see link below.⁸⁶ Provide a breakdown of expected water savings and describe the measures to be implemented to achieve these. Provide both expected total water savings and expected water savings above the benchmark/baseline.

6 Evidence requirements

See Guidance and application notes.

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⁸⁶ <http://www.betterbuildingspartnership.co.uk/node/130>



RE44

Waste good practice benchmark

Outcome: Resource efficiency and circular economy solutions are promoted

Short measure description: Waste – good practice benchmark

1 Unit of measurement

Percentage

2 Detailed measure description

WASTE: Percentage of buildings meeting good practice benchmark (e.g. REEB).

3 Important points

—

4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

Specify the total number of buildings and the number of buildings expected to meet the target. Provide details of the target and how it is expected to be reached.

6 Evidence requirements

See Guidance and application notes.



RE45 % waste diverted

Outcome: Resource efficiency and circular economy solutions are promoted

Short measure description: % Waste diverted against benchmark

1 Unit of measurement

Percentage.

2 Detailed measure description

Percentage of waste diverted against relevant benchmark (e.g. BREEAM)

3 Important points

—

4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

Percentage of waste diverted from landfill above a good practice industry benchmark such as BREEAM: construction waste benchmark for different waste categories diverted from landfill. BREEAM report a minimum benchmark of 80% for non-demolition waste and 90% for demolition waste as diverted from landfill, so only percentages of waste diverted above this figure should be counted. For further information see link below.⁸⁷

Specify the benchmark/baseline to be used. Provide both expected total waste diverted and expected waste diverted above the benchmark/baseline. Provide a breakdown and describe the measures to be implemented to achieve this.

6 Evidence requirements

See Guidance and application notes. Include supporting evidence such as waste certificates.

.....

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RE45a Tonnes waste diverted

Outcome: Resource efficiency and circular economy solutions are promoted

Short measure description: Tonnes waste diverted against benchmark

1 Unit of measurement

Tonnes

2 Detailed measure description

Tonnes of waste diverted against relevant benchmark (e.g. BREEAM).

3 Important points

—

4 Proxy description and rationale

Standard Landfill Tax rate.

5 Guidance and application notes

Tonnes of waste diverted from landfill above a good practice industry benchmark such as BREEAM: construction waste benchmark for different waste categories diverted from landfill. BREEAM report a minimum benchmark of 80% for non-demolition waste and 90% for demolition waste as diverted from landfill, so only percentages of waste diverted above this figure should be counted. For further information see link below.⁸⁸

Specify the benchmark/baseline to be used. Provide both expected total waste diverted and expected waste diverted above the benchmark/baseline. Provide a breakdown and describe the measures to be implemented to achieve this.

6 Evidence requirements

See Guidance and application notes. Include supporting evidence such as waste certificates.

.....

⁸⁸ [BREEAM New Construction Manual 2018 – Wst01 – Construction Waste Management](#)

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RE75 Biocomposites and equivalent

Outcome: Resource efficiency and circular economy solutions are promoted

Short measure description: Biocomposites and equivalent materials

1 Unit of measurement

Percentage

2 Detailed measure description

Percentage of biocomposites and equivalent materials.

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

% of biocomposites and equivalent materials used as part of the project, such as for building materials. This can include supplier information.

6 Evidence requirements

See Guidance and application notes.

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RE75

Environment



FM85 Reduced food waste

Outcome: Safeguarding the natural environment

Short measure description: Resource efficiency and circular economy solutions are promoted

1 Unit of measurement

Y/N – Provide description.

2 Detailed measure description

A comprehensive action plan for tracking and reducing food waste on site is in place.

3 Important points

–

4 Proxy description and rationale

Not applicable – this is a Record Only measure.

5 Guidance and application notes

This is an action plan for food waste tracking and reduction on site. The plan should formulate aims and targets for management, and reduction of food waste related to site operations. Provide information on the action plan for tracking and reducing food waste related to planned site operations. This plan should include detailed information on how food waste will be tracked and what measures will be taken to reduce the amount of food waste generated relating to site operations, including targets for reduction.

For further information on food waste action plans see, for example, the Food Waste Reduction Action Plan⁸⁹ provided by Zero Waste Scotland or WRAP UK's food waste reduction roadmap and related documents.⁹⁰

6 Evidence requirements

See Guidance and application notes

⁸⁹ zerowastescotland.org.uk/sites/default/files/Food%20Waste%20Reduction%20Action%20Plan.pdf

⁹⁰ <https://wrap.org.uk/food-waste-reduction-roadmap>

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FM86 Donation of food waste

Outcome: Safeguarding the natural environment

Short measure description: Resource efficiency and circular economy solutions are promoted

1 Unit of measurement

£

2 Detailed measure description

Reduction of food waste through donation of leftover food to local charities.

3 Important points

—

4 Proxy description and rationale

£ value of sum of donated food based on initial purchasing price of food, its ingredients, or ready meals. For further information see, for instance, WRAP UK's food waste reduction roadmap and related documents.⁹¹

5 Guidance and application notes

Provide information on whether any food “waste” will be donated on the contract. Provide information on the type of food that will be donated, who it will be donated to and how the recipients benefit from the food donation. If you plan to work with partner organisations, please provide information on those. Also provide information on the expected quantity (e.g. kg, litres or numbers) and the £ value of the donated food based on the initial purchasing price.

6 Evidence requirements

See Guidance and application notes

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⁹¹ See FM85 above



FM87 Refurbished furniture

Outcome: Safeguarding the natural environment

Short measure description: Resource efficiency and circular economy solutions are promoted

1 Unit of measurement

£

2 Detailed measure description

Furniture procured on the contract which is refurbished instead of new.

3 Important points

—

4 Proxy description and rationale

Input value – spend with local organisations or local circular economy partnerships providing locally sourced furniture.

5 Guidance and application notes

Spend on furniture procured on the contract which is refurbished instead of new. Also report the total % of furniture procured on the contract that is refurbished instead of new.

Provide information on the expected types and price of refurbished furniture to be procured as part of the contract, including the expected percentage of all procured furniture that is recycled. Provide information on the source of furniture to be procured, evidence for the furniture having been refurbished and the price of the furniture.

6 Evidence requirements

See Guidance and application notes

.....

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FM92 Redesign to minimise food waste

Outcome: Safeguarding the natural environment

Short measure description: Resource efficiency and circular economy solutions are promoted

[Return to Contents](#)

1 Unit of measurement

£

2 Detailed measure description

Initiatives to redesign spaces to improve recycling practices (e.g. redesigning kitchens to minimise food waste).

3 Important points

This Measure should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.

4 Proxy description and rationale

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.

5 Guidance and application notes

This could be run in partnership with a VCSE or as part of a company programme. 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 (such as a nationwide initiative or collaboration with a charity) attribution should be taken into account (see the toolkit guidance document for worked out examples on attribution). Provide a £ breakdown to be invested in initiatives aimed at redesigning spaces to improve recycling practices (such as kitchens to minimise food waste) including number of staff hours valued at the general value for volunteering. Describe the activities to be delivered. Details of any organisations partnered with must be provided.

6 Evidence requirements

See Guidance and application notes



NT35 RE49 FM93 Sustainable procurement commitments

Outcome: Sustainable Procurement is promoted

Short measure description: Procurement contracts with sustainable procurement commitments

1 Unit of measurement

% of contracts.

2 Detailed measure description

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).

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

Specify the total number of procurement contracts on this contract and the total number of contracts that will include sustainable procurement commitments on this contract. Provide a copy of sustainable procurement policy or an equivalent statement.

6 Evidence requirements

See Guidance and application notes.

.....

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NT35
RE49
FM93

Environment



NT73 FM94 Low emission vehicles in the supply chain

Outcome: Sustainable Procurement is promoted

Short measure description: Low emission vehicles in the supply chain

1 Unit of measurement

% contracts

2 Detailed measure description

Percentage of contracts with the supply chain requiring contractors to operate low or zero emission vehicles.

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

Specify the total number of contracts with the supply chain on this contract that require contractors to operate low or zero emission vehicles and the total number of contracts with the supply chain on this contract. Provide evidence of the contractual requirements for contractors to operate low or zero emission vehicles.

6 Evidence requirements

See Guidance and application notes.

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NT73
FM94

Environment



NT48 Supply chain carbon certification

Outcome: Sustainable Procurement is promoted

Short measure description: Supply chain carbon certification

1 Unit of measurement

Y/N – Provide Certification

2 Detailed measure description

Supply Chain Carbon Certification (Carbon Trust Standard for Supply Chain or equivalent independently verified) – achieved or to achieve for current year.

3 Important points

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

See Carbon Trust Standard for Supply chain or equivalent.⁹² Specify certifications achieved or planned within the current year.

6 Evidence requirements

See Guidance and application notes. Provide a copy of any supply chain carbon certification achieved to date or outline the proposed certifications to be achieved and how.

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⁹² carbontrust.com/client-services/certification/carbon-trust-standard/?kw=+carbon+cificates-Broad&gclid=EAlaIQobChMLISkqaCS5wIVhrHtCh0ChwyqEAAYASAAEgLXUvD_BwE



NT49 FM96 Climate change training

Outcome: Sustainable Procurement is promoted

Short measure description: Climate change and carbon reduction training

1 Unit of measurement

No. hrs (total session duration) × no. attendees

2 Detailed measure description

Requirements or support (for Micro or Small enterprises) for suppliers to demonstrate climate change and carbon reduction training for all staff – such as SDGs Academy Courses (NTs), or (e.g. RE) Supply Chain Sustainability School bronze or higher, or equivalent

3 Important points

–

4 Proxy description and rationale

Economic benefits to Micro and Small enterprises resulting from avoided cost of expert advice/support. Based on average self-reported fees from a survey of consultants in various sectors, updated to 2020/2021 prices, across the UK.

5 Guidance and application notes

Training programmes on climate change and decarbonisation for all staff in the supply chain – sponsored for Micro and Small enterprises or required from contractors. Provide a description of what type of training you are requiring or supporting contractors to deliver to staff. Also provide the number of people receiving the training together with the overall duration.

For examples of training and courses see SDG Academy courses⁹³ or – in the Real Estate sector – the Supply chain sustainability school.⁹⁴

⁹³ <https://sdgacademy.org>

⁹⁴ supplychainschool.co.uk

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6 Evidence requirements

See Guidance and application notes.



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RE50 New buildings achieving BREEAM rating

Outcome: More buildings are certified

Short measure description: NEW buildings achieving BREEAM Rating

1 Unit of measurement

Percentage

2 Detailed measure description

Percentage of NEW buildings achieving BREEAM Rating.

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

% to be displayed against each level (Good, Very Good, Excellent, Outstanding). Useful link:⁹⁵

Specify the total number of new buildings and the total number of new buildings that will achieve BREEAM rating. Specify which BREEAM rating targeted.

6 Evidence requirements

See Guidance and application notes.

.....

⁹⁵ breeam.com/NC2018/



RE51 Assets undergoing climate risk assessment

Outcome: More buildings are certified

Short measure description: Assets undergoing a climate risk assessment

1 Unit of measurement

Percentage.

2 Detailed measure description

Percentage of assets that have undergone a climate risk assessment.

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

A climate risk assessment is used to assess the potential risk from changes in our climate on the development. It should cover construction and in-use phases and look at extreme weather events such as flooding, wind, extreme temperatures as well as the impact of average increasing temperatures over the lifetime of the building. See link below⁹⁶ for further information.

Specify the total number of assets and the number of assets that will undergo a climate risk assessment. A copy of the organisation's Climate Risk Assessment will need to be provided, along with an explanation of how it will be implemented.

6 Evidence requirements

See Guidance and application notes.

.....

⁹⁶ unepfi.org/fileadmin/documents/IntegratingClimateRisksInRealEstate.pdf;%20https://www.hillbreak.com/wp-content/uploads/2017/03/real-estate-climate-risk-report-2017.pdf



RE52

Assets with reduced sustainability risk

Outcome: More buildings are certified

Short measure description: Assets with reduced sustainability risk

1 Unit of measurement

Percentage

2 Detailed measure description

Percentage of assets where sustainability risk has been reduced.

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

A sustainability risk is an uncertain social or environmental event or condition that, if it occurs, can cause a significant negative impact on the development. It includes the opportunities that may be available to an organisation because of changing social or environmental factors. See link below for further information.⁹⁷

Specify the total number of assets and the number of assets that will undergo a climate risk assessment. A copy of the Climate Risk Assessment will need to be provided, along with an explanation of how it will be acted upon.

6 Evidence requirements

See Guidance and application notes.

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⁹⁷ betterbuildingspartnership.co.uk/sites/default/files/media/attachment/BBP_Acquisitions%20Sustainability%20Toolkit.pdf



RE53 Buildings achieving BREEAM IN-USE

Outcome: More buildings are certified

Short measure description: Buildings achieving BREEAM IN-USE

1 Unit of measurement

Percentage

2 Detailed measure description

Percentage of buildings achieving BREEAM IN-USE.

3 Important points

—

4 Proxy description and rationale

Not applicable – this measure is Record Only.

5 Guidance and application notes

BREEAM In-Use is an online, international, environmental assessment methodology for independent, third party assessment and certification of a building's operational performance. The standard enables property investors, owners, managers and occupiers to drive sustainable improvements through operational efficiency, including how to continually manage the operation of their building effectively.

Specify the total number of buildings and the total number of buildings that will achieve BREEAM IN-USE and the rating targeted.

6 Evidence requirements

See Guidance and application notes. Provide a copy of BREEAM IN-USE certificate.

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C19-18 Collection of discarded gloves and masks

Outcome: COVID-19 environmental response

Short measure description: Collection of discarded gloves and masks

1 Unit of measurement

£ invested including staff time.

2 Detailed measure description

Initiatives to provide or support appropriate collection for discarded gloves and masks.

3 Important points

—

4 Proxy description and rationale

£ invested.

5 Guidance and application notes

Summarise initiatives to provide or support appropriate collection for discarded gloves and masks. Examples include but are not limited to: coordinating or managing waste collection or disposal system for gloves and masks.

These are initiatives coordinated or contributed to by the reporting organisation to properly collect and dispose of used masks or gloves that may represent both a health and an environmental hazard.

6 Evidence requirements

See Guidance and application notes. Information provided must be GDPR compliant.

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NT50 RE67 FM98 Innovation to promote skills and employment

Outcome: Social innovation to create local skills and employment

Short measure description: Innovative measures to promote local skills and employment

1 Unit of measurement

£ invested – including staff time (volunteering or expert time) and materials, equipment or other resources.

2 Detailed measure description

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.

3 Important points

Follow applied definition of “local”.

Consider whether volunteering time proxy or expert time should be used for valuing time input.

Take care to avoid double counting with other measures

4 Proxy description and rationale

Input proxy – this proxy measures the value of resources pledged to support, fund or finance existing initiatives in the community. For the specific rationale for the general volunteering rate see NT17; for the hourly rate for expert support provided see NT14.

5 Guidance and application notes

Describe the initiatives and their relevance to the Measure. A financial breakdown should be provided. Provide details of planned partner organisations and how the costs will be shared (only include your own share).

6 Evidence requirements

See Guidance and application notes.

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NT51 RE68 FM99 Innovation to promote responsible business

Outcome: Social innovation to support responsible business

Short measure description: Innovative measures to promote responsible business

1 Unit of measurement

£ invested – including staff time (volunteering or expert time) and materials, equipment or other resources.

2 Detailed measure description

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.

3 Important points

As for NT50

4 Proxy description and rationale

As for NT50

5 Guidance and application notes

As for NT50

6 Evidence requirements

As for NT50.

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**NT51
RE68
FM99**

Innovation



NT52 RE69 FM100 Innovation to enable healthier, safer and more resilient communities

Outcome: Social innovation to support responsible business

Short measure description: Innovative measures to enable healthier, safer and more resilient communities

1 Unit of measurement

£ invested – including staff time (volunteering or expert time) and materials, equipment or other resources.

2 Detailed measure description

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.

3 Important points

As for NT50

4 Proxy description and rationale

As for NT50

5 Guidance and application notes

As for NT50

6 Evidence requirements

As for NT50

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NT53 RE70 FM101 Innovation to safeguard the environment

Outcome: Social innovation to support responsible business

Short measure description: Innovative measures to safeguard the environment

1 Unit of measurement

£ invested – including staff time (volunteering or expert time) and materials, equipment or other resources.

2 Detailed measure description

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.

3 Important points

As for NT50

4 Proxy description and rationale

As for NT50

5 Guidance and application notes

As for NT50

6 Evidence requirements

As for NT50

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Glossary

Attribution

Attribution involves determining the extent to which an activity or outcome belongs to or is caused by some other activity or event.

Examples:

An organisation has a programme that covers several divisions and we want to know what proportion of it can be counted or attributed to one particular division

Two organisations pool their resources to deliver a joint programme. They will need to decide on what basis each can claim a share of the benefits (e.g. proportionate to their investment) – or how much can be attributed to each of them

Company X plans to recruit three apprentices, who will divide their time between Contracts A, B & C. Contract A is with the local authority, who want to know how much social value is being created. Company X will need to work out the attribution of these apprentices to Contract A, based on how much of their time is expected to be on this contract compared with the others.

Circular economy

A circular economy is an economic system aimed at eliminating waste and the continual use of resources. In contrast to the 'take-make-waste' linear model, a circular economy is designed to be regenerative and aims to gradually decouple growth from the consumption of finite resources (see Ellen McArthur Foundation⁹⁸). An optimal circular economy solution minimises repurposing and transportation of resources to keep environmental costs down (local reuse of materials or equipment from a demolished building, for example. Not to be confused with recycling, which generally entails a change of use for the materials.

⁹⁸ ellenmacarthurfoundation.org/explore/the-circular-economy-in-detail

Glossary

CO₂e

The measure used for emissions of greenhouse gases (= “carbon dioxide equivalent”). Includes all greenhouse gases (including, for instance, methane) adjusted for the relative strength of their warming effect. Carbon dioxide is often referred to as “carbon” for short.

Deadweight

The likelihood of an event or action occurring, irrespective of a specific intervention. For example, the likelihood of an individual finding a job without the specific programme sponsored by the organisation committing or delivering against TOMs Measures.

Decarbonisation

Decarbonisation is the term used for the process of removing or reducing the carbon dioxide (CO₂) output of a country’s economy.

Direct employment

Employed directly by the organisation committing or delivering against TOMs Measures. This therefore excludes employment by the organisation’s supply chain / sub-contractors and self-employment contracts.

Disadvantaged groups

Disadvantaged groups is a collective term used in association with the TOMs to describe people by reference to an identified barrier that they face, particularly in relation to their ability to secure employment. It covers TOMs measures NT3 – NT6 inclusive. Clearly these should not be treated as defining characteristics of the people involved; the sole purpose of the specific terms and the general term is to assist with the identification of relevant interventions and their associated proxy values.

Double counting

The act of counting social value promised or delivered or related financial or non-financial impacts more than once – this leads to an overclaiming of social value delivery and an overstatement of social value.

Glossary

Embodied carbon

Embodied carbon means all the CO₂ emitted in producing materials. It is estimated from the energy used to extract and transport raw materials as well as emissions from manufacturing processes. The embodied carbon of a building can include all the emissions from the construction materials, the building process, all the fixtures and fittings inside as well as from deconstructing and disposing of it at the end of its lifetime.⁹⁹

Expert staff time

Voluntary time donated by individuals who have a specific qualification or competence to support the activity. For example, a Health & Safety officer delivering health and safety training or an accountant helping with the accounts of a charity.

Fair Work

Fair work is defined by the Fair Work Commission (Wales) as “where workers are fairly rewarded, heard and represented, secure and able to progress in a healthy, inclusive environment where rights are respected.”¹⁰⁰ Fair Work and Good Work are broadly interchangeable terms; Fair Work has been adopted as the preferred term in Wales and Scotland, while Good Work has been adopted as the preferred term in England.

Full-time Equivalent (FTE)

A full-time equivalent, abbreviated to “FTE”, is a unit to measure employed persons in a way that makes them comparable, although they may work different numbers of hours per week.

⁹⁹ See: ucl.ac.uk/engineering-exchange/sites/engineering-exchange/files/fact-sheet-embodied-carbon-social-housing.pdf

¹⁰⁰ <https://gov.wales/sites/default/files/publications/2019-05/fair-work-wales.pdf>

Glossary

An annualised full-time equivalent means the equivalent of one person working full-time for a year. 1 annualised FTE could be made up of more people working for the same length of time with a shorter working week, or a sum of people working for different periods, or a mixture of these.

If the target-setting or measurement is on a specific contract and people are not exclusively working on that particular calculation, an FTE calculation will need to be used to work out how much of their time can be allocated to that specific contract (see Attribution above).

Therefore, the number of jobs is in most cases not going to be the same as the number of annualised FTEs. It is essential that wherever the TOMs specifies FTEs as the unit of measurement, that a calculation is carried out to give the correct figure.

For example, where people are employed part-time, or if the duration of the contract is shorter than one year, the number of employees should be adjusted to calculate the full time equivalent (FTE) number of employees for the year. An FTE of 1.0 = one person employed on a full – time basis for a period of 12 months. One person employed full time for six months would equal 0.5 FTE.

Equally, if the target-setting or reporting period is longer than 1 year, the FTE may be more than 1. For example, a full-time employee committed full-time to a 5-year contract would represent a target of 5.

Furlough

Under the Coronavirus Job Retention Scheme, all UK employers with a PAYE scheme will be able to access support to continue paying part of their employees' salary for those that would otherwise have been laid off during this crisis. This applies to employees who have been asked to stop working but who are being kept on the payroll, otherwise described as 'furloughed workers'. HMRC will reimburse 80% of their wages, up to £2,500 per month to safeguard workers from being made redundant.

Glossary

GDPR

GDPR stands for General Data Protection Regulation. This is the extensive suite of legal provisions covering the protection of personal data in the UK. Breach of GDPR regulations can have very serious consequences for the offending party. All organisations will have staff responsible for ensuring compliance and should be consulted if clarification is required. In social value reporting, the most significant GDPR risks occur in relation to reporting on individuals involved. The evidence requirements for the TOMs explicitly do not require personal data to be provided and GDPR compliance should not be difficult to achieve provided care is taken to ensure reporting data is anonymised.

Good work

“Good work” and “fair work” are largely interchangeable concepts. The TUC says “Good work is not just about ensuring that jobs do not make people ill (although in many cases that would be a big improvement in itself). It is about organising work in a way that actually promotes good physical and mental health”.¹⁰¹

GVA

GVA stands for Gross Value Added. ONS says “Regional gross value added is the value generated by any unit engaged in the production of goods and services. GVA per head is a useful way of comparing regions of different sizes. It is not, however, a measure of regional productivity”.¹⁰² In simple terms, it is a form of economic activity indicator. In the TOMs, it is used in developing the proxy values for the local spend measures NT18, NT18a, NT19 and NT19a.

GVA Type I Multiplier

Type 1 multipliers cover “direct” and “indirect” effects of economic activity only. They estimate the impact on the supply chain resulting from a producer of a certain product increasing their output to meet additional demand. In order to meet the additional demand, the producer must in turn increase the goods and/or services they purchase from their suppliers to produce the product in question. These suppliers in turn increase their demands for goods and services and so on down

¹⁰¹ See tuc.org.uk/sites/default/files/extras/goodwork.pdf

¹⁰² ons.gov.uk/economy/grossvalueaddedgva

the supply chain. These Type 1 multipliers are also referred to as direct and indirect effects. Type 1 multipliers are considered to underestimate the effect on the economy as they do not estimate “induced” effects – consequential spending in the economy beyond the supply chain – spending by the households of employees of a contractor and its supply chain, for instance.

Hard to Recycle waste

Hard to Recycle waste exists across a number of product types, including:

- » Card and Paper
- » Hazardous waste
- » Miscellaneous
- » Organic
- » Plastic
- » Textiles

For further information, see WRAP.¹⁰³

Inputs, Outputs, Outcomes and Impacts

These are the four different descriptors of units and proxies in the TOMs framework – according to whether they describe the investment cost or avoided cost associated with the activity or the benefit that it has on the people and places involved. For more detail, see section entitled “10 Essential principles” at the beginning of the Handbook.

kWh

A kilowatt-hour is a unit of energy that is equal to the energy provided by a thousand watts in one hour

Leakage

Leakage is a concept in economics theory which describes how value escapes from a supposedly closed system. In practice it is used for the evaluation of economic impact in a defined area (a region, for example) to adjust the gross economic value by reference to the components of value that “leak” out of the area and out of the country. For example, the value of a major construction project to a region

¹⁰³ <https://wrap.org.uk/resources/report/difficult-recycle-products-and-materials>

and to the country would be reduced by the value of the specialist steel imported from outside the UK. The TOMs uses a standard 20% leakage assumption in the calculation of GVA-based proxies for NT18 / NT18a / NT19 and NT19a.

LEV

LEV stands for Low Emission Vehicle, also known as Ultra Low Emission vehicles. These are usually defined (and this is the definition that applies in the TOMs) as vehicles that emit less than 75g of CO₂ per kilometre travelled. The trend is now towards zero emission vehicles, as shown by the change of name in the UK Government body responsible from OLEV to OZEV¹⁰⁴. Care should be taken when reporting hybrids as LEV, as some are above and some below the 75g threshold.

Long-term unemployed

For the TOMs, this is defined as people who were previously 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: gov.uk/government/publications/predicting-likelihood-of-long-term-unemployment-the-development-of-a-uk-jobseekers-classification-instrument-wp116.

MSMEs

MSMEs are Medium, Small and Micro Enterprises. In the UK these categories are defined as – Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees), so MSMEs overall can have anything between 0 – 250 employees.

Net zero carbon

A “net-zero” target refers to the objective of reaching a position where any continuing carbon emissions are balanced out by “negative emissions”, i.e. initiatives that remove carbon dioxide, so this makes it different from an absolute zero carbon target, where there are no carbon emissions at all. Where zero carbon cannot be achieved, offsetting through carbon credits or sequestration through rewilding or carbon capture and storage can in theory be utilised. At a global level, achieving net zero carbon depends on a combination of rapid decarbonisation, sequestration strategies and as yet unproven carbon absorption technologies.

¹⁰⁴ See gov.uk/government/organisations/office-for-zero-emission-vehicles

Glossary

The UK has committed in law (through the Climate Change Act) to net zero carbon by 2050, but this is increasingly thought to be inadequate to avoid catastrophic climate change and the trend in decarbonisation commitments appears to be bringing this deadline forward – to 2030, for example.

Procurement

Procurement is defined by Investopedia¹⁰⁵ as “the act of obtaining goods or services, typically for business purposes.... Procurement is most commonly associated with businesses because companies need to solicit services or purchase goods, usually on a relatively large scale.

Procurement generally refers to the final act of purchasing but it can also include the procurement process overall which can be critically important for companies leading up to their final purchasing decision.”

Proxy

In the TOMs framework, a proxy is a generalised value, expressed in monetary terms, that can be applied to a defined unit of activity in a measure.

Record Only

“Record Only” refers to measures which do not have proxies and their effects cannot therefore be quantified.

SLEVA

Social and Local Economic Value Add. The combination of social and local economic value recorded under the TOMs, expressed as a % or in £ terms. See the section “10 Essential Principles” at the beginning of the Handbook.

SROI

Social Return on Investment. Specific technique for social value measurement that relies on primary data (e.g. surveys) to work out

¹⁰⁵ [investopedia.com/terms/p/procurement.asp](https://www.investopedia.com/terms/p/procurement.asp)

Glossary

SROI for a defined project or programme. Because of the reliance on primary data, SROI findings cannot easily be extrapolated from one project to another.

Sub-localities

In the TOMs framework, “sub-localities” refer to areas within local authority boundaries, identified because the intention is to have a geographically targeted approach to social value delivery. Sub-localities could be council wards, defined postcodes, Low-level Super Output Areas, etc.

Supply chain

A supply chain is defined as the entire process of making and selling commercial goods, including every stage from the supply of materials and the manufacture of the goods through to their distribution and sale.¹⁰⁶ By extension, it is also taken to mean the companies that deliver the elements of these processes.

TUPE

Employees may be protected under the Transfer of Undertakings (Protection of Employment) regulations (TUPE) where there is a business transfer or a change of service provision. When TUPE applies, the employees’ jobs usually transfer over to the new company, their employment terms and conditions transfer and continuity of employment is maintained.

Change of service provision is when a service provided in-house (e.g. cleaning, workplace catering) is awarded to a contractor; a contract ends and is given to a new contractor or a contract ends and the work is transferred in-house by the former customer.¹⁰⁷

¹⁰⁶ supplychaindigital.com/supply-chain-2/what-supply-chain-definitive-guide

¹⁰⁷ See gov.uk/transfers-takeovers for further information

Glossary

VCSEs

VCSEs stands for Voluntary, Community and Social Enterprises. This definition includes charities. Sometimes the term Third Sector is also used.

Volunteering

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'.
