

Being Ruthlessly Financially Efficient - H&F 2020 TOMs

Please enter your contract value (initial term only):	£1,060,000.00		10.73%
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Theme	Outcome	Reference	Measure/Question (LONG)	Proxy/Multiplier	Unit	Description	Target Number	Target SVA (£)	Delivered Number	Actual SVA (£)	
Building Shared Prosperity	More local people in employment	HF1	No. of local direct employees (FTE) hired on contract for one year or the whole duration of the contract, whichever is shorter	£38,992.00	no. people FTE			£ -		£ -	
		NT3	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	£18,965.00	no. people FTE			£ -		£ -	
		NT4	No. of employees (FTE) hired on the contract who are Not in Employment, Education, or Training (NEETs) as a result of a recruitment programme	£13,636.00	no. people FTE			£ -		£ -	
		NT5	No. of 18+ y.o. employees (FTE) hired on the contract who are rehabilitating or ex offenders as a result of a recruitment programme	£23,119.00	no. people FTE			£ -		£ -	
		NT6	No. of disabled employees (FTE) hired on the contract as a result of a recruitment programme	£15,166.00	no. people FTE			£ -		£ -	
		NT7	No. of hours of support into work provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance -(over 24 y.o.)	£125.62	no. hrs*no. attendees			£ -		£ -	
		NT3a	No. of armed forces veterans employees (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)	£18,965.00	no. people FTE			6	£ 113,790.00		£ -
		NT3b	No. of homeless employees (FTE) hired on the contract as a result of a recruitment programme	£18,965.00	no. people FTE				£ -		£ -
		NT3c	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)	£18,965.00	no. people FTE				£ -		£ -
		NT4a	No. of 16-25 y.o. care leavers (FTE) hired on the contract as a result of a recruitment programme	£13,636.00	no. people FTE				£ -		£ -
	More opportunities for people facing additional barriers to employment	NT8	No. of staff hours spent on local school and college visits e.g. delivering careers talks, curriculum support, literacy support, safety talks (including preparation time)	£16.07	no. staff hours				£ -		£ -
		NT9	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+	258.45	no. weeks				£ -		£ -
		NT10	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+	£207.40	no. weeks				£ -		£ -
		RE16	Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)	£158.23	No. Weeks				£ -		£ -
		NT9a	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 groups specified in 'LISTNT9a' (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)	£258.45	no. weeks				£ -		£ -
		NT10a	No. of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+ - delivered for groups specified in 'LIST NT10a' (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)	£207.40	no. weeks				£ -		£ -
		NT11	No. of hours dedicated to support young people into work (e.g. CV advice, mock interviews, careers guidance) -(under 24 y.o.)	£125.62	No. hrs (total session duration)*no. attendees				£ -		£ -
		NT12	No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)	£158.23	no. weeks				£ -		£ -
		NT13	Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)	£158.23	no. weeks				£ -		£ -
		HF2	Number of employees FTE on contract paid London Living wage or higher, as defined by the Living Wage Foundation.	£0.00	No. people (FTE)				£ -		£ -
More opportunities for local SMEs and VCSEs	NT14	Total amount (£) spent with VCSEs within your supply chain	£0.12	£				£ -		£ -	
	NT15	Provision of expert business advice to VCSEs and SMEs (e.g. financial advice / legal advice / HR advice/HSE)	£96.11	no. staff expert hours				£ -		£ -	
	NT16	Equipment or resources donated to VCSEs (£ equivalent value)	£1.00	£				£ -		£ -	
	NT17	Number of voluntary hours donated to support VCSEs (excludes expert business advice)	£16.07	no. staff volunteering hours				£ -		£ -	
	NT18	Total amount (£) spent in LOCAL supply chain through the contract.	£2.25	£				£ -		£ -	
	NT19	Total amount (£) spent through contract with LOCAL micro, small and medium enterprises (MSMEs)	£2.25	£				£ -		£ -	

Doing things with residents, not to them	Creating a healthier community	NT15a	Provision of expert business advice to help VCSEs and MSMEs achieve net zero carbon by 2030	£96.11	no. staff expert hours	£	-	£	-	
		NT25	Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc)	£1.00	£ invested including staff time	£	-	£	-	
		NT26	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.	£1.00	£ invested including staff time	£	-	£	-	
	More working with the Community	NT28	Donations or in-kind contributions to local community projects (£ & materials)	£1.00	£ value	£	-	£	-	
		NT29	No hours volunteering time provided to support local community projects	£16.07	no. staff volunteering hours	£	-	£	-	
		NT30	Support provided to help local community draw up their own Community Charter or Stakeholder Plan	£1.00	£ invested including staff time	£	-	£	-	
Supporting communities to deal with the Covid-19 crisis	C19-16	Direct support from your organisation to local authorities or VCSEs in the local area for the contract to deliver the services to people in need of support (at risk categories), people self-isolating and local essential work force - (food delivery, mental health support, etc.)	£1.00	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.11 per hour) and materials, equipment or other resources	£	-	£	-		
	C19-17	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	£1.00	£ invested	£	-	£	-		
Creating a Compassionate Council	Improving staff wellbeing and mental health	NT20	No. of employees on the contract that have been provided access for at least 12 months to multidimensional wellbeing programmes that include flexible working time arrangements; healthy nutrition options; physical health programmes; a health risk appraisal questionnaire; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues)	£124.30	no. employees provided access	£	-	£	-	
		NT27	Initiatives to be taken to support older and disabled people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)	£1.00	£ invested including staff time	£	-	£	-	
Taking Pride in H&F	A workforce and culture that reflect the diversity of the local community	NT21	Equality, diversity and inclusion training provided both for staff and supply chain staff	£96.11	No. hrs (total session duration)*no. attendees	£	-	£	-	
		NT24	Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, private security, etc.)	£1.00	£ invested including staff time	£	-	£	-	
Climate Change	Climate Impacts are reduced	NT31	Savings in CO2 emissions on contract achieved through de-carbonisation (specify how these are to be achieved)	£69.35	Tonnes CO2e	£	-	£	-	
		Air pollution is reduced	NT32	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.)	£0.03	Miles saved	£	-	£	-
			NT33	Car miles driven using low or no emission staff vehicles included on project as a result of a green transport programme	£0.02	Miles driven	£	-	£	-
	Safeguarding the natural environment	NT67	Donations or investments towards initiatives aimed at environmental and biodiversity conservations and sustainable management projects for both marine and terrestrial ecosystems	£1.00	£	£	-	£	-	
		NT47	Donations or investments towards expert designed sustainable reforestation or afforestation initiatives	£1.00	£	£	-	£	-	
		RE48a	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	£1.00	£	£	-	£	-	
		RE39	Carbon savings from energy efficiency measures on site (e.g. increased use of renewables)	£69.35	Tonnes CO2e	£	-	£	-	
	Carbon emissions are reduced	RE40	Embodied Carbon reductions in CO2e emissions against baseline	£69.35	Tonnes CO2e	£	-	£	-	
		RE37	Carbon reductions through energy efficiency measures or renewables - building operations - (e.g. REEB benchmark or 3 year baseline)	£69.35	Tonnes CO2e	£	-	£	-	
		NT69	Support provided internally and to MSMEs and VCSEs within the supply chain to adopt Circular Economy solutions - business case and leadership for circular economy	£96.11	No. staff expert hours	£	-	£	-	
Resource efficiency and circular economy	NT71	Value of local partnerships to implement circular economy solutions	£1.00	£	£	-	£	-		

	solutions are promoted	NT72	Hard to recycle waste diverted from landfill or incineration through specific recycling partnerships (e.g. Terracycle or equivalent)	£94.15	Tonnes		£	-	£	-
	Sustainable Procurement is promoted	NT49	Requirements or support (for Micro or Small enterprises) for suppliers to demonstrate climate change and carbon reduction training for all staff - e.g. SDGs Academy courses (NTs) or (e.g. RE) Supply Chain Sustainability School bronze or higher or equivalent	£96.11	No. hrs (total session duration)*no. attendees		£	-	£	-
INNOVATION: Promoting Social Innovation	Social innovation to create local skills and employment	NT50	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.	£1.00	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.11 per hour) and materials, equipment or other resources		£	-	£	-
	Social innovation to support responsible business	NT51	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.	£1.00	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.11 per hour) and materials, equipment or other resources		£	-	£	-
	Social innovation to enable healthier safer and more resilient communities	NT52	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.	£1.00	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.11 per hour) and materials, equipment or other resources		£	-	£	-
	Social innovation to safeguard the environment and respond to the climate emergency	NT53	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.	£1.00	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.11 per hour) and materials, equipment or other resources		£	-	£	-
Total:							£	113,790.00	Total:	£ -

H&F 2020 TOMs Definitions & Guidance

Ref	Measure	Definitions & Guidance
HF1	No. of local direct employees (FTE) hired on contract for one year or the whole duration of the contract, whichever is shorter	The full time annual equivalent (FTE) number of people employed on the contract directly as a result of your procurement requirements. 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 check evidence requirements for details on postcode collection. Summarise your strategy for directly employing your target number of local people on this contract. For example, if you plan to advertise in local newspapers, please explain which ones and how regularly. Or, if you will cooperate with local job centres, please specify which ones and how you will approach engaging with them.
NT2	% of local people employed on contract (FTE)	This is the percentage of people employed directly or 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 HF1.
NT3	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	This is to record people employed as a result of a specific and deliberate employment initiative. Record the number of full time annual equivalent (FTE) employees taken on as a result of the contract that had been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract. For a definition of long-term unemployment see: https://www.gov.uk/government/publications/predicting-likelihood-of-long-term-unemployment-the-development-of-a-uk-jobseekers-classification-instrument-wp116 . The value is additional to HF1, so that the job can be counted both as HF1 and in this Measure if the conditions apply. Summarise your strategy for employing your target number of long-term unemployed people on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.
NT4	No. of employees (FTE) hired on the contract who are Not in Employment, Education, or Training (NEETs) as a result of a recruitment programme	This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of 16-24 yr. old employees taken on as a result of the contract that had not been in employment, education, or training (NEET) before the start of the employment contract. See the following link for a list of categories included: https://www.ons.gov.uk/employmentandlabourmarket/peoplenotinwork/unemployment/bulletins/youngpeoplenotineducationemploymentortrainingnet/november2019 . The value is additional to HF1, so that the job can be counted both as HF1 and in this Measure if the conditions apply. Entries for NEETs should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. NT3, NT5, NT6, etc). 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 which ones and how you will approach working with them.
NT5	No. of 18+ y.o. employees (FTE) hired on the contract who are rehabilitating or ex offenders as a result of a recruitment programme	This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees aged 18+ taken on as a result of the contract that were within the rehabilitation period before the start of the employment contract. Support from Youth Offending Teams (https://www.gov.uk/youth-offending-team), Jobcentre Plus or other agencies carrying out specific programmes may be beneficial in identifying eligible individuals. For guidance about rehabilitation periods see: https://www.gov.uk/exoffenders-and-employment . The value is additional to HF1, so that the job can be counted both as HF1 and in this Measure if the conditions apply. This entry should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome. Summarise your strategy for employing your target number of 18+ 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 which ones and how you will approach working with them.
NT6	No. of disabled employees (FTE) hired on the contract as a result of a recruitment programme	This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that are disabled. A disabled person is defined as "someone with a physical or mental impairment that has a 'substantial' and 'long-term' effect on their ability to do normal daily activities" (Equality Act 2010). For guidance about employing disabled people and support programmes for employers please see: https://www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions/employing-disabled-people-and-people-with-health-conditions . The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. This entry should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome. Summarise your strategy for employing your target number of disabled people on this contract. For example, it is likely you will need to cooperate with job centres, care homes or charities so please specify which ones and how you will approach working with them.
NT7	No. of hours of support into work provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance -(over 24 y.o.)	
NT3a	No. of armed forces veterans employees (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)	This is to record people employed as a result of a specific deliberate employment initiative. Record the full time annual equivalent number of employees taken on that are armed forces veterans facing barriers to employment and that that had been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract. For definitions and resources around veterans see: https://www.gov.uk/government/organisations/veterans-uk Summarise your strategy for employing your target number of armed forces veterans that were previously LTU on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.
NT3b	No. of homeless employees (FTE) hired on the contract as a result of a recruitment programme	This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that are homeless at the start of the employment contract and that had been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract. For definitions and some resources: https://www.crisis.org.uk/ending-homelessness/benefits-and-employment/employment-support/resources , https://www.homeless.org.uk/our-work ; https://www.shelter.org.uk/ . 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. Summarise your strategy for employing your target number of homeless people on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.
NT3c	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)	This is to record people employed as a result of a specific deliberate employment initiative. Record the full time annual equivalent number of mothers (when the mother is the primary carer) returning to work that have been unemployed for one year or longer (that is that had been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract). Please note that this measure is directed at mothers - and not parents more generally - as it is aimed at redressing gender inequalities in long term labour market outcomes resulting from the distribution of childcare across parents. 'Despite progress towards greater gender equality, significant inequalities persist in the way that childcare responsibilities are divided up and shared, with women in the UK doing on average about twice as much childcare as men. This disparity contributes to gender gaps in both employment and earnings, with women being substantially disadvantaged relative to men. For example, in April to June 2017, 91.7% of fathers aged 25-34 were in work compared to just 67.7% of mothers' (ONS, 2017d). For further information see: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705898/Return_to_work-parental_decision_making.pdf . 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. Summarise your strategy for employing your target number of mothers returning to work on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.
NT3d	No. of survivors of modern slavery employees (FTE) hired on the contract as a result of a recruitment programme	This is to record people employed as a result of a specific deliberate employment initiative. Record the full time annual equivalent number of survivors of modern slavery that have been unemployed for one year or longer (that is that had been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract). For examples of programmes see e.g. City Hearts/Co-op Bright Future scheme (https://cityhearts.global/bright-future) or equivalent. For further information see: https://www.gov.uk/government/collections/modern-slavery . 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. Summarise your strategy for employing your target number of survivors of modern slavery on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them. (For examples of programmes see e.g. City Hearts/Co-op Bright Future scheme (https://cityhearts.global/bright-future) or equivalent)

NT4a	No. of 16-25 y.o. care leavers (FTE) hired on the contract as a result of a recruitment programme	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. For definitions and resources around care leavers see: https://www.gov.uk/childcare-parenting/children-and-young-people-leaving-care . 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 NT4. 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 which ones and how you will approach working with them.
NT8	No. of staff hours spent on local school and college visits e.g. delivering careers talks, curriculum support, literacy support, safety talks (including preparation time)	This is the number of staff hours dedicated to the preparation and delivery of curriculum related activities including literacy support, career talks, safety talks, etc. Please provide a description of the range of activities provided. Units targeted of claimed within this Measures should not be double counted with other similar Measures, including NT17 and NT29. Summarise your workplan for delivering your target number of local school and college visits. Provide a breakdown of the number of staff hours to be spent on each visit (preparation versus delivery). For example, if 10 staff will spend 3 hours each, then the total number of hours reported should be 30.
NT9	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+	Only vocational training opportunities supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://www.gov.uk/what-different-qualification-levels-mean/overview . To find registered qualifications see: https://www.gov.uk/find-a-regulated-qualification . The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10 and other Measures around apprenticeships or vocational qualifications. 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.
NT10	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+	Only apprenticeships supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://www.gov.uk/what-different-qualification-levels-mean/overview . To find registered qualifications see: https://www.gov.uk/find-a-regulated-qualification . The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT9. Summarise your strategy for providing your target number of apprenticeship weeks on this contract, including details of how you will support completion of the apprenticeships. If possible, provide details of the accredited training provider, the type and the level of the apprenticeships to be achieved as well as the resulting qualifications.
RE16	Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)	Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. The cumulative number of weeks of work placements (noting that each placement must be longer than 6 weeks) should be registered. Only placements paid at least minimum or national living wage, as per governmental regulations, should be included. For guidance please see: https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships and here https://www.gov.uk/national-minimum-wage-rates . Should not be double counted with NT12 or similar work placement Measures. Summarise your strategy for providing your target number of positions and weeks of paid work placements on this contract. Specify the type of work placements (as well as pay type, i.e. minimum wage, national living wage or higher wage) that will be provided, including what kind of industry-based experience they will result in and how. If you will cooperate with any organisation, school, college or university, please specify which ones and how you will approach this.
NT9a	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 groups specified in 'LISTNT9a' (e.g. NEETs, under-represented gender and ...)	Please refer to the list of target groups specified for this Measure on the contract (LIST NT9a). Only vocational training opportunities supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://www.gov.uk/what-different-qualification-levels-mean/overview . To find registered qualifications see: https://www.gov.uk/find-a-regulated-qualification . The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10 and other Measures around apprenticeships or vocational qualifications. Summarise your strategy for providing your target number of weeks of training for vocational qualifications on this contract and for engaging with the listed target categories (LIST NT9a), including details of how you will
NT10a	No. of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+ - delivered for groups specified in 'LIST NT10a' (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)	Please refer to the list of target groups specified for this Measure on the contract (LIST NT10a). Only apprenticeships supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://www.gov.uk/what-different-qualification-levels-mean/overview . To find registered qualifications see: https://www.gov.uk/find-a-regulated-qualification . The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT9. Summarise your strategy for providing your target number of apprenticeship weeks on this contract and for engaging with the listed target categories (LIST NT10a), including details of how you will support completion of the apprenticeships. If possible, provide details of the accredited training provider, the type and the level of the apprenticeships to be achieved as well as the resulting qualifications. If you are going to work with a charity or third sector partner to reach the targeted group, please provide details for those.
NT11	No. of hours dedicated to support young people into work (e.g. CV advice, mock interviews, careers guidance) (under 24 y.o.)	This is the number of staff hours dedicated to individual or group employment support specifically for people under 24 years old. Units targeted or claimed within this Measure should not be double counted with other similar Measures including NT7. 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.
NT12	No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)	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. For guidance please see: https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships . Should not be double counted with other work placement Measures. Summarise your strategy for providing your target number of weeks of student work placements or pre-employment courses on this contract. Specify the type of student work placements or/and pre-employment courses that will be provided, including what kind of industry-based experience they will result in and how. As you will cooperate with schools, colleges or universities, please specify which ones and how you will approach this.
NT13	Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)	Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. The cumulative number of weeks of work placements (noting that each placement must be longer than 6 weeks) should be registered. Only placements paid at least minimum or national living wage, as per governmental regulations, should be included. For guidance please see: https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships and here https://www.gov.uk/national-minimum-wage-rates . Should not be double counted with NT12 or similar work placement Measures. Summarise your strategy for providing your target number of positions and weeks of paid work placements on this contract. Specify the type of work placements (as well as pay type, i.e. minimum wage, national living wage or higher wage) that will be provided, including what kind of industry-based experience they will result in and how. If you will cooperate with any organisation, school, college or university, please specify which ones and how you will approach this.
NT22	Percentage of procurement contracts that includes commitments to ethical procurement, including to verify anti-slavery and other relevant requirements.	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. http://www.antislaverycommissioner.co.uk/priorities/priority-4-private-sector-engagement/ Should not be double counted with NT23, NT3, and other relevant Measures. Specify the total number of procurement contracts on this contract and the total number of those that will include commitments to ethical procurement. If possible and applicable, provide a copy of your ethical procurement policy and a copy of your modern slavery statement.
NT40	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)	Guidance on practices that reduce the gender pay gap: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/731288/Gender-Pay-Gap-actions_.pdf Please describe initiatives and how you plan to implement them. You can include e.g. changes to recruitment and promotion practices, relevant networking and mentoring programmes, flexibility and shared parental leave policies, and specific training for staff (for examples of relevant practices see https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/731288/Gender-Pay-Gap-actions_.pdf). Please provide a description of initiatives to be delivered on the contract and a breakdown of projected costs for each. If you are partnering with any specialist organisation, please provide details.
HF2	Number of employees FTE on contract paid London Living wage or higher, as defined by the Living Wage Foundation.	The current London Living wage for the UK as set by the Living Wage foundation is £10.75 per hour (https://www.livingwage.org.uk/). Please specify what rate you are applying (London or UK rate) to the workforce, or to what number of the workforce on the contract if this only partially includes the London area.
NT14	Total amount (£) spent with VCSEs within your supply chain	Amount spent on suppliers for the contract that are voluntary, community or social enterprises. This might include e.g. choosing a catering company that employs rehabilitating offenders, or a furniture service that recycles donated furniture, or a social enterprise recruitment consultancy, etc. Social Enterprise UK have a useful tool to identify social enterprises that have membership with them based on location https://www.socialenterprise.org.uk/members-map . You may refer to the local economic development team in the council to identify potential partners. This is the additional SV (SVA) from spending with a VCSE. A relevant SROI multiplier can be substituted to this default value when available and assured, by using the additional multiplier column in the Measurement Calculator. The total SVA from selecting a local VCSE in the supply chain can be computed by adding the appropriate NT14 and NT18 multipliers, when NT18 or NT19 are not directly included in the analysis. Should not be double counted with NT18 and NT19 or other relevant Measures included. Provide a breakdown of the estimated pounds to be spent with VCSEs in your supply chain on this contract, including the name of the VCSEs (or a range of potential names) and the type of goods/services to be procured from each.

NT15	Provision of expert business advice to VCSEs and SMEs (e.g. financial advice / legal advice / HR advice/HSE)	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. Please check also other relevant expert time Measures included. 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.
NT16	Equipment or resources donated to VCSEs (£ equivalent value)	This could be e.g. 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 out examples on attribution. Should not be double counted with NT17 and NT28 and other Measures around donation of equipment or resources. Provide a list of VCSEs you have already identified or a range of options. Provide a breakdown of the equivalent value of resources and/or equipment to be donated to VCSEs, including the names of the VCSEs.
NT17	Number of voluntary hours donated to support VCSEs (excludes expert business advice)	Volunteering is defined by the International Labour Organisation (2001) as 'unpaid non-compulsory work; that is, time individuals give without pay to activities performed either through an organisation or directly for others outside of the household'. Here only staff volunteering hours should be recorded when time has been allocated for staff to spend on formal volunteering (not for family and friends). Please include only the amount of volunteering that has been provided by staff during working hours or on paid overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please see the toolkit guidance document for worked out examples on attribution. The following Measures should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, and NT29 and other volunteering Measures. Specify the list of VCSEs that are going to be supported and describe the volunteering activities to be delivered and their intended purposes. Provide a breakdown of staff volunteering hours to be delivered to VCSEs. For example, if 10 staff volunteer 3 hours, then the total reported should be 30.
NT18	Total amount (£) spent in LOCAL supply chain through the contract.	Please refer to the definition of the local area specified for HF1. 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. If data is imputed for either NT1b or NT1c and any of the following measures: NT18, NT18a, NT19, NT19a then only the values imputed for the latter NT measures are counted for calculating the total local economic value contribution. This prevents GVA related double counting. Provide a breakdown of pounds to be spent with organisations in your local supply chain on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services to be procured from each as well as the first three digits of their postcode.
NT19	Total amount (£) spent through contract with LOCAL micro, small and medium enterprises (MSMEs)	Please refer to the definition of the local area specified for HF1. This should be calculated as the cumulative spend with MSMEs 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, NT18 and NT19. Please note that MSMEs are defined as (0-250 employees) - Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees). If data is imputed for either NT1b or NT1c and any of the following measures: NT18, NT18a, NT19, NT19a then only the values imputed for the latter NT measures are counted for calculating the total local economic value contribution. This prevents GVA related double counting. Provide a breakdown of pounds to be spent with organisations in your supply chain within the specified local area on this contract. Specify the name of each eligible supplier, including the category (MSME)/industry of goods/services to be procured from each as well as the first three digits of their postcode.
NT15a	Provision of expert business advice to help VCSEs and MSMEs achieve net zero carbon by 2030	This is expert staff time (specifically around decarbonisation) 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. Please check also other relevant expert time Measures included. Summarise your strategy for providing expert advice around decarbonisation to VCSEs/MSMEs to achieve net zero carbon by 2030. 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.
NT25	Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc)	This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.07 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT26, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures. Provide a breakdown of pounds to be invested in initiatives aimed at tackling homelessness (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)). Describe how you aim to tackle homelessness, including how and where you aim to do so. Details of any organisations you will partner with to tackle homelessness must be provided.
NT26	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.	This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.07 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures. Provide a breakdown of pounds to be invested in initiatives aimed at improving health and/or wellbeing in the community (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)). Describe what type of health and/or wellbeing issue/s you will address, including how and where you aim to do so. Details of any organisations you will partner with must be provided.
NT28	Donations or in-kind contributions to local community projects (£ & materials)	This could be a cash donation or the equivalent value of in kind contributions - e.g. donating a van to a community organisation - that have been made for a specific community project. 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 out examples on attribution. This Measure should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT29, NT30, NT63 and NT69 or other relevant Measures. Provide a breakdown of the pound equivalent value of donations and/or in-kind contributions that will be donated to local community projects. Describe the local community projects you will support. Provide details of any organisations you will partner with.
NT29	No hours volunteering time provided to support local community projects	Please refer to the definition of the local area specified for HF1. Volunteering is defined by the International Labour Organisation (2001) as 'unpaid non-compulsory work; that is, time individuals give without pay to activities performed either through an organisation or directly for others outside of the household'. Here only staff volunteering hours should be recorded when time has been allocated for staff to spend on formal volunteering (not for family and friends). In the case of local community projects there might not be a community organisation at the receiving end of the volunteering, but it might be an initiative set up by the company itself based on local intelligence. Time invested in organising such activities must be recorded in this category on top of the staff volunteering time itself. Please include only the amount of volunteering that has been provided by staff during working hours or on overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT30, NT63 and NT69 or other relevant Measures. Describe the volunteering activity/activities to be delivered and the local community projects to be supported. Provide details of any organisations you will partner with. Provide a breakdown of staff volunteering hours to be delivered to local community projects. Only regular work hours and overtime hours can be counted as volunteering hours. For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.

NT30	Support provided to help local community draw up their own Community Charter or Stakeholder Plan	Please refer to the definition of the local area specified for HF1. 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, e.g. by directing staff volunteers towards them. This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT29, NT63 and NT69 or other relevant Measures. Provide a breakdown of pounds to be invested in helping the local community draw up their own Community Charter or Stakeholder Plan (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)). Describe your strategy/workplan for engaging with the local community. Provide details of any organisations you will partner with.
C19-16	Direct support from your organisation to local authorities or VCSEs in the local area for the contract to deliver the services to people in need of support (at risk categories), people self-isolating and local essential work force - (food delivery, mental health support, etc.)	This is the overall value of resources invested in initiatives to support programmes of organisations in the local area for the contract that are tackling the emergency (NHS, local authorities, charities and other third sector organisations) particularly supporting the identified categories. This Measure is designed to identify and value commitments made at organisational level rather than staff volunteering in their own communities (C19-15). Please do not double count staff volunteering time (C19-15) and do not claim the same initiatives (value) across multiple contracts in the same area (if you do have multiple contracts that are implementing the same local initiatives please attribute a share of the overall value to each contract). Specify initiatives for supporting local authorities or VCSEs with delivering services to support people isolating in the local area for the contract. These services could include but are not limited to: food delivery, mental health support or equivalent measures. Examples include but are not limited: Donating resources to NHS or encouraging staff to volunteer during paid work hours. Given the current crisis situation it is encouraged to be innovative and engage with creative and best practice solutions. Examples for innovative and best practice solutions can be accessed through the following links: Goodsam - NHS volunteer responder (https://www.goodsamapp.org/NHsvolunteerresponders) Age UK: https://www.ageuk.org.uk/scotland/information-advice/health-and-wellbeing/coronavirus/
C19-17	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	This could be campaigns directly organised or supported for own and supply chain staff or communities that are local to the contract. Summarise information and campaigns you provided to increase the understanding, recognition and appreciation of the social value provided by essential services (NHS, food retail, transportation, etc.) among own or supply chain staff and the general public. Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following links: Clap for our carers (https://clapforourcarers.co.uk/) - a campaign to raise awareness and appreciation for NHS staff during the current crisis Campaigns resources from Public Health England: https://campaignresources.phe.gov.uk/resources/campaigns/101-coronavirus-resources
NT20	No. of employees on the contract that have been provided access for at least 12 months to multidimensional wellbeing programmes that include flexible working time arrangements; healthy nutrition options; physical health programmes; a health risk appraisal questionnaire; access to health and wellbeing resources (e.g. a tailored health improvement web portal); wellness literature; and seminars and workshops focused on identified wellness issues)	Total number of direct or supply chain employees on contract provided with access to comprehensive workplace wellbeing programmes. Qualifying programmes should include the following dimensions: flexible working time arrangements; healthy nutrition options; physical health programmes; a health risk appraisal questionnaire; access to health and wellbeing resources (e.g. a tailored health improvement web portal); wellness literature; and seminars and workshops focused on identified wellness issues). Summarise your strategy for providing access to a comprehensive workplace wellbeing programme to all employees, including measures in place or planned. Describe how the programme you are going to deliver is going to be structured around the following dimensions: flexible working time arrangements; healthy nutrition options; physical health; health risk appraisal questionnaires; access to health and wellbeing resources (e.g. a tailored health improvement web portal); wellness literature; and seminars and workshops focused on identified wellness issues). If you are partnering with any specialist organisation, please provide details or a range of options.
C19-8	Initiatives to provide support to staff working remotely or on furlough around mental health and wellbeing	This is about setting up virtual support screening and channels for staff working remotely around mental health and wellbeing. Summarise initiatives for providing mental health and wellbeing support to staff working remotely as well as to staff that is on furlough. Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following links: Protect home workers (https://www.hse.gov.uk/toolbox/workers/home.htm); Mental Health in the workplace (https://www.acas.org.uk/supporting-mental-health-workplace); Working from home (https://www.acas.org.uk/working-from-home); Leesman home working survey (https://homeworkingsurveydemo.leesmanindex.co.uk/FnJaCDant8XG6o2?mc_cid=3efac67cc4&mc_eid=9abc6bd76a)
C19-10	Initiatives to provide safe virtual spaces to staff, including guidance around cyber security and around remote and virtual working best practice. (Provide initiatives' description)	Summarise initiatives for providing safe virtual spaces to staff, including guidance around cyber security and around remote and virtual working best practice. Examples could include but are not limited to: Building, expanding and streamlining company online capabilities and capacities (e.g. using MSTeams, Zoom, Teamviewer etc. for safe internal communication). Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following links: NCSC Home Working Guidance (https://www.ncsc.gov.uk/guidance/home-working)
C19-11	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.)	Applies to own and supply chain essential workers. Summarise initiatives for supporting staff delivering essential work as defined by the UK government, both within the company and the supply chain. This measure focusses on support beyond legal requirements, such as providing food delivery, mental health support or equivalent services to workers defined as essential by the UK government. Given the current crisis situation, innovation, creativity and best practice solutions are encouraged.
C19-12	Initiatives to further support own and supply chain staff (who are facing additional barriers to accessing support) 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)	Further support for own and supply chain staff. Summarise initiatives for supporting staff within your company or supply chain that belongs to a vulnerable group, to reduce the economic impact of the crisis. Support can include but is not limited to: offering financial support measures, advise on how to access support from the government, pro bono food deliveries and mental health support services, or equivalent services. Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following links: UK Government COVID-19 guidance for employees, employers and businesses (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)
NT27	Initiatives to be taken to support older and disabled people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)	This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.07 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures. Provide a breakdown of pounds to be invested in initiatives aimed at supporting older, disabled and vulnerable people to build stronger community networks (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)). Describe the group/s you will be supporting and the activities you will deliver, including how and where you will do so. Details of any organisations you will partner with must be provided.
NT21	Equality, diversity and inclusion training provided both for staff and supply chain staff	This includes training provided to own staff, Tier 1 supply chain and subcontractors specifically around equality, diversity and inclusion. Record the cumulative number of hours experienced by the attendees and specify both separately as a description. Only training provided for supply chain organisation at no cost to them should be included. Should not be double counted with NT20. Describe your strategy for delivering equality, diversity training to own staff and supply chain on this contract. Provide a workplan, including number of staff hours that will be spent and the number of people that will be involved in the training both from your own organisations and from those in the supply chain. Explain the objectives of the training session/s and how progress towards these objectives will be monitored over the course of the contract.
NT24	Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, private security, etc.)	This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.07 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT25, NT26, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures. Provide a breakdown of pounds to be invested in initiatives aimed at reducing crime (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)). Describe what type of crime/s you aim to reduce, including how and where you aim to do so. Details of any organisations you will partner with to reduce crime must be provided.

NT31	Savings in CO2 emissions on contract achieved through de-carbonisation (specify how these are to be achieved)	These could result e.g. 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. Information on the applied baseline has to be provided. Installations that do participate within the EU ETS and grid electricity should be recorded and valued separately as per BEIS Supplementary Guidance to HM Green Book 2017 (https://www.gov.uk/government/publications/valuation-of-energy-use-and-greenhouse-gas-emissions-for-appraisal). Should not be double counted with NT32 and NT33. Describe the programmes or initiatives that you are going to put in place to achieve the identified savings in CO2 emissions on the contract including timeframes. These could be from de-carbonisation work (other than low emission vehicles and car miles saved by sustainable transport programmes that can be measured elsewhere). Specify and evidence the pre-existing baseline that will be used to measure savings/reductions.
NT32	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.)	These benefits are expected to be delivered as a result of transport programmes. Provide detail on different programmes including how passenger car miles have been saved, and figures that have been used as benchmarks. There is an expectation for independently assured and audited reports to be provided. Miles can be saved on contract or through direct contract related commuting/travel. This measure can be localized if desired, which can lead to a substantial increase in the captured social value. For further information please see pages 9-11 in the DEFRA "Air quality damage cost guidance January 2019" document which can be downloaded from this homepage: https://www.gov.uk/guidance/air-quality-economic-analysis . Please reach out to SVP if you have further questions regarding the localization of this measure. Provide details on the programme to be implemented to reduce passenger car miles driven, including a breakdown of the number of car miles to be saved and how the car miles will be saved. Specify the baseline to be used (i.e. car miles driven before a programme is put in place to reduce car miles driven) and full methodology of calculation. This measure can be localized if desired, which can lead to a substantial increase in the captured social value. For further information please see pages 9-11 in the DEFRA "Air quality damage cost guidance January 2019" document which can be downloaded from this homepage: https://www.gov.uk/guidance/air-quality-economic-analysis . Please reach out to SVP if you have further questions regarding the localization of this measure.
NT33	Car miles driven using low or no emission staff vehicles included on project as a result of a green transport programme	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. Provide details on the programme to be implemented. When in addition to data on the miles driven additional data on the location is collected, this measure can further be localized if desired. This could lead to a substantial increase in the captured social value. For further information please see pages 9-11 in the DEFRA "Air quality damage cost guidance January 2019" document which can be downloaded from this homepage: https://www.gov.uk/guidance/air-quality-economic-analysis . Please reach out to SVP if you have further questions regarding the localization of this measure.
NT46	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)	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 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.
NT65	Percentage of fleet or construction vehicles on the contract that is at Least Euro 6 or LEV	% of fleet used on contract that complies with EURO 6 emissions standards (including all sub-categories of EURO 6) or is LEV. This includes passenger cars, light commercial vehicles and heavy trucks. Provide information on % of fleet planned to be used directly on contract that complies with EURO 6 emissions standard or is LEV (Low Emissions Vehicles such as electric or hybrid). The fleet includes passenger cars, light commercial vehicles and heavy trucks.
NT66	Fleet emissions monitoring programme on the contract, including data collection (miles, type of vehicle, engine type, emission standard)	Fleet emissions monitoring programme on the contract including collection of data on 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 localized if desired. This could lead to a substantial increase in the captured social value. For further information please see pages 9-11 in the DEFRA "Air quality damage cost guidance January 2019" document which can be downloaded from this homepage: https://www.gov.uk/guidance/air-quality-economic-analysis . Please reach out to SVP if you have further questions regarding the localization of this measure. Please describe your plan for collecting data on each vehicle expected to be used on contract, including expected distance travelled for contract in miles, type of vehicle (passenger car, light commercial vehicle by weight category (< 1305 kg, 1305 kg - 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 localized if desired. This could lead to a substantial increase in the captured social value. For further information please see pages 9-11 in the DEFRA "Air quality damage cost guidance January 2019" document which can be downloaded from this homepage: https://www.gov.uk/guidance/air-quality-economic-analysis . Please reach out to SVP if you have further questions regarding the localization of this measure.
NT67	Donations or investments towards initiatives aimed at environmental and biodiversity conservations and sustainable management projects for both marine and terrestrial ecosystems	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. 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.
NT47	Donations or investments towards expert designed sustainable reforestation or afforestation initiatives	These are donations or investments attributable to the contract. Reforestation or afforestation initiatives must be designed by experts to take into account, among other aspects, placement on different types of land, alternative use, climate change effects, biodiversity implications, etc. 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.
RE48a	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	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 or paid overtime hours can be counted. Participation and resources invested including time and volunteering that can be attributed to the contract. Only volunteering hours spent during work hours or paid overtime hours can be counted.
C19-18	Initiatives to provide or support appropriate collection for discarded gloves and masks	These are initiatives you have organised or contributed to that where relevant aim to properly collect and dispose of masks or gloves that have been disposed of and that can represent both a health hazard and an environmental one. Summarise initiatives to provide or support appropriate collection for discarded gloves and masks. Examples include but are not limited to: coordinating or managing waste collection or disposal system for gloves and masks. Given the current crisis situation, innovation and engagement with creative and best practice solutions are encouraged.
NT44	Policy and programme to achieve net zero carbon by 2030 including monitoring plan with specific milestones (issued or to be issued by the end of 2020)	At corporate level. This will be your existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon by 2030. If you have not issued one but are committing to do so before the end on 2020, please provide a statement including scope and expected publication date. At corporate level. This will be your existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon by 2030. If you have not issued one but are committing to do so before the end on 2020, please provide a statement including scope and expected publication date.
RE39	Carbon savings from energy efficiency measures on site (e.g. increased use of renewables)	CO2e savings arising from energy efficiency measures during construction or in-use. Savings to be measured against an accepted benchmark such as REEB or a 3-year baseline (evidence to be provided and you must specify which benchmark or baseline you have chosen). Evidence could include metering data or a statement from the Energy Manager based on savings on a 3-year baseline (i.e. degree day adjusted average). May include use of energy efficient equipment above required minimum standards. For further information see: http://www.betterbuildingspartnership.co.uk/node/130 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 you will reach it. Provide information on the baseline you will apply.
RE40	Embodied Carbon reductions in CO2e emissions against baseline	CO2e savings arising from embodied carbon reductions. Savings to be measured against an accepted benchmark or 3-year baseline. Embodied carbon comprises the carbon emitted during the manufacturing process and construction of the building. A carbon assessment should be carried out according to BS EN 15978:2011. For further information see: 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 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.
RE37	Carbon reductions through energy efficiency measures or renewables - building operations - (e.g. REEB benchmark or 3 year baseline)	Total energy savings made against a relevant benchmark (e.g. REEB) or a 3-year baseline. The chosen baseline must be specified. This covers energy used during construction and in-use. Energy savings should be measured against a relevant industry benchmark (evidence to be provided) or metering data or statement from Energy Manager based on savings on a 3 year baseline (i.e. degree day adjusted average). For more information see: http://www.betterbuildingspartnership.co.uk/node/130 Specify the benchmark/ baseline to be used. Provide a breakdown of your expected energy reductions and describe the energy reduction measures to be implemented. Provide both your expected total energy reductions and your expected energy reductions above the benchmark/baseline.

NT69	Support provided internally and to MSMEs and VCSEs within the supply chain to adopt Circular Economy solutions - business case and leadership for circular economy	This is expert staff time (e.g. financial advice / legal advice / HR advice / HSE) dedicated to supporting Voluntary Community or Social Enterprises (VCSEs) or micro, small and medium enterprises (MSMEs). Please include only the amount of volunteering that has been provided by staff during working hours or on overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please see the toolkit guidance document for worked out examples on attribution. Please note that MSMEs are defined as (0-250 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, NT29, NT30 and NT63 or other relevant Measures. Summarise your strategy for providing expert advice to support VCSEs/MSMEs to adopt circular economy solutions. Provide the names of the VCSEs/MSMEs you will support or a range of options. Describe the number of staff hours to be spent in total and for each VCSE/MSME. Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.
NT71	Value of local partnerships to implement circular economy solutions	Spend on (or equivalent value of) goods and services provided by organisations through local partnerships to implement circular economy solution (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.
NT72	Hard to recycle waste diverted from landfill or incineration through specific recycling partnerships (e.g. Terracycle or equivalent)	For relevant programmes see Terracycle (https://www.terracycle.com/en-GB/zero_waste_boxes ; https://www.terracycle.com/en-GB/about-terracycle/pre_consumer_programs or equivalent). Calculate the estimated tonnes of waste that would not be recycled but that will be diverted to a specific recycling programme as a result of your programme or partnership. Provide information on the nature of the waste expected to be recycled to evidence the nature of recycling difficulties.
NT49	Requirements or support (for Micro or Small enterprises) for suppliers to demonstrate climate change and carbon reduction training for all staff - e.g. SDGs Academy courses (NTs) or (e.g. RE) Supply Chain Sustainability School bronze or higher or equivalent	For examples of training and courses see e.g. SDG Academy courses (e.g. https://sdgacademy.org/) or in the Real Estate sector the Supply chain sustainability school (https://www.supplychainschool.co.uk/). Training programmes on climate change and decarbonisation for all staff in the supply chain sponsored for MSMEs 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.
RE51	Percentage of assets that have undergone a climate risk assessment	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. For further information see: http://www.unepefi.org/fileadmin/documents/IntegratingClimateRisksInRealEstate.pdf ; https://www.hillbreak.com/wp-content/uploads/2017/03/real-estate-climate-risk-report-2017.pdf Specify the total number of assets and the number of assets that will undergo a climate risk assessment. A copy of your Climate Risk Assessment will need to be provided, along with an explanation of how it will be acted upon.
NT50	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.	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.07 per hour or at £96.39 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.
NT51	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.	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.07 per hour or at £96.39 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.
NT52	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.	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.07 per hour or at £96.39 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.
NT53	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.	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.07 per hour or at £96.39 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.