Ashfield District Council Core TOMs

**Reference Measure Requirements Guidance**

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| **Work**: Creating local employment opportunities | | | |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT1**  **Units**  no. people FTE  **Proxy** Localised by project | **Local people employed or retained Definition**  This Measure covers the employment of local  people. Qualifying employees must live in the local area, have an employment contract that reflects the hours they regularly work with a guaranteed minimum working time of 16 hours per week and at least 4 weeks of notice for shifts in the working pattern. The Full Time Equivalent (FTE) calculation must be derived from the length of the employment contract within the reporting period. The Measure requires a definition of the local area. | **Target requirements**  (1) Forecast number of relevant local people to be employed or retained. (2) Expected employment duration and type (full time or part time) per person. (3) Any initiatives or recruitment programmes that will be used to employ local people. (4) Names of any proposed partner organisations if known.  **Evidence required**  (1) Anonymised list of relevant local staff employed or retained with first part of their home postcode and first number of the second part e.g., (SW8 2), (EH42 1), (N1 2) only, and not their names and addresses. (2) Employment duration and type (full time or part time) per person. | **Unit guidance**  No. people (FTE) \* length of contract (in years) where the maximum number of FTE per person per year is 1.0; A full-time equivalent (FTE) of 1.0 corresponds to having one person employed at least 35 hours per week for a period of 12 months. If they are employed for a shorter period, the FTE should be calculated at a proportional rate. |
| **Work**: Creating equal employment opportunities | | | |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT3**  **Units**  no. people FTE  **Proxy**  £51,561 | **Long-term unemployed people recruited Definition**  This Measure covers the employment of a  person who can be classified as 'Long-term unemployed'. Qualifying employees will have been unemployed for a year or more. The Measure can only be used once per qualifying | **Target requirements**  (1) Forecast number of relevant future employees (Long-term unemployed). (2) Expected employment duration and type (full time or part time) per person. (3) Any initiatives or recruitment programmes that will | **Unit guidance**  No. people FTE (capped at 1 year per employee); A full-time equivalent (FTE) of 1.0 corresponds to having one person employed at least 35 hours per week for a period of 12 months. If they are employed for a shorter period, the FTE should be calculated at a proportional rate. |

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| **Reference** | **Measure** | **Requirements** | **Guidance** |
|  | employee, for the first year of their employment, and does not include students. | be used to employ Long-term unemployed people. (4) Names of any proposed partner organisations if known.  **Evidence required**  (1) Anonymised list of relevant employees (Long-term unemployed). (2) Employment duration and type (full time or part time) per person. (3) Confirmation that each person was unemployed for at least a year prior to employment with the organisation. |  |
| **NT4**  **Units**  no. people FTE  **Proxy**  £53,013 | **Employees recruited who are Not in Education Employment or Training (16-24 y.o.)**  **Definition**  This Measure covers the employment of a person who can be classified as 'not in education employment or training' (NEET). Qualifying employees are 16-24 year olds who are not in formal training, education or any form of paid employment. The Measure can only be used once per qualifying employee, for the first year of their employment and does not include students, or adults who are long-term unemployed. | **Target requirements**  (1) Forecast number of relevant future employees (Not in Employment, Education or Training). (2) Expected employment duration and type (full time or part time) per person. (3) Any initiatives or recruitment programmes targeting people who are NEET. (4) Names of any proposed partner organisations if known.  **Evidence required**  (1) Anonymised list of relevant employees (Not in Employment, Education or Training). (2) Employment duration and type (full time or part time) per person. (3) Confirmation that each person qualified as NEET prior to employment with the organisation. | **Unit guidance**  No. people FTE (capped at 1 year per employee); A full-time equivalent (FTE) of 1.0 corresponds to having one person employed at least 35 hours per week for a period of 12 months. If they are employed for a shorter period, the FTE should be calculated at a proportional rate. |
| **NT4a**  **Units**  no. people FTE  **Proxy**  £53,013 | **Unemployed 16-25 year old care leavers recruited**  **Definition**  This Measure covers the employment of a person who is an unemployed young care leaver. Qualifying employees are 16-25 year olds who have been in the care of the Local Authority for a period of at least 13 weeks spanning their 16th birthday. The Measure can only be used once per qualifying employee, for | **Target requirements**  (1) Forecast number of relevant future employees (unemployed 16 to 25 year old care leavers). (2) Expected employment duration and type (full time or part time) per person. (3) Any initiatives or recruitment programmes targeting 16 to 25 year old care leavers. (4) Names of any proposed partner organisations if known.  **Evidence required** | **Unit guidance**  No. people FTE (capped at 1 year per employee); A full-time equivalent (FTE) of 1.0 corresponds to having one person employed at least 35 hours per week for a period of 12 months. If they are employed for a shorter period, the FTE should be calculated at a proportional rate. |

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| **Reference** | **Measure** | **Requirements** | **Guidance** |
|  | the first year of their employment and does not include students. | (1) Anonymised list of relevant employees (unemployed 16 to 25 year old care leavers).  (2) Employment duration and type (full time or part time) per person. (3) Confirmation that each person was a care leaver prior to employment with the organisation and is under 26 years. |  |
| **NT5**  **Units**  no. people FTE  **Proxy**  £55,922 | **Unemployed ex-offenders aged 18 and over recruited**  **Definition**  This Measure covers the employment of a person who is an unemployed ex-offender. Qualifying employees will be aged 18 and over. The Measure can only be used once per qualifying employee, for the first year of their employment. | **Target requirements**  (1) Forecast number of relevant future employees (unemployed ex-offenders aged 18 and over). (2) Expected employment duration and type (full time or part time) per person. (3) Any initiatives or recruitment programmes targeting rehabilitating or ex-offenders aged 18 and over. (4) Names of any proposed partner organisations if known.  **Evidence required**  (1) Anonymised list of relevant employees (unemployed ex-offenders aged 18 and over).  (2) Employment duration and type (full time or part time) per person. (3) Confirmation that each person was a rehabilitating or  ex-offender prior to employment with the organisation. | **Unit guidance**  No. people FTE (capped at 1 year per employee); A full-time equivalent (FTE) of 1.0 corresponds to having one person employed at least 35 hours per week for a period of 12 months. If they are employed for a shorter period, the FTE should be calculated at a proportional rate. |
| **NT6**  **Units**  no. people FTE  **Proxy**  £51,889 | **Unemployed individuals with disabilities recruited**  **Definition**  This Measure covers the employment of a person who is unemployed and who has a disability A qualifying employee is "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). The Measure can only be used once per qualifying employee, for the first year of their employment. | **Target requirements**  (1) Forecast number of relevant future employees (unemployed individuals with a disability). (2) Expected employment duration and type (full time or part time) per person. (3) Any initiatives or recruitment programmes targeting disabled persons. (4) Names of any proposed partner organisations if known.  **Evidence required**  (1) Anonymised list of relevant employees (unemployed individuals with a disability). (2) Employment duration and type (full time or part | **Unit guidance**  No. people FTE (capped at 1 year per employee); A full-time equivalent (FTE) of 1.0 corresponds to having one person employed at least 35 hours per week for a period of 12 months. If they are employed for a shorter period, the FTE should be calculated at a proportional rate. |

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|  |  | time) per person. (3) Confirmation that each person had a disability at the time of employment with the organisation. |  |
| **NT92**  **Units**  %  **Proxy**  £0 | **Proportion of employees who are women Definition**  This Measure covers the proportion of  employees who are women. Qualifying employees (FTE) can be either direct or supply chain employees. | **Target requirements**  (1) Forecast proportion of total workforce who are women (including supply chain).  **Evidence required**  (1) Total number of employees in the workforce (in FTE; including supply chain). (2) Number of employees in the workforce who are women (in FTE; including supply chain).  (3) Copies of supporting documentation (e.g., company employment metrics). | **Unit guidance**  Gender employment rate; No. women employed (FTE) / Total no. people employed (FTE). |
| **Work**: Providing skills and experience for good work | | | |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT9**  **Units**  no. weeks  **Proxy**  £347 | **Accredited training for new employees Definition**  This Measure covers new employment with  accredited vocational training. Qualifying courses are at level 2 or higher such as: BTEC, City & Guilds, NVQ, HNC, RQF or  T-levels. Courses must be completed by the employee and supported by the organisation until qualification is attained. This Measure can only be used to record training opportunities for new employees, not existing employees. | **Target requirements**  (1) Forecast number of people on relevant vocational training courses. (2) Expected number of weeks spent on each course per person. (3) Qualification level for each course.  (4) Name of accredited training provider(s) if available.  **Evidence required**  (1) Anonymised list of people on relevant accredited vocational training courses. (2) Number of weeks spent on each course per person. (3) Qualification level for each course.  (4) Information on the accredited training provider(s). | **Unit guidance**  Training Weeks; No. weeks of training per person. A week has to include at least 3 training days per week; weeks with fewer training days can only be counted pro rata (total course days divided by 5). |
| **NT10** | **Employment of new apprentices** | **Target requirements** | **Unit guidance** |

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| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **Units**  no. weeks  **Proxy**  £309.73 | **Definition**  This Measure covers the employment of new apprentices at level 2 or higher. Qualifying apprenticeships must follow an established path of progression to ensure timely completion and should be supported by the organisation until complete. This Measure can only be used to record opportunities for new employees and not upskilling for existing employees. | (1) Forecast number of relevant people (apprentices) to be employed. (2) Expected relevant working time (weeks spent on apprenticeship) per person. (3) Expected qualification level for each apprentice. (4) Name of accredited training provider for each apprentice if known.  **Evidence required**  (1) Anonymised list of relevant people (apprentices) employed. (2) Relevant working time (weeks spent on apprenticeship) per person. (3) Qualification level for each apprentice. (4) Information on the accredited training provider for each apprentice. | Employment Weeks; No. weeks of apprenticeship training per person. |
| **NT11**  **Units**  no. hrs (total session duration)\*no. attendees  **Proxy**  £110.99 | **Personalised support to help unemployed people into work**  **Definition**  This Measure covers the provision of expert-led personalised support to help  unemployed people gain work (not including students). Examples include career mentoring, mock interviews, CV advice, careers guidance, etc. Group sessions must be of a small enough size to allow recipients to receive personalised support based on their individual and specific needs. Training can be delivered online or in person. An employee's hours can only be recorded if they have been allocated time during paid working hours or time off in lieu. | **Target requirements**  (1) Forecast number of sessions, number of people receiving training and session duration.  (2) Description of relevant activity/activities to be delivered, including confirmation that content will be personalised to individual needs. (3) Names of any proposed partner organisations if known.  **Evidence required**  (1) Number of sessions, number of people receiving training, and duration of sessions and dates. (2) Description of relevant activity/activities delivered, including confirmation that content was personalised to individual needs. (3) Names of partner organisations where appropriate. | **Unit guidance**  Attendee Hours; No. attendees \* Session duration (in hours). |
| **Work**: Developing skills and experience for future work | | | |
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| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT8**  **Units**  no. staff volunteering hours  **Proxy**  £17.48 | **Support for students at local educational institutions**  **Definition**  This Measure covers staff volunteering with pupils and students of local educational institutions. Qualifying activities include corporate presentations, preparing and delivering career talks, curriculum support, literacy support, and specific industry talks. They can take place virtually as well as onsite. Recorded hours of staff time can only include time spent preparing and conducting the activities. An employee's volunteering hours can only be recorded if they have been allocated time during paid working hours or time off in lieu. | **Target requirements**  (1) Forecast number of staff hours. (2) Description of the types of curriculum support activities to be delivered. (3) Names of proposed educational establishments if known.  **Evidence required**  (1) Breakdown of hours spent by staff volunteering. (2) Dates, locations and the types of relevant initiatives. (3) Names of partner organisations where appropriate. | **Unit guidance**  Volunteering Hours; No. volunteering hours per employee per event. |
| **NT98**  **Units**  no. staff expert hours  **Proxy**  £106.34 | **Expert curriculum support for universities and colleges**  **Definition**  This Measure covers activities to support the curriculums of higher and further educational institutions through activities delivered by a qualified external expert. Examples are guest lectures, specialist workshops, and specific industry talks. They can take place virtually as well as onsite. Recorded hours of staff time can only include time spent preparing and conducting the activities. An employee's expert hours can only be recorded if they have been allocated time during paid working hours or time off in lieu. | **Target requirements**  (1) Forecast number of expert staff hours to be spent by employees delivering the sessions and their relevant qualification/role. (2) Description of expected content. (3) Names of any proposed educational establishments if known.  **Evidence required**  (1) Breakdown of expert hours and their relevant qualification/role. (2) Description of the type of expert advice provided. (3) Dates, locations and the types of relevant initiatives.  (4) Names of partner organisations where appropriate. | **Unit guidance**  Expert Hours; No. expert hours per employee per event. |
| **NT99**  **Units** | **Support for enabling visits of school children or local residents**  **Definition** | **Target requirements**  (1) Forecast number of staff hours. (2) Description of the types of activities to be | **Unit guidance**  Volunteering Hours; No. volunteering hours per employee per event. |

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| **Reference** | **Measure** | **Requirements** | **Guidance** |
| no. staff volunteering hours  **Proxy**  £17.48 | This Measure covers educational visits to project sites for local school children and residents. Qualifying sessions must be informative, and organised in conjunction with the educational institution. Recorded hours of staff time can only include time spent preparing and conducting the activities. An employee's volunteering hours can only be recorded if they have been allocated time during paid working hours or time off in lieu. | delivered. (3) Names of any proposed partner organisations if known.  **Evidence required**  (1) Breakdown of hours spent by staff volunteering. (2) Breakdown of visited sites, dates and locations. (3) Names of partner organisations where appropriate. |  |
| **Work**: Pioneering approaches to increasing local skills and employment | | | |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT50**  **Units**  £ invested inc. time, materials, equipment etc  **Proxy**  £1 | **Initiatives to promote local skills and employment**  **Definition**  This Measure covers support for a range of initiatives to increase skills and employment opportunities for local people and create sustainable employment opportunities in response to need, co-designed and  co-produced with the community, through pioneering programmes that are scalable. Recorded hours of staff time can only include time spent preparing and conducting the activities. Innovative approaches and interventions not covered by other measures can be recorded here. | **Target requirements**  (1) Forecast resources to be invested. (2) Description of the types of initiatives planned, highlighting where there is innovation. (3) Names of any proposed partner organisations if known.  **Evidence required**  (1) Details and breakdown of resources invested for relevant initiatives. (2) Description of how, where, and the types of activities/investments delivered along with expected impact highlighting where there is innovation. (3) Names of partner organisations where appropriate. | **Unit guidance**  Total resources invested; Including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate). |
| **Economy**: Building diverse and sustainable supply chains | | | |
| **Reference** | **Measure** | **Requirements** | **Guidance** |

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| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT14**  **Units**  £  **Proxy**  £0.12 | **Spend with VCSEs in the supply chain**  **Definition**  This Measure covers spend with Voluntary, Community and Social Enterprises (VCSE) suppliers. It does not include grants or donations. The qualifying spend must be with organisations within the supply chain that are classified as VCSEs. | **Target requirements**  (1) Forecast £ to be spent (not donations) with VCSEs in supply chain. (2) Types of goods/services, and estimated proportions, to be procured from each VCSE. (3) Names of proposed VCSEs if known.  **Evidence required**  (1) Breakdown of £ spent (not donations) with VCSEs in supply chain. (2) Types and quantities of goods/services procured from each VCSE. (3) Names of VCSEs. | **Unit guidance**  Total amount of £ spent with VCSEs in the supply chain. |
| **NT18**  **Units**  £  **Proxy** Localised by project | **Spend with local companies in the supply chain**  **Definition**  This Measure covers spend with local suppliers and reflects the economic and social benefits to the local community. It allows for adjustment by local area and industry. The Measure requires a definition of the local area. | **Target requirements**  (1) Forecast £ to be spent with suppliers in the defined local area. (2) Types of goods/services, and estimated proportions, to be procured. (3) Names of proposed suppliers if known.  **Evidence required**  (1) Breakdown of £ spent. (2) Goods/services procured. (3) Name, postcode and industry of suppliers in the defined local area. | **Unit guidance**  Total amount of £ spent with the supply chain within the defined local area. |
| **Economy**: Promoting a diverse and resilient business community | | | |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT15**  **Units**  no. staff expert hours  **Proxy**  £106.34 | **Expert support to VCSEs and SMEs Definition**  This Measure covers employees providing  their expertise to Voluntary, Community and Social Enterprises (VCSEs) or Small and Medium Enterprises (SMEs). Qualifying activities include a range of expert-led sessions offering specialist business advice | **Target requirements**  (1) Forecast number of employee hours and their relevant qualification/role. (2) Description of the expert support to be provided. (3) Names of organisations to benefit from the advice if known.  **Evidence required** | **Unit guidance**  Expert Hours; No. expert hours per employee per event. |

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| **Reference** | **Measure** | **Requirements** | **Guidance** |
|  | that builds the capacity of VCSEs and SMEs. Recorded hours of staff time can only include time spent preparing and conducting the activities. An employee's expert hours can only be recorded if they have been allocated time during paid working hours or time off in lieu. | (1) Breakdown of employee hours and their relevant qualification/role. (2) Description of the expert support provided. (3) Identity of organisations benefiting from the advice. (4) Names of partner organisations where appropriate. |  |
| **NT16**  **Units**  £ invested  **Proxy**  £1 | **Support for VCSEs through donations Definition**  This Measure covers financial and in-kind  contributions to Voluntary, Community and Social Enterprises (VCSEs). This Measure cannot be used for staff donations or donations raised from third parties at fundraising events. | **Target requirements**  (1) Proposed resources to be donated (e.g., £ donations and/or £ equivalent in-kind contributions). (2) Names of VCSEs to be supported if known.  **Evidence required**  (1) Details and breakdown of resources invested for VCSEs. (2) Type of in-kind donations and quantities delivered. (3) Names of VCSEs supported. | **Unit guidance**  Total £ invested; Including cash, equipment, and use of assets (e.g., space). |
| **NT17**  **Units**  no. staff volunteering hours  **Proxy**  £17.48 | **Support for VCSEs through volunteering Definition**  This Measure covers staff volunteering with  Voluntary, Community and Social Enterprises (VCSEs). Qualifying activities are a range of initiatives aimed at supporting the VCSE and explicitly excludes expert advice. Recorded hours of staff time can only include time spent preparing and conducting the activities. An employee's volunteering hours can only be recorded if they have been allocated time during paid working hours or time off in lieu. | **Target requirements**  (1) Forecast number of staff hours. (2) Description of the types of activities to be delivered. (3) Names of VCSEs to be supported if known.  **Evidence required**  (1) Breakdown of hours spent by staff volunteering. (2) Dates, locations and the types of relevant initiatives. (3) Names of partner organisations where appropriate. | **Unit guidance**  Volunteering Hours; No. volunteering hours per employee per event. |
| **Economy**: Promoting fair work | | | |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
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| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT107**  **Units**  Y/N  **Proxy**  £0 | **Accredited Living Wage employer**  **Definition**  This Measure covers the payment of a relevant Real Living Wage salary (RLW-UK / RLW-London) to all direct employees.  Accreditation through a provider such as the Real Living Wage foundation serves as evidence. | **Target requirements**  (1) Description or copy of achieved certification.  **Evidence required**  (1) Description or copy of achieved certification. | **Unit guidance**  Yes or No. |
| **NT42**  **Units**  %  **Proxy**  £0 | **Contractors in the supply chain that are Real Living Wage employers**  **Definition**  This Measure covers the proportion of supply chain organisations that are required to pay contracted employees at least the relevant Real Living Wage (RLW) or that are accredited Real Living Wage employers. Qualifying members of staff are those whose hourly wages are equal to or above the UK RLW set by the Living Wage Foundation, or the London RLW rate. | **Target requirements**  (1) Forecast total number of contractors in the supply chain. (2) Forecast number of contractors in the supply chain that are Real Living Wage employers.  **Evidence required**  (1) Total number of contractors in the supply chain. (2) Number of contractors in the supply chain required to pay Real Living Wage or who are certified Real Living Wage employers. | **Unit guidance**  Suppliers Real Living Wage rate; No. suppliers paying relevant Real Living Wage / Total no. suppliers. |
| **Economy**: Pioneering approaches to promoting responsible business practices | | | |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT51**  **Units**  £ invested inc. time, materials, equipment etc  **Proxy** | **Initiatives to promote and support responsible business**  **Definition**  This Measure covers support for a range of initiatives to promote and facilitate responsible and ethical business practices in other organisations. These can be in collaboration with the local business community, and | **Target requirements**  (1) Forecast resources to be invested. (2) Description of the types of initiatives planned, highlighting where there is innovation. (3) Names of any proposed partner organisations if known.  **Evidence required** | **Unit guidance**  Total resources invested; Including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate). |

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| **Reference** | **Measure** | **Requirements** | **Guidance** |
| £1 | through pioneering programmes that are scalable. Recorded hours of staff time can only include time spent preparing and conducting the activities. Innovative approaches and interventions not covered by other measures can be recorded here. | (1) Details and breakdown of resources invested for relevant initiatives. (2) Description of how, where, and the types of activities/investments delivered along with expected impact highlighting where there is innovation. (3) Names of partner organisations where appropriate. |  |
| **Community**: Building resilient communities | | | |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT24**  **Units**  £ invested inc. time, materials, equipment etc  **Proxy**  £1 | **Support for community initiatives to reduce crime**  **Definition**  This Measure covers support for community crime reduction and improved safety initiatives. Qualifying activities include a range of collaborative initiatives aimed at improving community safety and the fear and perception of crime in the community, such as support for local youth groups, initiatives to make public spaces safer, etc., and can be run in partnership with a VCSE or as part of a company programme. Recorded hours of staff time can only include time spent preparing and conducting the activities. Each of the types of support offered should be recorded separately. | **Target requirements**  (1) Forecast resources to be invested. (2) Description of the types of initiatives planned.  (3) Names of any proposed partner organisations if known.  **Evidence required**  (1) Details and breakdown of resources invested for relevant initiatives. (2) Dates, locations and types of initiatives. (3) Names of partner organisations where appropriate. | **Unit guidance**  Total resources invested; Including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate). |
| **NT28**  **Units**  £ invested  **Proxy**  £1 | **Support for local community projects through donations**  **Definition**  This Measure covers financial and in-kind contributions to a range of initiatives aimed at improving the welfare and wellbeing of a community. These include financial and in-kind | **Target requirements**  (1) Forecast resources to be invested. (2) Description of the types of initiatives planned.  (3) Names of any proposed partner organisations if known.  **Evidence required** | **Unit guidance**  Total £ invested; Including cash, equipment, and use of assets (e.g., space). |

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| **Reference** | **Measure** | **Requirements** | **Guidance** |
|  | contributions to community projects and can be run in partnership with a VCSE or as part of a company programme. Each of the types of support offered should be recorded separately in the appropriate categories. | (1) Details and breakdown of resources invested for relevant initiatives. (2) Dates, locations and types of initiatives. (3) Names of partner organisations where appropriate. |  |
| **NT29**  **Units**  no. staff volunteering hours  **Proxy**  £17.48 | **Support for local community projects through volunteering**  **Definition**  This Measure covers staff volunteering on local community projects. Qualifying activities include a range of initiatives geared at improving community wellbeing. These can be run in partnership with a VCSE or as part of a company programme based on local need.  Recorded hours of staff time can only include time spent preparing and conducting the activities. An employee's volunteering hours can only be recorded if they have been allocated time during paid working hours or time off in lieu. | **Target requirements**  (1) Forecast number of staff hours. (2) Description of the types of local community activities to be delivered. (3) Names of any proposed partner organisations if known.  **Evidence required**  (1) Breakdown of hours spent by staff volunteering. (2) Dates, locations and the types of relevant initiatives. (3) Names of partner organisations where appropriate. | **Unit guidance**  Volunteering Hours; No. volunteering hours per employee per event. |
| **Community**: Building community wellbeing | | | |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT26**  **Units**  £ invested inc. time, materials, equipment etc  **Proxy** | **Support for community health or wellbeing interventions**  **Definition**  This Measure covers support for a range of initiatives aimed at promoting and increasing health and wellbeing in a community such as fitness programmes, nutrition support and smoking, alcohol, and drug abuse reduction initiatives, etc. These can be run in partnership | **Target requirements**  (1) Forecast resources to be invested. (2) Description of the types of initiatives planned.  (3) Names of any proposed partner organisations if known.  **Evidence required** | **Unit guidance**  Total resources invested; Including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate). |

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| **Reference** | **Measure** | **Requirements** | **Guidance** |
| £1 | with a VCSE or as part of a company programme. Recorded hours of staff time can only include time spent preparing and conducting the activities. Each of the types of support offered should be recorded separately. | (1) Details and breakdown of resources invested for relevant initiatives. (2) Dates, locations and types of initiatives. (3) Names of partner organisations where appropriate. |  |
| **Community**: Pioneering approaches to building resilient communities | | | |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT52**  **Units**  £ invested inc. time, materials, equipment etc  **Proxy**  £1 | **Initiatives to promote more resilient communities**  **Definition**  This Measure covers support for a range of initiatives to promote the resilience of communities through the education, support, and development of health and wellbeing practices and community safety programmes in collaboration with the local community, through pioneering programmes that are scalable. Recorded hours of staff time can only include time spent preparing and conducting the activities. Innovative approaches and interventions not covered by other measures can be recorded here. | **Target requirements**  (1) Forecast resources to be invested. (2) Description of the types of initiatives planned, highlighting where there is innovation. (3) Names of any proposed partner organisations if known.  **Evidence required**  (1) Details and breakdown of resources invested for relevant initiatives. (2) Description of how, where, and the types of activities/investments delivered along with expected impact highlighting where there is innovation. (3) Names of partner organisations where appropriate. | **Unit guidance**  Total resources invested; Including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate). |
| **Planet**: Restoring our climate and improving air quality through decarbonisation | | | |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT31**  **Units**  tCO2e | **Reductions in scope 1 & 2 CO2e emissions through decarbonisation**  **Definition** | **Target requirements** | **Unit guidance**  Recorded tonnes of carbon dioxide equivalent (CO2e) reduced; Baseline expected tonnes of CO2e emissions (set minimum baseline |

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| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **Proxy**  £252.11 | This Measure covers the reductions in scope 1 and scope 2 emissions (see Greenhouse Gas Protocol) from decarbonisation initiatives.  Recorded savings must go beyond the annual percentage reduction required in the UK to achieve net zero emissions by 2050 (currently set at 2.4% per year). This Measure uses the previous year's scope 1 and scope 2 CO2e emissions as a baseline. This Measure can only be used if the previous year's annual carbon report is available. This Measure does not include carbon offsetting. | (1) Description of the specific decarbonisation initiatives to be undertaken to achieve emission reductions. (2) Carbon certifications from third-party organisations where available.  **Evidence required**  (1) Previous year's carbon report for the relevant scopes. (2) Current year's carbon report for the relevant scopes. (3) Emission reductions beyond the set minimum baseline to achieve Social Value (in tCO2e). (4) Description of the specific decarbonisation initiatives undertaken to achieve emission reductions. (5) Carbon certifications from third-party organisations where available. | required to achieve net zero by 2050) less Actual tonnes of CO2e emitted. |
| **Planet**: Restoring our climate and improving air quality through transport | | | |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT32**  **Units**  miles saved  **Proxy**  £0.07 | **Reductions in car miles from a green transport programme**  **Definition**  This Measure covers the reductions in car miles driven as a result of a green transport programme. Reductions in car miles is the difference between the actual car miles and a baseline, and can be calculated by measuring or estimating the mileage before the intervention to create the baseline, then measuring the actual car mileage. Qualifying programmes include cycle-to-work schemes, public transport support, or carpooling / carsharing initiatives (not including hybrid working). This Measure addresses business travel and employee commuting categories within scope 3 emissions. | **Target requirements**  (1) Description of organisation's green transport programmes to reduce car miles. (2) Baseline car miles with supporting evidence.  (3) Forecast car miles from the intervention.  **Evidence required**  (1) Description of organisation's green transport programmes to reduce car miles. (2) Baseline car miles with supporting evidence.  (3) Actual car miles from the intervention. | **Unit guidance**  Recorded miles reduced; Baseline miles driven less Actual number of miles driven. |

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| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **Planet**: Protecting and restoring biodiversity and ecosystems | | | |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT118**  **Units**  £ invested inc. time, materials, equipment etc  **Proxy**  £1 | **Support for sustainable reforestation or afforestation projects**  **Definition**  This Measure covers support for a range of reforestation or afforestation initiatives.  Supported initiatives must be expertly designed and take into account, placement on different types of land, alternative use, climate change effects, biodiversity implications, etc., and can be run in partnership with a VCSE or as part of a company programme. Recorded hours of staff time can only include time spent preparing and conducting the activities. Each of the types of support offered should be recorded separately. | **Target requirements**  (1) Forecast resources to be invested. (2) Description of the types of initiatives planned.  (3) Names of any proposed partner organisations if known.  **Evidence required**  (1) Details and breakdown of resources invested for relevant initiatives. (2) Dates, locations and types of initiatives. (3) Names of partner organisations where appropriate. | **Unit guidance**  Total resources invested; Including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate). |
| **Planet**: Managing waste sustainably | | | |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT72**  **Units**  tonnes  **Proxy**  £102.10 | **Hard-to-recycle waste diverted from landfill/incineration**  **Definition**  This Measure covers a range of initiatives that create solutions for recycling hard-to-recycle items to divert these from landfills or incinerators. Examples of partners are ProCycle, Terracycle, etc. Examples of hard to | **Target requirements**  (1) Description of the waste to be recycled and the expected recycling challenges. (2) Description of the dedicated recycling programme to be undertaken. (3) Forecast total amount (in tonnes) of hard-to-recycle waste to be generated. (4) Forecast amount (in tonnes) of hard-to-recycle waste to be diverted from landfill. (5) Names of any proposed partner organisations if known. | **Unit guidance**  Tonnes of hard-to-recycle waste diverted. |

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| **Reference** | **Measure** | **Requirements** | **Guidance** |
|  | recycle waste are UPVC window frames, mattresses, various plastics and certain items made from wood and metal. | **Evidence required**  (1) Description of the type of waste recycled and the recycling challenges. (2) Description of the dedicated recycling programme. (3) Total amount (in tonnes) of hard-to-recycle waste generated. (4) Amount (in tonnes) of  hard-to-recycle waste diverted from landfill. (5) Names of partner organisations where appropriate. |  |
| **Planet**: Pioneering approaches to safeguarding the planet | | | |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT53**  **Units**  £ invested inc. time, materials, equipment etc  **Proxy**  £1 | **Initiatives to safeguard the environment Definition**  This Measure covers support for a range of  initiatives to address the climate emergency and safeguard the environment in response to local conditions, in collaboration with the local community, through pioneering programmes that are scalable. Recorded hours of staff time can only include time spent preparing and conducting the activities. Innovative approaches and interventions not covered by other measures can be recorded here. | **Target requirements**  (1) Forecast resources to be invested. (2) Description of the types of initiatives planned, highlighting where there is innovation. (3) Names of any proposed partner organisations if known.  **Evidence required**  (1) Details and breakdown of resources invested for relevant initiatives. (2) Description of how, where, and the types of activities/investments delivered along with expected impact highlighting where there is innovation. (3) Names of partner organisations where appropriate. | **Unit guidance**  Total resources invested; Including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate). |