



Rotherham Master 2021

Measure Definition & Help Text, Key Evidence Requirements (Target Guidance & Actual Evidence Required), Unit Guidance and Technical Rationale

This document outlines the Definitions, Evidence Requirements and additional guidance for each of the measures being used in this tender/contract. Please refer to this document to ensure that you have fully understood the measures and units and that there is no double counting between measures where applicable.

Instructions

1. For all contracts with RMBC, please use the definition for 'local' as '**within the remit of the Rotherham Metropolitan Borough Council**'.
2. When submitting targets for your bid, please note that you should be doing so in respect of the total contract duration (excluding any extensions), i.e. for a 2-year contract your answers should reflect your potential social value delivery over the full 2 years.

REF	DEFINITION	KEY EVIDENCE REQUIREMENTS	UNIT GUIDANCE	TECHNICAL RATIONALE
Jobs: Promote Local Skills and Employment: More local people in employment				
NT1 Double Counting Declaration Please tick to confirm no double counting between this measure and NT1a, NT1b, NT1c	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 (no. people FTE) Definition	Evidence Required Specify the number of qualifying employees directly employed on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of	The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only	Economic benefit for the individual. Fiscal benefits to the government are excluded as they do not benefit the local area directly. UK median wage, Office of National Statistics (ONS) - Annual Survey of Hours and Earnings (ASHE) 2020. The proxy should be localised by

	<p>The full time annual equivalent (FTE) number of people directly employed on the contract , e.g. as a result of this procurement requirements (if you are the procuring organisation) or other set targets. If you are the bidding organisation or are reporting for measurement, only direct employees should be included here, while employment through supply chain can be captured through NT1c where this is included. Employees should be residing in the local area and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the definition of local area provided for the contract.</p> <p>Measure NT1b might signpost specific sub-localities specified in LIST NT1b. If you are recording direct employees under NT1b please ensure no double counting occurs. Please check evidence requirements for details on postcode collection.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district). For example, Employee 1: 6 months; full-time; 0.5 FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).</p> <p>Target Guidance Summarise your strategy for directly employing your target number of local people on this contract. For example, if you plan to advertise in local newspapers, please explain which ones and how regularly. Or, if you will cooperate with local job centres, please specify which ones and how you will approach engaging</p>	<p>direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working</p>	<p>choosing from the same dataset the average over the relevant geographic area. Commitments and deliveries should not be reported as Social Value, but separately as Local Economic Value. An assessment of deadweight should be made for the specific project, by estimating what percentage of the project workforce would have been employed from the local area in a business as usual scenario.</p>
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	Guidance for further information	with them.	at least 35 hours per week .	
<p>NT1c</p> <p>Double Counting Declaration</p> <p>Please tick to confirm no double counting between this measure and NT1, NT1a, NT1b, as well as with NT18, NT18a, NT19, NT19a</p>	<p>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 (no. people FTE)</p> <p>Definition The full time annual equivalent (FTE) number of people employed on the contract by the supply chain as a result of your procurement requirements. Employees included should be residing in the local area and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the definition of 'local area' provided for the specific contract. Please check evidence requirements for details on postcode collection. Should not be double counted with NT18/NT18a/NT19/NT19a.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required Specify the number of qualifying employees on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district). For example, Employee 1: 6 months; full-time; 0.5 FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).</p> <p>Target Guidance Summarise your existing or planned requirements for the supply chain on local employment and their strategy for employing your target number of local people on this contract. For example, if they will advertise in local newspapers, please explain which ones and how regularly. Or, if they will cooperate with local job centres, please specify which ones and how you will approach this.</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>	<p>Economic benefit for the individual. Fiscal benefits to the government are excluded as they do not benefit the local area directly. UK median wage, Office of National Statistics (ONS) - Annual Survey of Hours and Earnings (ASHE) 2020. The proxy should be localised by choosing from the same dataset the average over the relevant geographic area. Commitments and deliveries should not be reported as Social Value, but separately as Local Economic Value. An assessment of deadweight should be made for the specific project, by estimating what percentage of the project workforce would have been employed from the local area in a business as usual scenario.</p>

<p>NT2</p>	<p>Percentage of local employees (FTE) on contract (%)</p> <p>Definition This is the percentage of people directly employed or employed through the supply chain as a result of your procurement requirements on the contract that reside within the local area, over the overall number of people employed on the contract. Please refer to the definition of local area provided above for NT1.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required Specify the total number of people employed on this contract and the total number of local people employed on this contract. Information provided should be made compliant with data protection requirements (GDPR).</p> <p>Target Guidance Specify the total number of people that will be employed on this contract. Of these, what is the total number of local people that will be employed on this contract? If you have not done so for NT1, NT1b or NT1c summarise your strategy for employing your target number of local people on this contract. For example, if you plan to advertise in local newspapers, please explain which ones and how regularly. Or, if you will cooperate with local job centres, please specify which ones and how you will approach engaging with them.</p>	<p>Number of local residents employed (directly and through the supply chain as a result of your procurement requirements) over the total number of employees on the contract - (%)</p>	<p>Recorded not monetised. This indicator reflects how the pledged intervention differs e.g. from the business as usual scenario. We are working at producing benchmarks for specific categories of projects that will help understand "what good looks like".</p>
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Extending opportunity, prosperity and planning for the future: Raising living standards for residents

<p>SH1/NT1</p>	<p>No. of local people (FTE) employed on contract for one year or the whole duration of the contract, whichever is shorter, who</p>	<p>Evidence Required Specify the number of qualifying employees directly employed on this contract that are paid the Joseph Rowntree Living Wage £9.50 per hour</p>		<p>Record Only.</p>
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are paid the Joseph Rowntree Living Wage (as a minimum) (no. people FTE)

Definition

The full time annual equivalent (FTE) number of people employed on the contract directly as a result of your procurement requirements who are paid the Joseph Rowntree Living Wage (as a minimum). Included employees should be residing in the local area and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the

as a minimum (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first three digits only of their home postcode (i.e. the postcode district). 5) employee wage per hour wage. Information provided should be made compliant with data protection requirements (GDPR).

Target Guidance

Summarise your strategy for directly employing your target number of local people who are paid the Joseph Rowntree Living Wage (£9.50 as a minimum) on this contract. For example, if you plan to advertise in local newspapers, please explain which ones and how regularly. Or, if you will cooperate with local job centres, please specify which ones and how you will

	contract).	approach engaging.		
Jobs: Promote Local Skills and Employment: More opportunities for disadvantaged people				
<p>NT3</p> <p>Double Counting Declaration Please tick to confirm no double counting between this measure and NT3a, NT3b, NT3c, NT3d, NT4, NT4a, NT5, NT5a, NT6, NT6a</p>	<p>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 (no. people FTE)</p> <p>Definition This Measure applies to direct employees only. This is to record people directly employed as a result of a specific and deliberate employment initiative. Record the number of full time annual equivalent (FTE) employees taken on as a result of the contract that had been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract</p> <p>The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from</p>	<p>Evidence Required Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been long-term unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 14 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data (GDPR).</p> <p>Target Guidance Summarise your strategy for employing your target number of long-term unemployed people on this contract. For example, it is likely you will need to cooperate with job</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working</p>	<p>Average annualised increase in economic benefits to the individual over the course of his/her lifetime. Annualised fiscal benefits to the NHS resulting from average reduction in health care costs associated with being out of work based on Unit Cost Database v2.0 E&E1.0.3, updated to 2020/2021 prices. The operational costs related to the fiscal benefit to DWP and HM Revenue and Customs are now included as in Unit Cost Database v2.0 E&E1.0 and E&E1.0.1 and E&E1.0.2 updated to 2020/2021 prices, which is adding an additional value component to the proxy that was not picked up previously. Remaining fiscal benefits to DWP and HM Revenue and Customs are excluded as indicated in the source. See Unit Cost Database v2.0 for a breakdown. Conservative proxy based on generic JSA claimant. 3.45% deadweight has been applied to reflect the probability for a long term unemployed person of getting off unemployment benefits (the deadweight value has been adjusted based on</p>

	<p>disadvantaged groups in this outcome (e.g. NT3a, NT3b, NT3c, NT3d, NT4, all NT5s, NT6, etc).</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working</p>		<p>estimates of the recent COVID impacts on the UK labour market, based on Nov. 2019 - Oct. 2020 data). This deadweight is appropriate for the first year of employment. For succeeding years of continued employment, deadweight should be adjusted to reflect improved</p>
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		with them.		odds of finding a job.
<p>NT4</p> <p>Double Counting Declaration Please tick to confirm no double counting between this measure and NT3, NT3a, NT3b, NT3c, NT3d, NT4a, NT5, NT5a, NT6, NT6a</p>	<p>No. of employees (FTE) hired on the contract who are Not in Employment, Education, or Training (NEETs) as a result of a recruitment programme (no. people FTE)</p> <p>Definition This Measure applies to direct employees only. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of 16-24 yr. old employees taken on as a result of the contract that had not been in employment, education, or training (NEET) before the start of the employment contract.</p> <p>The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, etc).</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) whether this is the first employment experience after having been NEET. For example, Employee 1: 3 months; full-time; 0.25 FTE; this is the first employment experience after being NEET. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p> <p>Target Guidance Summarise your strategy for employing your target number of people who are NEET on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them.</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE.</p> <p>We define full time employment here as working at least 35 hours per week.</p>	<p>Based on Unit Cost Database (UCDB) v2.0, E&E 9.0 and E&E9.1, updated to 2020/2021 prices. Based on people aged 18-24 and 16-17 who are Not in Education, Employment or Training (NEET) (Dec. 2019). Current costs and forgone benefits to the individual and the government associated with being NEET. Value to the individual comprises the loss of earnings to the young person whilst NEET (£10,534 for 18-24 y.o. and £5,177 for 16-17 y.o.). Fiscal value to the government comprises benefit payments (worklessness and housing benefits) and foregone tax and national insurance receipts (£4,984 for 18-24 y.o. and £606 for 16-17 y.o.). Deadweight combines the 41,3% of 18-24 y.o. and the 39,7% of 16-17 y.o. NEETs being unemployed (Sept. 2020) with the off-JSA-benefit and off-UC/off-UC if it had been available in the area rates of 14,5% for 18-24 y.o. NEETs and 23% for 16-17 y.o. NEETs (Dec. 2019 - Nov. 2020). The employment data is sourced from Stat-Xplore (https://stat-xplore.dwp.gov.uk/). Deadweight should not be</p>

				<p>applied when the job opportunity would not have been created under the business as usual scenario. The proxy value is appropriate for the first year of employment. A red flag has been allocated in the UCDB v2.0 "in recognition of the global, top-down nature of the calculation, the age of the data, and the lack of consideration of wider fiscal elements such as costs associated with the health and/or crime impacts of being</p>
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				NEET."
<p>NT4a</p> <p>Double Counting Declaration Please tick to confirm no double counting between this measure and NT3, NT3a, NT3b, NT3c, NT3d, NT4, NT5, NT5a, NT6, NT6a</p>	<p>No. of 16-25 y.o. care leavers (FTE) hired on the contract as a result of a recruitment programme (no. people FTE)</p> <p>Definition This Measure applies to direct employees only. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that were 16-25 years old at the start of the employment period, not in employment, education or training and that are care leavers.</p> <p>The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, etc).</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) whether this is the first employment experience after having been care leavers. For example, Employee 1: 3 months; full-time; 0.25 FTE; this is the first employment experience after being care leaver. Provide details of any organisation partnered with. Information provided should be compliant with data protection requirements (GDPR).</p> <p>Target Guidance Summarise your strategy for employing your target number of care leavers on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them.</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months</p> <p>For example, 2 people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>	<p>This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that were long term unemployed - meaning they had been claiming Jobseeker's Allowance (JSA) or Universal Credit (UC) benefits for at least the 12 months preceding the start of the employment contract – and that are care leavers (16 - 25 y.o.) facing barriers to employment</p> <p>This value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome – which includes that they should not be counted as NT3.</p>

<p>NT5a</p> <p>Double Counting Declaration</p> <p>Please tick to confirm no double counting between this measure and NT3, NT3a, NT3b, NT3c, NT3d, NT4, NT4a, NT5, NT6, NT6a</p>	<p>No. of 18-24 y.o. employees (FTE) hired on the contract who are rehabilitating young offenders as a result of a recruitment programme (no. people FTE)</p> <p>Definition This Measure applies to direct employees only. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees aged 18 to 24 taken on as a result of the contract that were within the rehabilitation period before the start of the employment contract.</p> <p>Jobcentre Plus or other agencies carrying out specific programmes may be beneficial in identifying eligible individuals.</p> <p>The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4,</p>	<p>Evidence Required Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that they were a 18-24 year old rehabilitating offender before the start of the employment contract; that this is the first employment experience as an ex-offender. For example, Employee 1: 3 months; full-time; 0.25 FTE; was a 23 years old ex-offender before the start of the employment contract; this is the first employment experience. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p> <p>Target Guidance Summarise your strategy for employing your target number of 18-24 year old rehabilitating offenders on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>	<p>The proxy value comprises the value to the individual from entering the labour market (annualised increase in lifetime earnings), the fiscal value to the NHS resulting from an average reduction in health care costs associated with being out of work, as well as the economic, fiscal and wellbeing value to society from preventing reoffending. The figures included in the proxy are the UK values for the population aged 18-24. All components are based on Unit Cost Database (UCDB) v2.0 figures, updated to 2020/2021 prices, and MOJ prevention of reoffending statistics. See UCDB v2.0 for a more detailed description of unemployment and crime costs. An across-crimes crime multiplier of 4.3 has been applied to reflect the ratio of estimated total number of crimes (based on the Crime Survey for England and Wales, formerly British Crime Survey) to the number of comparable crimes recorded by the police (a UK weighted average of crime type multipliers - weighted according to the 2015/2020 distribution of reported crimes by typology - derived by GMCA Research Team and presented in the UCDB v2.0). A 3.96 multiplier has been applied to the average</p>
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	<p>all NT5s, NT6, etc).</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>you will approach working with them</p>		<p>number of offences per offender, to take into account unproven offences (based on MOJ Crime statistics). The figures included in the proxy are the UK level values for the population aged 18-24. They can be localised by choosing average reoffending figures for the relevant geographical area. Deadweight is established separately to reflect the reduction in reoffending probabilities for employed rehabilitating offenders (dw: 91%), and the average probability for rehabilitating offenders to be employed respectively (dw: 17%). Deadweight figures should be adjusted to reflect primary data from the project when available, e.g. by using success rates in preventing reoffending from a rehabilitating offender programme run in partnership with (or by) a VCSE. Deadweight should not be applied when the job opportunity would not have been created under the business as usual scenario. The proxy value is appropriate for the first year of employment. For succeeding years of continued employment, it should be adjusted to reflect an increased probability of finding a job. Value to the individual or business who suffered the crime is £17,663,</p>

the value to the government is £3,345 and the value to society is £2,291. These have been calculated based on the UCDB v2.0 Economic, Fiscal and Social components and

				Comments.
<p>NT6</p> <p>Double Counting Declaration</p> <p>Please tick to confirm no double counting between this measure and Please tick to confirm no double counting between this measure and NT3, NT3a, NT3b, NT3c, NT3d, NT4, NT4a, NT5, NT5a, NT6a</p>	<p>No. of disabled employees (FTE) hired on the contract as a result of a recruitment programme (no. people FTE)</p> <p>Definition This Measure applies to direct employees only. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that are disabled. A disabled person is defined as "someone with a physical or mental impairment that has a 'substantial' and 'long-term' effect on their ability to do normal daily activities" (Equality Act 2010).</p> <p>The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, etc).</p>	<p>Evidence Required Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE). For example, Employee 1: 3 months; full-time; 0.25 FTE. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p> <p>Target Guidance Summarise your strategy for employing your target number of disabled people on this contract.</p> <p>It is likely that you will cooperate with job centres, care homes or charities. Please specify the organisations you intend to partner with and how you will approach working with them.</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment as at least 35 hours per week</p>	<p>Based on Unit Cost Database v2.0, E&E 2.0, updated to 2020/2021 prices. This proxy is based on "illustrative estimate by the Department of Work and Pensions (DWP) of the costs and benefits that would occur if some hypothetical 'typical' ESA WRAG (Work-Related Activity Group) claimant (who would otherwise have remained on benefits) were to move into employment for one additional year" (see UCDB v2.0 for a more detailed description). Value to the individual comprises increased earnings as a result of entering employment. 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.</p> <p>We are aware of the statistic that 50% of disabled unemployed are very likely to be long term unemployed. Therefore the deadweight figure is a weighted average of the probability of finding a job for a long-term unemployed person (4.62%) and the generic probability of finding a job for the generic JSA claimant (the deadweight value has been adjusted for</p>

Help Text
Please consult the Measure Guidance for further information

the recent COVID impacts on the UK labour market, based on Nov. 2019 - Oct. 2020 data and inferences from the impact of the 2008/09 financial crisis). The proxy value is appropriate for the first year of employment. For succeeding years of continued employment it should be adjusted to reflect the increased probability of finding a job

<p>NT7</p> <p>Double Counting Declaration Please tick to confirm no double counting between this measure and NT8, NT11</p>	<p>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 (no. hrs (total session duration)*no. attendees)</p> <p>Definition This is the number of staff hours dedicated to individual or group employment support. Units targeted or claimed within this Measures should not be double counted with other similar Measures, including NT11.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required Specify the number of sessions, and for each session specify the duration, the number of staff providing unemployment support and the number of unemployed people supported. Describe the activity/activities delivered and provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p> <p>Target Guidance Summarise your strategy for supporting unemployed people into work (including the number of staff hours to be spent and the number of people to be supported). For each session, 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. The cumulative number across sessions should be reported. Describe the activity/activities to be carried out and provide details of any partner organisations you will work with.</p>	<p>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. The cumulative number across sessions should be reported.</p>	<p>Economic value to the individual. Based on a 2021 sample of 16 pricing points from 11 different companies offering cv advice and job interview coaching, either in one-to-one sessions or daily or half-day courses in small groups. Price reductions from 2020 reflect a sectoral shift to digital service provision. While the price is reduced a case can be made for higher need for this measure – which can be incorporated at procurement though applying a prioritisation coefficient.</p>

Jobs: Promote Local Skills and Employment: Improved skills

NT9

Double Counting Declaration

Please tick to confirm no double counting between this measure and NT9a, NT10, NT10a, NT10b

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+ (no. weeks)

Definition

This Measure applies to direct employees only and does not include staff upskilling. Time spent as part of training opportunities created specifically for the contract or that are made use of on contract can be counted, for those weeks during which a person works primarily on contract. Only vocational training opportunities supported to completion should be counted, even when that completion will occur after the end of the contract.

The social value proxy is appropriate for opportunities that are for new employees, not existing employees.

Evidence Required Specify the number of people in vocational qualification training on this contract and the number of weeks of training per person. Provide details of the accredited training provider, the type and the level of the outcomes achieved as well as the resulting training qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification.

Target Guidance Summarise your strategy for providing your target number of weeks of training for vocational qualifications on this contract, including details of how you will support completion of the qualifications. If possible, provide details of the accredited training provider, the type and the level of the outcomes to be achieved as well as the resulting qualification.

Record weeks of vocational qualification training provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as it will be supported to completion.

The proxy value has been computed combining the current economic benefit to the individual (based on minimum pay given the distribution of achievements by age and their average length), 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, and the distribution of achievements by level). Value to the individual therefore includes current increased earnings and annualised value of future increased earnings as a result of achieving the qualification. It is the lower estimate, and reflects an assumption that 50% of the employment benefit is attributed to the qualification (see UCDB v2.0 for details). Estimates of distribution of achievements by age, average length, and level are based on data from the FE data library.

Per week attribution of lifetime benefits is based on the assumption that each week equally contributes to



Should not be double counted with NT10 and other Measures around apprenticeships or vocational qualifications.

Help Text

Please consult the Measure Guidance for further information

achieving the qualification. This assumption is likely to be revisited in future editions, to

				pick up on non-linearities.
<p>NT10</p> <p>Double Counting Declaration Please tick to confirm no double counting between this measure and NT9, NT9a, NT10a, NT10b</p>	<p>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+ (no. weeks)</p> <p>Definition This Measure applies to direct employees only and does not include staff upskilling. Time spent as part of apprenticeships created specifically for the contract or that are made use of on contract can be counted, for those weeks during which apprentices work primarily on contract. Only apprenticeships supported to completion should be counted, even when that completion will occur after the end of the contract.</p> <p>The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT9.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required Specify the number of people on apprenticeships on this contract and the number of apprenticeship weeks per person. Provide details of the accredited training provider, the type and the level of the apprenticeship achieved, as well as the resulting qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification. If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider.</p> <p>Target Guidance Summarise your strategy for providing the target number of apprenticeship weeks on this project and how you will support completion of the training and provide details of the accredited training provider, the type and the level of the apprenticeships to be achieved as well as the resulting qualifications.</p>	<p>Record weeks of training for the apprenticeships provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as the apprenticeship will be supported to completion.</p>	<p>The proxy value has been computed combining the current economic benefit to the individual (based on minimum pay given the distribution of achievements by age and their average length), and the annualised future lifetime value to society of achieving an apprenticeship (based on Unit Cost Database (UCDB) v2.0 updated to 2020/2021 prices, and the distribution of achievements by level and gender). If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider. Value to the individual therefore includes current increased earnings and annualised value of future increased earnings as a result of achieving the qualification. It is the lower estimate, and reflects an assumption that 50% of the employment benefit is attributed to the qualification (see UCDB v2.0 for details). Estimates of distribution of achievements by age, average length, and level are based on data from the FE data library: further education and skills</p>

If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider.

benefits is based on the assumption that each week equally contributes to achieving the qualification. This assumption is likely to be revisited in future editions, to pick up on non-linearities.

Jobs: Promote Local Skills and Employment: Improved employability of young people				
<p>NT11</p> <p>Double Counting Declaration Please tick to confirm no double counting between this measure and NT7, NT8</p>	<p>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 (no. hrs (total session duration)*no. attendees)</p> <p>Definition This is the number of staff hours dedicated to individual or group employment support specifically for people under 24 years old. This Measure requires support to be targeted and focussed on the participating individuals. Group sessions should therefore be of a size that allows for individuals to be supported based on their specific needs. Units targeted or claimed within this Measure should not be double counted with other similar Measures including NT7.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required Specify number of sessions, and for each session the duration, number of staff providing unemployment support and unemployed people supported. Describe the activity/activities delivered and provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p> <p>Target Guidance Summarise your strategy for supporting unemployed people into work (including the number of staff hours to be spent and the number of people to be supported). Describe the activity/activities to be carried out and provide details of any partner organisations you will work with.</p>	<p>The number of units reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of the number of people delivering the session.</p>	<p>Economic value to the individual. Based on a 2021 sample of 16 pricing points from 11 different companies offering cv advice and job interview coaching, either in one-to-one sessions or daily or half-day courses in small groups. Price reductions from 2020 reflect a shift to digital service provision. While the price is reduced a case can be made for higher need for this measure – which can be incorporated at procurement though applying a prioritisation coefficient.</p>
<p>NT12</p>	<p>No. of weeks spent on meaningful work</p>	<p>Evidence Required Specify the number of people</p>	<p>Number of total student placement weeks on the</p>	<p>Current equivalent economic benefit to the individual from</p>

	<p>placements or pre-employment course; 1-6 weeks student placements (unpaid) (no. weeks)</p> <p>Definition Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. Only work placements for students with a duration of 1 to 6 weeks (typically unpaid) should be registered here. The cumulative number of weeks (from 1 to 6 for each student work placement) should be registered. This Measure does not apply to placements longer than 6 weeks as the TOMs discourage unpaid long-term employment.</p> <p>Should not be double counted with other work placement Measures.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>in student work placements or pre-employment courses on this contract, and for each person specify: the duration in weeks and type of the work placement or pre-employment course. Describe the industry-based experience gained and provide details of the school, college or university partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p> <p>Target Guidance Summarise your strategy for providing your target number of weeks of student work placements or pre-employment courses on this contract. Specify the type of student work placements or/and pre-employment courses that will be provided, including what kind of industry-based experience they will result in and how you will cooperate with schools, colleges, or universities, please specify which ones and how you will approach this.</p>	<p>contract (only student placements between 1-6</p>	<p>equivalent increased earnings, based on minimum pay given the distribution of apprenticeships achievements</p>
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			weeks).	by age.
<p>NT13</p>	<p>Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships) (no. weeks)</p> <p>Definition Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. The cumulative number of weeks of work placements (noting that each placement must last 6 weeks or more) should be registered. This Measure does not apply for placements shorter than 6 weeks as meaningful learning opportunities should be promoted.. Only placements paid at least minimum or national living wage, as per governmental regulations, should be included.</p> <p>Should not be double counted with NT12 or similar work placement Measures.</p>	<p>Evidence Required Specify the number of people in work placements, and for each person specify the following: the duration in weeks and type (including pay type, i.e. minimum wage, national living wage, higher wage) of the work placement. Describe the industry-based experience gained and provide details of any organisations, schools, colleges or universities that you have partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p> <p>Target Guidance Summarise your strategy for providing your target number of positions and weeks of paid work placements on this contract. Specify the type of work placements (as well as pay type, i.e. minimum wage, national living wage or higher wage) that will be provided, including what kind of industry-based experience they will result in and how</p> <p>Please provide details of any organisations, schools,colleges or universities, please specify which you will partner up with and how you</p>	<p>Number of weeks in total on the contract (note that each placement must be at least 6 weeks).</p>	<p>Current economic benefit to the individual from actual minimum increased earnings, based on minimum pay given the distribution of apprenticeship achievements by age.</p>

	<p>Help Text Please consult the Measure Guidance for further information</p>	<p>will approach these.</p>		
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Growth: Supporting Growth of Responsible Regional Business: More opportunities for local MSMEs and VCSEs

<p>NT15</p>	<p>Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE) (no. staff expert hours)</p> <p>Definition This is expert staff time (e.g. financial advice / legal advice / HR advice / HSE) dedicated to supporting Voluntary Community or Social Enterprises (VCSEs) or micro, small and medium enterprises (MSMEs). Please include only the amount of volunteering that has been provided by staff during working hours or on paid overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please see the toolkit guidance document for worked out examples on attribution. Please note that MSMEs are defined as (0-250 employees) - Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees). The following Measures should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, and NT29.</p>	<p>Evidence Required Provide a breakdown of staff hours spent providing expert advice to VCSEs/MSMEs. Provide the details of the VCSEs/MSMEs you have supported. Specify the number of staff hours spent for each VCSE/MSME, the type of expert advice given as well as the qualification/role of the person delivering this advice. Information provided should be made compliant with data protection requirements (GDPR).</p> <p>Target Guidance Summarise your strategy for providing expert advice to VCSEs/MSMEs. Provide the names of the VCSEs/MSMEs you will support or a range of options. Describe the number of staff hours to be spent in total and for each VCSE/MSME. Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.</p>	<p>This is the number of hours staff spend providing expert advice. For example, if 5 staff spend 2 hours providing expert advice, the total number of hours reported should be 10.</p>	<p>Economic benefits to VCSEs or MSMEs resulting from avoided cost of expert advise/support. Based on average self-reported fees from a survey of consultants in various sectors across the UK, updated to 2020 prices.</p>
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Please check also other relevant expert time Measures included.

Help Text

Please consult the Measure Guidance for further information

<p>NT16</p>	<p>Equipment or resources donated to VCSEs (£ equivalent value) (£)</p> <p>Definition Relevant activities include donating a van to a community organisation or the use of office accommodation, etc. Equivalent £ value should be calculated and assumptions and details about the calculation should be made explicit. Attribution might need to be taken into account where resources are being donated not strictly as a result of commitments made in relation to the contract. There needs to be a clear link to the contractual activity. Please see the toolkit guidance document for worked examples on attribution. Should not be double counted with N17 and NT28 and other Measures around donation of equipment or resources.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required Provide a breakdown of the equivalent value of resources and/or equipment donated to each VCSE, including evidence of the donations and the names of the VCSEs supported.</p> <p>Target Guidance Provide a list of VCSEs you have already identified or a range of options. Provide a breakdown of the value of resources and/or equipment to be donated to VCSEs, including the names of the VCSEs.</p>	<p>Equivalent £ value of the donation.</p>	<p>Economic value to the VCSEs. This proxy is based on primary data, a pre-determined value cannot be established. A resource-specific valuation exercise of the assets should be carried out and accurately described.</p>
<p>NT18</p> <p>Double Counting Declaration</p>	<p>Total amount (£) spent in LOCAL supply chain through the contract (£)</p>	<p>Evidence Required Provide a breakdown of pounds spent with organisations in your local</p>	<p>Total amount of £ spent with the supply chain within the defined local area for the</p>	<p>Economic value to the local area - increased business opportunities for the local tier 1 contractors, and their local</p>

Please tick to confirm no double counting between this measure and NT18a, NT19, NT19a, as well as with NT1b,

Definition

Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the project's supply chain. Should not be double counted with NT14 and NT19.

Help Text

Please consult the Measure

supply chain on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services procured from each and the first three digits of their postcode.

Target Guidance

Provide a breakdown of pounds to be spent with organisations in your local supply chain on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services to be procured from each as well as the first

project.

supply chain. Based on GVA Type I Multiplier. The multiplier should be made industry specific by selecting the appropriate Industry Type I Multiplier and localised by referencing the relevant geographical GVA figures. The default assumption for leakage is 20%. An assessment of deadweight should be made on a project specific basis to identify the % increase in local spend with respect to the business-as-usual scenario. This component of value should not be reported as Social Value, but separately as Local Economic Value, unless a specific comparison with the business-as-usual

NT1c	Guidance for further information	three digits of their postcode.		scenario is made.
Growth: Supporting Growth of Responsible Regional Business: Improving staff wellbeing and mental health				
NT56	<p>Percentage of suppliers to Tier 2 in the contract - including the prime contractor - that will implement the mental health core standards (applicable for all companies) and the mental health enhanced standards (applicable for companies with more than 500 employees), as set out in Thriving at Work: the Stevenson Farmer Review on Mental Health and Employers (%)</p> <p>Definition As per Measure, for further information please see:</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required Please provide evidence on the actual percentage of relevant suppliers as per Measure that have implemented the mental health core standards (applicable for all companies) and the mental health enhanced standards (applicable for companies with more than 500 employees), as set out in Thriving at Work: the Stevenson Farmer Review on Mental Health and Employers. Please provide evidence through a provision of relevant documentation.</p> <p>Target Guidance Please provide evidence on the projected percentage of relevant suppliers as per Measure that will implement the mental health core standards (applicable for all companies) and the mental health enhanced standards (applicable for companies with more than 500 employees), as set out in Thriving at Work: the Stevenson Farmer Review on Mental Health and Employers.</p>	Record only	Recorded, not monetised. Indicator should be used to establish a baseline and measure progress over time.

Growth: Supporting Growth of Responsible Regional Business: Reducing inequalities

<p>NT41</p>	<p>Percentage of staff on contract that is paid at least the relevant Real Living wage as specified by Living Wage foundation (%)</p> <p>Definition The current Real Living wage for the UK as set by the Living Wage foundation is £9.50 per hour, while the London rate is £10.85 per hour</p> <p>Please apply the appropriate rate as the relevant threshold depending on the contract.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required Please provide evidence of the total number of employment contracts and the number of employment contracts where staff are paid at least Real Living wage according to the relevant local rate. All data should be reported in compliance with GDPR requirements.</p> <p>Target Guidance Please specify what Real Living Wage rates you are applying (UK or London rate) to the workforce, or to what percentages of the workforce on the contract if this only partially includes the London area.</p>	<p>Apply relevant rates depending on location of the contract.</p>	<p>Recorded, not monetised. Indicator should be used to measure progress over time.</p>
<p>NT42</p>	<p>Percentage of contractors in the supply chain required (or supported if they are micro OR small business) to pay at least Real Living wage (%)</p> <p>Definition The current Real Living wage for the UK as set by the Living Wage foundation is £9.50 per hour, while the London rate is £10.85 per hour</p>	<p>Evidence Required Please specify what Real Living Wage rates you have been applying (UK or London rate) and to which contractors. Please specify the total number of suppliers on the contract, and the ones that have been paying the Real Living Wage to all staff on the contract. Please specify how many of these you have supported to do so are</p>	<p>(Total numbers of suppliers on the contract paying Real Living wage at relevant rate / Total number of suppliers on the contract) * 100; to arrive at a percentage</p>	<p>Recorded, not monetised. Indicator should be used to measure progress over time.</p>

Please apply the appropriate rate as the relevant threshold depending on the contract. MSMEs (0-249 employees): Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees)

Help Text

Please consult the Measure

MSMEs. All data should be reported in compliance with GDPR requirements.

Target Guidance

Please specify what Real Living Wage rates you are applying (UK or London rate) and to which contractors. Please specify the total number of contractors, and the ones that will be paying Real Living Wage to all staff on the contract. Please specify how many of these you will be supporting to do so as MSMEs and how you

	Guidance for further information	will support them.		
Growth: Supporting Growth of Responsible Regional Business: Ethical Procurement is promoted				
NT22	<p>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 (%)</p> <p>Definition 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.</p> <p>Should not be double counted with NT23, NT3, and other relevant Measures.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required Specify the total number of procurement contracts on this contract and the total number of those that include commitments to ethical employment practices. If applicable, provide a copy of your ethical procurement policy and a copy of your modern slavery statement.</p> <p>Target Guidance Specify the total number of procurement contracts on this contract and the total number of those that will include commitments to ethical employment practices. If possible and applicable, provide a copy of your ethical procurement policy and a copy of your modern slavery statement.</p>		Recorded, not monetised. Indicator should be used to measure progress over time.

<p>NT59</p>	<p>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 (no. audits)</p> <p>Definition Internal and external (independent third party) comprehensive supply chain modern slavery audits delivered, including announced and unannounced direct and supply chain site audits.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required Please provide a list of modern slavery audits delivered, specify if external/internal and announced/unannounced. Specific frequency per site/contractor. Provide reference to results or reports for each.</p> <p>Target Guidance Describe the number and nature of audits planned and provide a breakdown by type.</p>	<p>Number of internal/external or announced/unannounced audits.</p>	<p>Recorded, not monetised. Indicator should be used to establish a baseline and measure progress over time.</p>
<p>Growth: Supporting Growth of Responsible Regional Business: Cyber security risks are reduced</p>				
<p>NT62</p>	<p>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) (Y/N)</p>	<p>Evidence Required Please provide information and evidence on the number and the percentage of companies in the supply chain operating on the contract that have either: a Cyber Essentials certification, a Cyber Essentials Plus</p>	<p>Number of eligible suppliers and share of eligible suppliers over total number of suppliers.</p>	<p>Recorded, not monetised.</p>

Definition
 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.

The National Cyber Security Centre's 10 steps to cyber security have been designed to help organisations protect themselves in cyberspace. They break down different tasks of defending networks, systems and information into important components. They also provide advice on how to build up organisational capacities and capabilities to achieve the best possible security in each of these areas.

certification, or that follow the 10 steps to cyber security. Please provide information on if and how you engaged with suppliers to incentivise them to consider Cyber Essentials certification or to follow the 10 steps to cyber security.

Target Guidance
 Please provide information and evidence on the expected number and the percentage of companies in the supply chain that will be operating on the contract and have either: a Cyber Essentials certification, a Cyber Essentials Plus certification, or that follow the 10 steps to cyber security. Please provide information on if and how you plan to engage with suppliers to incentivise them to consider Cyber Essentials certification or cyber security

Help Text
Please provide description.
Please consult the
Measure Guidance for
further information

Growth: Supporting Growth of Responsible Regional Business: Social Value embedded in the supply chain				
<p>NT23</p>	<p>Percentage of contracts with the supply chain on which Social Value commitments, measurement and monitoring are required (%)</p> <p>Definition This includes quantitative requirements in terms of social value delivered, monitoring and measurement mechanism for delivery (e.g. the National Themes, Outcomes and Measures system or equivalent). Should not be double counted with NT22 and NT35.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required Specify the total number of procurement contracts on this contract and the total number of contracts that include commitments to deliver social value on this contract. Explain how you have monitored and measured social value delivered through the supply chain on this contract, including how you have engaged with your supply chain to promote social value.</p> <p>Target Guidance Specify the total number of procurement contracts on this contract and the number of contracts that will include commitments to deliver social value on this contract. Explain how you will monitor and measure social value delivered through the supply chain on this contract, including how you will engage with your supply chain to promote social value.</p>		<p>Recorded, not monetised. Indicator should be used to measure progress over time.</p>
Environment: Decarbonising and Safeguarding our World: Carbon emissions are reduced				
<p>NT31</p>	<p>Savings in CO2 emissions on contract achieved through de-carbonisation</p>	<p>Evidence Required Carbon reductions should be evidenced through an</p>	<p>Reductions in tonnes of CO2e against the baseline emissions level specified in</p>	<p>The proxy value is based on the abatement costs, i.e. "(...) the economic cost of</p>

Double Counting Declaration

Please tick to confirm no double counting between this measure and RE37, RE37a, RE39, RE39a, RE40

(i.e. a reduction of the carbon intensity of processes and operations, specify how these are to be achieved) (tCO2e)

Definition

These 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 (e.g. cycling to work or carpooling initiatives for employees - NT32) or from low emission vehicles - NT33. Reduction should be measured against a pre-existing baseline level of emissions (the level of emission estimated in a given year for the project in the absence of reduction efforts). The measure therefore requires provision of additional metrics including this baseline level of emissions and a baseline year, the target level of emissions on the project (as determined by the reduction commitments), as well as the relevant net zero carbon target year (e.g. net zero carbon by 2030) as relevant at project or corporate level. Targets for reaching net zero carbon should be specified as a minimum to be in line with a

independent and verifiable process (e.g. Planet Mark Certification or equivalent). There is an expectation for independently assured and audited reports to be provided. Specify and evidence the pre-existing baseline level and year that have been used to measure savings/reductions and the total emissions generated as a result of reduction efforts, as well as the relevant emission reduction policy (e.g. net zero by 2050 or earlier). Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets.

Target Guidance

Describe the programmes or initiatives that you are going to put in place to achieve the identified savings in CO2 emissions on the contract against the specified baseline, including timeframes. These could be from de-carbonisation work (other than transport initiatives that can be measured elsewhere). Specify and evidence the baseline level of emissions used to measure savings/reductions against and the baseline year (e.g. based on 2018 emission levels), as well as the target emissions after

the accompanying input field. The Measure requires data inputs for additional metrics: a baseline level of emissions (the level of emission estimated in a given year for the project in the absence of reduction efforts), the year that this estimate is based on (e.g. based on emission levels in 2018), the total level of emissions on the project as determined by the reduction efforts, and the relevant emission reduction policy (e.g. net zero by 2050 or earlier). These data inputs must be provided and evidenced, as they allow for the evidencing of the savings recorded

mitigating a unit cost of carbon”, to meet specific emissions reduction targets (HM Green Book, Central Government Guidance on Appraisal Evaluation (2018) and BEIS’s DECC/HM Treasury Green Book supplementary appraisal guidance on valuing energy use and greenhouse gas (GHG) emissions

	<p>net zero greenhouse gas emissions target of 2050. More ambitious targets are strongly encouraged (e.g. net zero by 2030). For further guidance on target setting and related baselining please see the Unit and Target Guidance. Should not be double counted with NT32 and NT33 or RE37, Re37a, RE39 or RE39a.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>savings/reductions (i.e. the level of emissions on the project resulting from your reduction efforts). Also specify relevant emissions reduction policy (e.g. net zero by 2050 or earlier). This could be a general corporate policy or a specific project policy where it exists. Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets. 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 minimum requirements for carbon reduction measures in the TOMs, which adopts the minimum targets identified by the UN, the UK Government, and the scientific community; namely that to keep global temperature rises as close to 1.5 degrees Celsius as possible, it is necessary to achieve net zero carbon emissions by 2050 (“NZC 2050”). While the TOMs adopts this minimum target to</p>	<p>through the main unit.</p>	
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		<p>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</p>		
<p>NT44</p>	<p>Do you have a policy and programme to achieve net zero carbon, including monitoring plan with specific milestones? (Y/N)</p> <p>Definition At corporate level this will be your existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon. If you have not issued one yet, but are committing to do, please provide a statement including scope and expected publication date. The purpose of the 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</p>	<p>Evidence Required Please provide a copy of your policy, strategy, and plan with specific milestones to achieve, evidence and monitor net zero carbon for the specified date.</p> <p>Target Guidance At corporate level, this will be your existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon for the specified date. If you have not issued one but are committing to do so, please provide a statement including scope and expected publication date. This includes outlining and explaining set targets.</p>	<p>Provide relevant documents and specify the set target for reaching Net Zero Carbon.</p>	<p>Recorded, not monetised.</p>

normal”, rather than treating environmental outcomes as a bolt-on or an afterthought. This determines how we establish the minimum requirements for carbon reduction to qualify as social value measures in the TOMs. We adopt the minimum target identified by the UN, the UK Government, and the scientific community: net zero carbon by 2050 (namely that to keep global temperature rises as close to 1.5 degrees Celsius as possible, it is necessary to achieve net zero carbon emissions by 2050 - “NZC 2050”). While the TOMs adopt this minimum target to 2050 as the baseline, it follows that “added value” in measurement terms should come from the voluntary adoption of targets that exceed minimum requirements. More ambitious targets such as net zero by 2030, embraced by over 100 local authorities across the UK, are becoming increasingly widespread and provide greater scope to mitigate Climate Change than NZC 2050. These are strongly encouraged especially for sectors where this is becoming more common.

Help Text

Please consult the Measure Guidance for further information

<p>NT45</p>	<p>Carbon Certification (Carbon Trust Standard, Planet Mark or equivalent independently verified) - achieved or to achieve for current year (Y/N)</p> <p>Definition See Planet Mark Carbon Trust (Carbon Neutral Certification, Carbon Standard)</p> <p>Help Text Please provide relevant documents. Please consult the Measure Guidance for further information</p>	<p>Evidence Required Provide achieved certifications and documentation on how these have been achieved.</p> <p>Target Guidance List certifications achieved or to be achieved for the reporting year</p>	<p>Provide relevant documents or name the certificate you planned to achieve for the current year.</p>	<p>Recorded, not monetised.</p>
<p>Environment: Decarbonising and Safeguarding our World: Air pollution is reduced</p>				
<p>NT46</p>	<p>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) (Y/N)</p> <p>Definition These sustainable transport incentivisation schemes for employees can include but are not limited to: subsidies</p>	<p>Evidence Required Provide information on the corporate travel scheme that has been implemented. This could be proof of a public transport subsidy or cycle subsidy scheme (expenditure or corporate policy documents); proof of cycle infrastructure (e.g. storage layout); proof of employee carpooling incentivisation and/or corporate bus service (corporate documents). Report the number of staff that have benefited from the</p>	<p>Provide information to describe corporate travel scheme available to employees</p>	<p>Recorded, not monetised. This indicator measures employee incentivisation to make use of sustainable transport options, as described in the Definition. (These 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 incentivization, corporate bus service, etc.).</p>

	<p>for use of public transport, cycle buying scheme, cycle infrastructure provision such as storage, corporate carpooling options and incentivisation, corporate bus service, etc.</p> <p>Help Text Please provide description. Please consult the Measure Guidance for further information</p>	<p>different initiatives on the scheme.</p> <p>Target Guidance Summarise the nature of your corporate travel scheme and your strategy for providing access to it. This can include but is not limited to subsidies for use of public transport, cycle buying scheme, cycle infrastructure provision such as storage, corporate carpooling options and incentivization, corporate bus service.</p>		
<p>NT65</p>	<p>Percentage of fleet or construction vehicles on the contract that is at Least Euro 6 or LEV (%)</p> <p>Definition % of the fleet used on contract that comply with EURO 6 emissions standards (including all sub-categories of EURO 6) or are LEV(Low Emission Vehicles such as electric or hybrid). This includes passenger cars, light commercial vehicles and heavy trucks.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required Provide information on the % of the fleet used directly on contract (this excludes employee commuting) that complies with EURO 6 emissions standards or are LEV (Low Emission Vehicles such as electric and hybrid). The fleet includes passenger cars, light commercial vehicles and heavy trucks.</p> <p>Target Guidance Provide information on the % of the fleet planned to be used directly on contract that comply with EURO 6 emissions standard or are LEV (Low Emission Vehicles such as electric or hybrid). The fleet includes passenger cars, light commercial</p>	<p>(Number of EURO 6 and LEV vehicles used on contract) / Total number of vehicles used on contract) * 100 to arrive at a percentage.</p>	<p>Record, not monetised. This indicator measures progress towards fleet modernization with the goal of reduced air pollutant emissions.</p>

		vehicles and heavy trucks.		
NT66	<p>Fleet emissions monitoring programme on the contract, including data collection (miles, type of vehicle, engine type, emission standard) (Y/N)</p> <p>Definition Fleet emissions monitoring programme on the contract including collection of data for each vehicle used on contract. Per vehicle used it is necessary to collect data on: distance travelled for contract in miles, type of vehicle (passenger car, light commercial vehicle by weight category (< 1305 kg, 1305 kg - 1760kg, >1760kg), heavy truck), engine type (diesel, petrol, electric, hybrid), EURO emissions standard of vehicle (EURO 1, EURO 2, EURO 3, EURO 4, EURO 5 (if available EURO 5a, EURO 5b), EURO 6 (if available EURO 6b, EURO 6c, EURO 6d). If data on the location is collected this measure can further be localised if desired. This could lead to a substantial increase in the captured social value. For further information please see DEFRA "Air quality damage cost guidance July 2020" document which can be downloaded from this homepage:</p>	<p>Evidence Required Breakdown of travel data for each vehicle used directly on contract (including by contractors), including distance travelled for contract in miles, type of vehicle (passenger car, light commercial vehicle by weight category (< 1305 kg, 1305 kg - 1760kg, >1760kg), heavy truck), engine type (diesel, petrol, electric, hybrid), EURO emissions standard of vehicle (EURO 1, EURO 2, EURO 3, EURO 4, EURO 5 (if available EURO 5a, EURO 5b), EURO 6 (if available EURO 6b, EURO 6c, EURO 6d). If data on the location is collected this measure can further be localised if desired. This could lead to a substantial increase in the captured social value. For further information please see DEFRA "Air quality damage cost guidance July 2020" document which can be downloaded from this homepage: Please reach out to SVP if you have further questions regarding the localisation of this measure</p> <p>Help Text Please provide description of your plan for collecting data on each</p>	<p>Upload description of your data collection programme, confirming that you will collect data on each vehicle used on the contract. Per vehicle used it is necessary to collect data on: distance travelled for contract in miles, type of vehicle (passenger car, light commercial vehicle by weight category (< 1305 kg, 1305 kg - 1760kg), engine type (diesel, petrol, electric, hybrid), EURO emissions standard of vehicle (EURO 1, EURO 2, EURO 3, EURO 4, EURO 5 (if available EURO 5a, EURO 5b), EURO 6 (if available EURO 6b, EURO 6c, EURO 6d)</p>	<p>Data collection programme - can be monetised. Monetary value of emissions savings generated from total project related to transportation. Emissions savings are generated through the use of a modern low emissions vehicle fleet versus a baseline vehicle fleet.</p>

	<p>Please reach out to SVP if you have further questions regarding the localisation of this measure.</p> <p>Help Text Please provide description. Please consult the Measure Guidance for further information</p>	<p>vehicle expected to be used on contract, including expected distance travelled for contract in miles, type of vehicle (passenger car, light commercial vehicle by weight category (< 1305 kg, 1305 kg - 1760kg, >1760kg), heavy truck), engine type (diesel, petrol, electric, hybrid), EURO emissions standard of vehicle (EURO 1, EURO 2, EURO 3, EURO 4, EURO 5 (if available EURO 5a, EURO 5b), EURO 6 (if available EURO 6b, EURO 6c, EURO 6d). If data on the location is collected this measure can further be localised if desired. This could lead to a substantial increase in the captured social value. For further information please see DEFRA "Air quality damage cost guidance July 2020"</p> <p>Please reach out to SVP if you have further questions regarding the localization of this measure.</p>		
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Environment: Decarbonising and Safeguarding our World: Safeguarding the natural environment

NT68	<p>Plastic recycling rate on the contract (to e.g. reduce microplastics) (%)</p> <p>Definition % of plastic used on the</p>	<p>Evidence Required Provide a breakdown of the total amount of plastic used on the contract and the total amount of that that has been recycled.</p>	<p>(Plastics used on the contract that are recycled (tonnes) / total plastic used on the contract (tonnes)) * 100 to arrive at a percentage</p>	<p>Recorded, not monetised. Indicator should be used to measure progress over time.</p>
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	<p>contract that is recycled.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Target Guidance % of plastic used on the contract that is expected to be recycled.</p>		
Environment: Decarbonising and Safeguarding our World: Resource efficiency and circular economy solutions are promoted				
<p>NT70</p>	<p>Single-use plastic packaging eliminated through reusable packaging solutions or schemes (e.g. Loop or equivalent) on the contract (kg)</p> <p>Definition These are benefits resulting from a plastic packaging substitution programme, and they would include either solutions that substitute plastic packaging with alternatives that have been demonstrated to be more sustainable (i.e. with an overall lower carbon footprint and not leading to collateral pollution issues) over the course of their lifecycle, or "milkman" type schemes where products are delivered in reusable packaging as opposed to single use (options are currently set to be launched in some UK markets in 2020 by different providers).</p> <p>Help Text Please consult the Measure</p>	<p>Evidence Required Report of the programme with a description of the sustainability analysis comparing the original options to the chosen alternatives. In the case of "milkman schemes", description of the scheme and intended impact.</p> <p>Target Guidance Kilos of plastic packaging to be replaced on the programme, and description of the sustainability analysis comparing the original options to the chosen alternatives. In the case of "milkman schemes", description of the scheme and intended impact.</p>	<p>Kilos of plastic packaging use reduced</p>	<p>Recorded, not monetised.</p>

	Guidance for further information			
Environment: Decarbonising and Safeguarding our World: Sustainable Procurement is promoted				
NT35	<p>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.) (% of contracts)</p> <p>Definition List requirements and contracts where applied.</p> <p>Help Text Please consult the Measure Guidance for further information</p>	<p>Evidence Required Specify the total number of procurement contracts on the contract and the total number of contracts that have included sustainable procurement commitments on the contract. Provide a copy of your sustainable procurement policy or equivalent statement.</p> <p>Target Guidance Specify the total number of procurement contracts on the contract, and the total number of contracts that will include sustainable procurement commitments on the contract. Provide a copy of your sustainable procurement policy or an equivalent statement.</p>	(Total contracts including relevant commitments / total contracts) * 100 to arrive at a percentage.	Recorded, not monetised. Indicator can be used to establish a baseline and measure progress over time.
NT73	<p>Percentage of contracts with the supply chain requiring contractors to operate low or zero emission vehicles (% of contracts)</p> <p>Definition List requirements and contracts where applied.</p>	<p>Evidence Required Specify the total number of contracts with the supply chain on this contract that require contractors to operate low or zero emission vehicles and the total number of contracts with the supply chain on this contract. Provide evidence for the contractual requirements for contractors</p>	(Total contracts including relevant commitments / total contracts) * 100 to arrive at a percentage	Recorded, not monetised. Indicator should be used to measure progress over time.

	<p>Help Text Please consult the Measure Guidance for further information</p>	<p>to operate low or zero emission vehicles as implemented in contracts.</p> <p>Target Guidance Specify the expected total number of contracts with the supply chain on this contract that require contractors to operate low or zero emission vehicles and the total number of contracts with the supply chain on this contract.</p>		
<p>NT48</p>	<p>Supply Chain Carbon Certification (Carbon Trust Standard for Supply Chain or equivalent independently verified) - achieved or to achieve for current year (Y/N)</p> <p>Definition See Carbon Trust Standardf or Supply chain or equivalent</p> <p>Help Text Please provide Certification. Please consult the Measure Guidance for further information</p>	<p>Evidence Required Provide certifications you have achieved within the current year.</p> <p>Target Guidance Specify certifications you have achieved or are planning to achieve within the current year.</p>	<p>Provide certification or a statement with certifications you are planning to achieve.</p>	<p>Recorded, not monetised.</p>

