

# Oldham Master TOMs 2022

For further information on TOMs, please refer to the [TOMs Handbook](#) or the [National TOMs Framework](#).

## Jobs: Oldham's Inclusive Economy: Growing Oldham's Local Employment

Reference	Measure	Requirements	Guidance
<b>OT1/NT1</b>  <b>Units</b> no. people FTE  <b>Proxy</b> Localised by project	<b>No. of full time equivalent direct local employees (FTE) hired or retained for the duration of the contract</b>  <b>Definition</b> The full time annual equivalent (FTE) number of people directly employed on the contract , e.g. as a result of this procurement requirements (if you are the procuring organisation) or other set targets. If you are the bidding organisation or are reporting for measurement, only direct employees should be included here, while employment through supply chain can be captured through NT1c where this is included. Employees should be residing in the local area and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the definition of local area provided for the contract. Measure NT1b might signpost specific targeted areas found in LIST NT1b. If you are recording direct employees under NT1b please ensure no double counting occurs. Please check evidence requirements for details on postcode collection.	<b>Target guidance</b> 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.  <b>Evidence required</b> Specify the number of qualifying employees directly employed on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district). For example, Employee 1: 6 months; full-time; 0.5 FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).	<b>Unit guidance</b> The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.
<b>OT1b</b>		<b>Target guidance</b>	<b>Unit guidance</b>

Reference	Measure	Requirements	Guidance
<p><b>Units</b> no. people FTE</p> <p><b>Proxy</b> Localised by project</p> <p><b>Double counting</b> Do not double count with NT1</p>	<p><b>No. of full time equivalent local employees (FTE) hired or retained directly or through the supply chain for the duration of the contract who are resident in targeted areas</b></p> <p><b>Definition</b> The full time annual equivalent (FTE) number of people directly employed on the contract or employed through the supply chain. If you are a bidder you can include also jobs created through your own supply chain here. Recorded employees should be residing in the selected targeted areas (LIST NT1b) and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the list of targeted areas provided for this measure and for the specific contract (LIST NT1b). Please check evidence requirements for details on postcode collection. Include both direct employment and unlocked through the supply chain as a result of your procurement requirements. Should not be double counted with NT18/NT18a/NT19/NT19a. If you are recording direct employees under NT1 please ensure no double counting occurs.</p>	<p>Summarise your strategy for employing your target number of people from targeted areas on this contract. For example, if you plan to advertise in local newspapers, please explain which ones and how regularly. Or, if you will cooperate with local job centres, please specify which ones and how you will approach engaging with them.</p> <p><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status (e.g. full time or part time); 3.) the Full-Time Equivalent (FTE); 4.) the first half of their home postcode (i.e. the postcode district). For example, Employee 1: 6 months; full-time; 0.5 FTE; SE1. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only employees with a contract duration that is at least one year or lasts the full duration of the contract (if this is shorter than one year) can be included within this measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week. Include both direct employment and jobs unlocked through the supply chain as a result of your procurement requirements. Do not double count direct and supply chain employment for the same areas with other relevant measures.</p>
<p><b>OT58</b></p> <p><b>Units</b> no. people FTE</p> <p><b>Proxy</b> £0</p>	<p><b>No. of BAME employees (FTE) hired on the contract</b></p>		
<p><b>OT59</b></p>	<p><b>No. of Over 50 y.o. employees (FTE) hired on the contract</b></p>		

Reference	Measure	Requirements	Guidance
<b>Units</b> no. people FTE  <b>Proxy</b> £0			

**Jobs:** Oldham's Inclusive Economy: More opportunities for Oldham's most disadvantaged residents

Reference	Measure	Requirements	Guidance
<b>OT3/NT3</b>  <b>Units</b> no. people FTE  <b>Proxy</b> £20,429  <b>Double counting</b> Do not double count with <b>NT4, NT4a, NT5a, NT6</b>	<p><b>No. of full time equivalent employees (FTE) hired on the contract who are long term unemployed (unemployed for a year or longer)</b></p> <p><b>Definition</b> This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. This is to record people directly employed as a result of a specific and deliberate employment initiative. Record the number of full time annual equivalent (FTE) employees taken on as a result of the contract that had been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract. For a definition of long term unemployment see: <a href="https://tinyurl.com/ycktsk4n">https://tinyurl.com/ycktsk4n</a>. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. NT3a, NT3b, NT3c, NT3d, NT4, all NT5s, NT6, NT76 etc).</p>	<p><b>Target guidance</b> 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 the organisations you intend to partner with and how you will approach working with them.</p> <p><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been long-term unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 14 months of unemployment. Provide details of any</p>	<p><b>Unit guidance</b> The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>

Reference	Measure	Requirements	Guidance
		<p>organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	
<p><b>OT4/NT4</b></p> <p><b>Units</b> no. people FTE</p> <p><b>Proxy</b> £15,382.90</p> <p><b>Double counting</b> Do not double count with <b>NT3, NT4a, NT5a, NT6</b></p>	<p><b>No. of full time equivalent employees (FTE) hired on the contract who are NOT in Employment, Education, or Training (NEETs)</b></p> <p><b>Definition</b> This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. 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: <a href="https://tinyurl.com/3vz7h8wv">https://tinyurl.com/3vz7h8wv</a>. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, NT76 etc).</p>	<p><b>Target guidance</b> Summarise your strategy for employing your target number of people who are NEET on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them.</p> <p><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) whether this is the first employment experience after having been NEET. For example, Employee 1: 3 months; full-time; 0.25 FTE; this is the first employment experience after being NEET. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p><b>Unit guidance</b> The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>
<p><b>OT5a/NT5a</b></p> <p><b>Units</b> no. people FTE</p> <p><b>Proxy</b> £23,056.23</p>	<p><b>No. of full time equivalent employees (FTE) aged 18-24 y.o. hired on the contract who are rehabilitating or ex-offenders.</b></p> <p><b>Definition</b> This Measure applies to direct employees only. This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual</p>	<p><b>Target guidance</b> Summarise your strategy for employing your target number of 18-24 year old rehabilitating offenders on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them.</p>	<p><b>Unit guidance</b> The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full</p>

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<p><b>Double counting</b> Do not double count with <b>NT3, NT4, NT4a, NT6</b></p>	<p>equivalent (FTE) number of employees aged 18 to 24 taken on as a result of the contract that were within the rehabilitation period before the start of the employment contract. Support from Youth Offending Teams (<a href="https://tinyurl.com/4hnbx6c8">https://tinyurl.com/4hnbx6c8</a>), Jobcentre Plus or other agencies carrying out specific programmes may be beneficial in identifying eligible individuals. For guidance about rehabilitation periods see: <a href="https://tinyurl.com/39y3s2d2">https://tinyurl.com/39y3s2d2</a>. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, NT76 etc).</p>	<p><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that they were a 18-24 year old rehabilitating offender before the start of the employment contract; that this is the first employment experience as an ex-offender. For example, Employee 1: 3 months; full-time; 0.25 FTE; was a 23 years old ex-offender before the start of the employment contract; this is the first employment experience. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>
<p><b>OT6/NT6</b> <b>Units</b> no. people FTE <b>Proxy</b> £16,605 <b>Double counting</b> Do not double count with <b>NT3, NT4, NT4a, NT5a</b></p>	<p><b>No. of full time equivalent disabled employees (FTE) hired on the contract</b> <b>Definition</b> This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. 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: <a href="https://tinyurl.com/ycktezay">https://tinyurl.com/ycktezay</a>. The value is</p>	<p><b>Target guidance</b> 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 the organisations you intend to partner with and how you will approach working with them. <b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE). For example, Employee 1: 3 months; full-time; 0.25 FTE. Provide details of any organisation partnered</p>	<p><b>Unit guidance</b> The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>

Reference	Measure	Requirements	Guidance
	additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, NT76, etc).	with. Information provided should be made compliant with data protection requirements (GDPR).	

**Jobs: Promote Local Skills and Employment: More opportunities for disadvantaged people**

Reference	Measure	Requirements	Guidance
<p><b>OT4a/NT4a</b></p> <p><b>Units</b> no. people FTE</p> <p><b>Proxy</b> £15,382.90</p> <p><b>Double counting</b> Do not double count with <b>NT3, NT4, NT5a, NT6</b></p>	<p><b>No. of full time equivalent 16-25 year old care leavers (FTE) hired on the contract</b></p> <p><b>Definition</b> This Measure applies to direct employees only and can only be applied once per employee, for the first year of employment. 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: <a href="https://tinyurl.com/3vz7h8wv">https://tinyurl.com/3vz7h8wv</a>. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. all NT3s, NT4, all NT5s, NT6, NT76, etc).</p>	<p><b>Target guidance</b> Summarise your strategy for employing your target number of people who are NEET on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify the organisations you intend to partner with and how you will approach working with them.</p> <p><b>Evidence required</b> Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) whether this is the first employment experience after having been NEET. For example, Employee 1: 3 months; full-time; 0.25 FTE; this is the first employment experience after being NEET. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p><b>Unit guidance</b> The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.</p>

Reference	Measure	Requirements	Guidance
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**Jobs:** Promote Local Skills and Employment: Improved skills for Oldham residents

Reference	Measure	Requirements	Guidance
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<p><b>OT8/NT8</b></p> <p><b>Units</b> no. staff hours</p> <p><b>Proxy</b> £16.93</p> <p><b>Double counting</b> Do not double count with <b>NT11</b></p>	<p><b>No. of staff hours spent on local school and college visits supporting pupils e.g. delivering career talks, curriculum support, literacy support, safety talks (including preparation time)</b></p> <p><b>Definition</b> This is the number of staff hours dedicated to the preparation and delivery of curriculum related activities in schools and colleges (talks at universities cannot be captured under this measure) including literacy support, career talks, safety talks, etc. Please provide a description of the range of activities provided. Reported activities should not be double counted with other similar Measures, including NT17 and NT29.</p>	<p><b>Target guidance</b> 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.</p> <p><b>Evidence required</b> Provide the names of the schools/colleges visited and a breakdown of the number of staff hours spent on each visit (including time spent preparing and then delivering the session). For example, if 10 staff have spent 3 hours each on a visit, then the total number of hours reported for that visit should be 30. Describe the visits and the activities delivered and provide any supporting information, e.g. a confirmation from the school/college after the visit. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p><b>Unit guidance</b> Example: if 10 staff have spent 3 hours each, then the total number of hours reported should be 30.</p>
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**Jobs:** Promote Local Skills and Employment: Improved skills for Oldham Residents

Reference	Measure	Requirements	Guidance
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<p><b>OT9/NT9</b></p> <p><b>Units</b> no. weeks</p>	<p><b>No. of weeks of training opportunities (BTEC, City &amp; Guilds, NVQ, HNC - Level 2,3, or 4+) on the contract that have either been</b></p>	<p><b>Target guidance</b> Specify the number of people in vocational qualification training on this contract and the number of weeks of training per person. Provide details of the accredited training</p>	<p><b>Unit guidance</b> Record weeks of vocational qualification training provided on the contract, even when</p>
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Reference	Measure	Requirements	Guidance
<p><b>Proxy</b> £317.82</p> <p><b>Double counting</b> Do not double count with <b>NT10, NT9a, NT10a, NT10b</b></p>	<p><b>completed during the year, or that will be supported by the organisation until completion in the following years</b></p> <p><b>Definition</b> This Measure applies to direct employees only and does not include staff upskilling (for upskilling use NT80 and NT81). Time spent as part of training opportunities created specifically for the contract or that are made use of on contract can be counted, for those weeks during which a person works primarily on contract. Only vocational training opportunities supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: <a href="https://tinyurl.com/mry393vr">https://tinyurl.com/mry393vr</a>. To find registered qualifications see: <a href="https://tinyurl.com/2ju3m72a">https://tinyurl.com/2ju3m72a</a>. The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10, NT80, NT81 and other Measures around apprenticeships or vocational qualifications.</p>	<p>provider, the type and the level of the outcomes achieved as well as the resulting training qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification.</p> <p><b>Evidence required</b> Specify the number of people in vocational qualification training on this contract and the number of weeks of training per person. Provide details of the accredited training provider, the type and the level of the outcomes achieved as well as the resulting training qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification.</p>	<p>the opportunity is supported beyond the duration of the contract, as long as it will be supported to completion.</p>
<p><b>OT10/NT10</b></p> <p><b>Units</b> no. weeks</p> <p><b>Proxy</b> £251.79</p> <p><b>Double counting</b> Do not double count with <b>NT9, NT9a,</b></p>	<p><b>No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation)</b></p> <p><b>Definition</b> This Measure applies to direct employees only and does not include staff upskilling (for upskilling use NT80 and NT81). Time spent as part of apprenticeships created specifically for the contract or that are made use of on contract can be counted, for those weeks during which apprentices work primarily on</p>	<p><b>Target guidance</b> Summarise your strategy for providing the 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. If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider.</p>	<p><b>Unit guidance</b> Record weeks of training for the apprenticeships provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as the apprenticeship will be supported to completion.</p>



Reference	Measure	Requirements	Guidance
NT10a, NT10b	contract. 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: <a href="https://tinyurl.com/mry393vr">https://tinyurl.com/mry393vr</a> . To find registered qualifications see: <a href="https://tinyurl.com/2ju3m72a">https://tinyurl.com/2ju3m72a</a> . The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT9.	<b>Evidence required</b> Specify the number of people on apprenticeships on this contract and the number of apprenticeship weeks per person. Provide details of the accredited training provider, the type and the level of the apprenticeship achieved, as well as the resulting qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification. If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider.	

**Jobs:** Oldham's Inclusive Economy: Improved skills for Oldham residents

Reference	Measure	Requirements	Guidance
OT9b  Units no. weeks  Proxy £0	<b>No. of weeks of local Pre-Employment opportunities 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 - Levels 0 or 1</b>		
OT12/NT12  Units no. weeks  Proxy £194.50	<b>No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)</b>  <b>Definition</b> 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	<b>Target guidance</b> 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,	<b>Unit guidance</b> Number of total student placement weeks on the contract (only student placements between 1-6 weeks).

Reference	Measure	Requirements	Guidance
	industry, or a more skill specific graduate position. Only work placements for students with a duration of 1 to 6 weeks (typically unpaid) should be registered here. The cumulative number of weeks (from 1 to 6 for each student work placement) should be registered. This Measure does not apply to placements longer than 6 weeks as the National TOMs framework discourage unpaid long-term employment. For guidance please see: <a href="https://tinyurl.com/2p8nk5fb">https://tinyurl.com/2p8nk5fb</a> . Should not be double counted with other work placement Measures.	colleges, or universities, please specify which ones and how you will approach this.  <b>Evidence required</b> Specify the number of people in student work placements or pre-employment courses on this contract, and for each person specify: the duration in weeks and type of the work placement or pre-employment course. Describe the industry-based experience gained and provide details of the school, college or university partnered with. Information provided should be made compliant with data protection requirements (GDPR).	

**Jobs: Oldham's Inclusive Economy: Improved skills for Oldham's most disadvantaged residents**

Reference	Measure	Requirements	Guidance
<p><b>OT9a/NT9a</b></p> <p><b>Units</b> no. weeks</p> <p><b>Proxy</b> £317.82</p> <p><b>Double counting</b> Do not double count with <b>NT9, NT10, NT10a, NT10b</b></p>	<p><b>No. of weeks of training opportunities (BTEC, City &amp; Guilds, NVQ, HNC - Level 2,3, or 4+) 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 - delivered for specified groups (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)</b></p> <p><b>Definition</b> This Measure applies to direct employees only and does not include staff upskilling (for upskilling use NT80 and NT81). Time spent as part of training opportunities created specifically for the contract or that are made use of on contract can be counted, for those weeks during which a person works primarily</p>	<p><b>Target guidance</b> 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 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. If you are going to work with a charity or third sector partner to reach the targeted group, please provide details for those.</p> <p><b>Evidence required</b> Provide evidence of how you have reached the targeted categories - e.g. targeted upskilling programme reports or documented</p>	<p><b>Unit guidance</b> Record weeks of training provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as it will be supported to completion.</p>

Reference	Measure	Requirements	Guidance
	<p>on contract. 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: <a href="https://tinyurl.com/mry393vr">https://tinyurl.com/mry393vr</a>. To find registered qualifications see: <a href="https://tinyurl.com/2ju3m72a">https://tinyurl.com/2ju3m72a</a>. 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.</p>	<p>partnerships with a relevant third sector organisation. Specify the number of people in training on this contract including the number of weeks of training per person. Provide details of the accredited training provider, the type and the level of the outcomes achieved as well as the resulting training qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification.</p>	
<p><b>OT10a/NT10a</b></p> <p><b>Units</b> no. weeks</p> <p><b>Proxy</b> £251.79</p> <p><b>Double counting</b> Do not double count with <b>NT9, NT10, NT9a, NT10b</b></p>	<p><b>No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation) - delivered for specified groups (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)</b></p> <p><b>Definition</b> This Measure applies to direct employees only and does not include staff upskilling (for upskilling use NT80 and NT81). Time spent as part of apprenticeships created specifically for the contract or that are made use of on contract can be counted, for those weeks during which apprentices work primarily on contract. 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:</p>	<p><b>Target guidance</b> Summarise your strategy for providing the target number of apprenticeship weeks on this contract, as well as your strategy 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. Provide details of any charity or third sector partner you plan to work with to reach the targeted group. If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider.</p> <p><b>Evidence required</b> Provide evidence of how you have reached the targeted categories, e.g. targeted upskilling programme reports or documented partnerships with a relevant third sector</p>	<p><b>Unit guidance</b> Record weeks of training for the apprenticeships provided on the contract for categories in LIST NT10a . Apprenticeships must be supported to completion, even if this support extends beyond the duration of the contract.</p>

Reference	Measure	Requirements	Guidance
	<p><a href="https://tinyurl.com/mry393vr">https://tinyurl.com/mry393vr</a>. To find registered qualifications see:  <a href="https://tinyurl.com/2ju3m72a">https://tinyurl.com/2ju3m72a</a>. The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10.</p>	<p>organisation. Specify the number of people on an apprenticeship on this contract and the number of weeks of apprenticeship per person. Provide details of the accredited training provider, the type and the level of the apprenticeships achieved as well as the resulting qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification. If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider.</p>	

**Jobs:** Oldham's Inclusive Economy: Jobs: Oldham's Inclusive Economy: Improved employability of Oldham's young people

Reference	Measure	Requirements	Guidance
<p><b>OT11/NT11</b></p> <p><b>Units</b> no. hrs (total session duration)*no. attendees</p> <p><b>Proxy</b> £105.58</p> <p><b>Double counting</b> Do not double count with <b>NT8</b></p>	<p><b>No. of hours of 'support into work' assistance provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance</b></p> <p><b>Definition</b> This is the number of staff hours dedicated to individual or group employment support . This Measure requires support to be targeted and focussed on the participating individuals. Group sessions should therefore be of a size that allows for individuals to be supported based on their specific needs. Units targeted or claimed within this Measure should not be double counted with other similar Measures.</p>	<p><b>Target guidance</b> Summarise your strategy for supporting unemployed people into work (including the number of staff hours to be spent and the number of people to be supported). Describe the activity/activities to be carried out and provide details of any partner organisations you will work with.</p> <p><b>Evidence required</b> Specify number of sessions, and for each session the duration, number of staff providing unemployment support and unemployed people supported. Describe the activity/activities delivered and provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p><b>Unit guidance</b> The number of units reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of the number of people delivering the session.</p>

Reference	Measure	Requirements	Guidance
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**Jobs:** Oldham's Inclusive Economy: Improved employability of Oldham's young people

Reference	Measure	Requirements	Guidance
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<p><b>OT42/NT42</b></p> <p><b>Units</b> %</p> <p><b>Proxy</b> £0</p>	<p><b>Percentage of contractors in the supply chain required (or supported if they are micro or small business) to pay at least Real Living wage</b></p> <p><b>Definition</b> The current Real Living wage for the UK as set by the Living Wage foundation is £9.90 per hour, while the London rate is £11.05 per hour (<a href="https://tinyurl.com/3avsvcu5">https://tinyurl.com/3avsvcu5</a>). Please apply the appropriate rate as the relevant threshold depending on the contract. MSMEs (0-249 employees): Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees)</p>	<p><b>Target guidance</b> Please specify what Real Living Wage rates you are applying (UK or London rate) and to which contractors. Please specify the total number of contractors, and the ones that will be paying Real Living Wage to all staff on the contract. Please specify how many of these you will be supporting to do so as MSMEs and how you will support them.</p> <p><b>Evidence required</b> Please specify what Real Living Wage rates you have been applying (UK or London rate) and to which contractors. Please specify the total number of suppliers on the contract, and the ones that have been paying the Real Living Wage to all staff on the contract. Please specify how many of these you have supported to do so are MSMEs. All data should be reported in compliance with GDPR requirements.</p>	<p><b>Unit guidance</b> (Total numbers of suppliers on the contract paying Real Living wage at relevant rate / Total number of suppliers on the contract) * 100; to arrive at a percentage</p>
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**Jobs:** Oldham's Inclusive Economy: Social innovation to create local skills and employment

Reference	Measure	Requirements	Guidance
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<p><b>OT50/NT50</b></p> <p><b>Units</b> £ invested inc. time,</p>	<p><b>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</b></p>	<p><b>Target guidance</b> Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 if it is expert time) should be provided. Provide details of</p>	<p><b>Unit guidance</b> £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment, or other resources</p>
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Reference	Measure	Requirements	Guidance
materials, equipment etc  <b>Proxy</b> £1	<b>aiming at delivering benefits while minimising carbon footprint from initiatives, etc.</b>  <b>Definition</b> Innovative Measures to promote local skills and employment to be delivered on the contract.	any organisations that you will work with and specify whether they will be covering the reported cost with you and how.  <b>Evidence required</b> Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.	

**Growth: Co-Operative Services: Increased collaboration with Oldham's MSMEs and VCFSEs**

Reference	Measure	Requirements	Guidance
<b>OT18/NT18</b>  <b>Units</b> £  <b>Proxy</b> Localised by project  <b>Double counting</b> Do not double count with <b>NT19, NT14</b>	<b>Total amount (£) spent in local supply chain through the contract</b>  <b>Definition</b> Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs framework. 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 NT18a, NT19, NT19a.	<b>Target guidance</b> 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.  <b>Evidence required</b> Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location.	<b>Unit guidance</b> Total amount of £ spent with the supply chain within the defined local area for the project.

Reference	Measure	Requirements	Guidance
<p><b>OT19/NT19</b></p> <p><b>Units</b> £</p> <p><b>Proxy</b> Localised by project</p> <p><b>Double counting</b> Do not double count with <b>NT18</b>, <b>NT14</b></p>	<p><b>Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs)</b></p> <p><b>Definition</b> Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with MSME 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 framework. 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 contract's supply chain. Should not be double counted with NT14 and NT18, NT18a NT19a. Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees).</p>	<p><b>Target guidance</b> Provide a breakdown of £ to be spent with organisations in your supply chain within the specified local area for 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.</p> <p><b>Evidence required</b> Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location.</p>	<p><b>Unit guidance</b> Total amount of £ spent with MSMEs (0-249 employees) in the supply chain within the defined local area for the project.</p>
<p><b>OT15a</b></p> <p><b>Units</b> no. staff expert hours</p> <p><b>Proxy</b> £101</p> <p><b>Double counting</b> Do not double count with <b>NT15</b></p>	<p><b>Provision of expert business advice to help VCSEs and MSMEs achieve net zero carbon</b></p> <p><b>Definition</b> This is expert staff time (specifically around decarbonisation) dedicated to supporting Voluntary Community or Social Enterprises (VCSEs) or micro, small and medium enterprises (MSMEs) to achieve net zero carbon. In line with international ambitions, it is advised to aim for a reduction of emissions to net zero as soon as possible, with 2050 being the minimum target reflecting current UK government policy and an earlier target to be strongly encouraged. Many private sector</p>	<p><b>Target guidance</b> Summarise your strategy for providing expert advice around decarbonisation to VCSEs/MSMEs to achieve net zero carbon. Provide the names of the VCSEs/MSMEs you will support or details of proposed options. Describe the number of staff hours to be spent in total and for each VCSE/MSME. Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.</p> <p><b>Evidence required</b> Provide a breakdown of staff hours spent providing expert decarbonisation advice to VCSEs/MSMEs. Provide the details of the</p>	<p><b>Unit guidance</b> This is the number of hours staff spend providing expert advice. For example, if 5 staff spend 2 hours providing expert advice, the total number of hours reported should be 10.</p>

Reference	Measure	Requirements	Guidance
	<p>organisations, sectoral institutions such as the World Green Building Council and more than 100 LAs have set the more ambitious 2030 target. Please include only the number of hours of expert staff time 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 count only the time for delivering the activity (preparation time is not captured). Please see the toolkit guidance document for worked out examples on attribution. MSMEs are defined as 0-249 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.</p>	<p>VCSEs/MSMEs you have supported. Specify the number of staff hours spent supporting each VCSE/MSME, the type of expert advice provided, as well as the qualification/role of the person delivering this advice. Information provided should be made compliant with data protection requirements (GDPR).</p>	
<p><b>OT17</b></p> <p><b>Units</b> no. staff volunteering hours</p> <p><b>Proxy</b> £16.93</p>	<p><b>Number of voluntary hours donated to support VCSEs (excludes expert business advice)</b></p> <p><b>Definition</b> 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</p>	<p><b>Target guidance</b> 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 each, then the reported total should be 30.</p> <p><b>Evidence required</b> Specify the name of the VCSEs supported, the volunteering activities delivered and their intended purposes. Provide a breakdown of staff volunteering hours delivered to VCSEs. Information provided should be made compliant with General Data Protection Regulation (GDPR).</p>	<p><b>Unit guidance</b> Number of staff hours spent on volunteering with VCSEs. For example, if 10 staff volunteer 3 hours each, then the reported total should be 30.</p>



Reference	Measure	Requirements	Guidance
	organised by the organisation and agreed with the employees. Please count only the time for delivering the activity (preparation time is not captured). Please see the toolkit guidance document for worked examples on attribution. The following Measures should not be double counted : NT15, NT16, NT24, NT25, NT26, NT27, NT28, and NT29 and other volunteering Measures.		

**Growth: Co-Operative Services: Increased collaboration with Oldham's MSMEs and VCFSE**

Reference	Measure	Requirements	Guidance
<p><b>OT18a</b></p> <p><b>Units</b> £</p> <p><b>Proxy</b> Localised by project</p> <p><b>Double counting</b> Do not double count with <b>NT18, NT19</b></p>	<p><b>Total amount (£) spent through the contract in targeted areas (areas specifically targeted for support under the scheme e.g. high deprivation areas)</b></p> <p><b>Definition</b> Please refer to the specified sub-localities identified for the contract in list NT18a. 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 framework. 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 NT18, NT19, NT19a and other relevant spend Measures.</p>	<p><b>Target guidance</b> Provide a breakdown of pounds to be spent with organisations in your supply chain within the specified sub-localities 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.</p> <p><b>Evidence required</b> Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location.</p>	<p><b>Unit guidance</b> Total amount of £ spent with the supply chain within the defined local area for the project.</p>

Reference	Measure	Requirements	Guidance
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**Growth: Co-Operative Services: Social innovation to support responsible business**

Reference	Measure	Requirements	Guidance
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**OT51/NT51**

**Units**  
£ invested inc. time, materials, equipment etc

**Proxy**  
£1

**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.**

**Definition**  
Innovative Measures to promote and support responsible business to be delivered on the contract.

**Target guidance**

Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 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.

**Evidence required**

Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.

**Unit guidance**

£ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment or other resources

**Social: Thriving Communities: Creating a healthier community**

Reference	Measure	Requirements	Guidance
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**OT24/NT24**

**Units**  
£ invested including staff time

**Proxy**

**Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, etc.)**

**Definition**  
This could be run in partnership with a VCSE or as part of a company programme. The

**Target guidance**

Provide a breakdown of pounds to be invested in initiatives aimed at reducing crime (including number of staff hours valued at £16.93 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

**Unit guidance**

Calculate the equivalent £ value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.93 per hour).

Reference	Measure	Requirements	Guidance
£1	<p>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 £16.93 (2021 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.</p>	<p>aim to do so. Details of any organisations you will partner with to reduce crime must be provided.</p> <p><b>Evidence required</b> Provide a breakdown of pounds invested in initiatives aimed at reducing crime (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Describe what type of crime you have aimed to reduce, including how and where you have done so. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).</p>	
<p><b>OT26/NT26</b></p> <p><b>Units</b> £ invested including staff time</p> <p><b>Proxy</b> £1</p>	<p><b>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</b></p> <p><b>Definition</b> 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 £16.93 (2021 prices) per hour, as per 2017 ONS guidance. A detailed</p>	<p><b>Target guidance</b> Provide a breakdown of pounds to be invested in initiatives aimed at improving health and/or wellbeing in the community (including the number of staff hours valued at £16.93 per hour, i.e. the general value for volunteering (NT17)). Describe the type of health and/or wellbeing issue(s) you will address, including how and where you aim to do so. Provide details of any organisations you intend to partner with to deliver the initiatives.</p> <p><b>Evidence required</b> Provide a breakdown of the amount (£) to be invested in initiatives aimed at improving health and/or wellbeing in the community (including number of staff hours valued at</p>	<p><b>Unit guidance</b> Calculate the equivalent £ value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.93 per hour).</p>

Reference	Measure	Requirements	Guidance
	description of the relevant initiatives should be provided, together with a method statement and a workplan to describe how the initiatives will be delivered. 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 considered (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.	£16.93 per hour - i.e. the general value for volunteering (NT17)). Describe the type of health and/or wellbeing issues you have addressed, including how and where you have done so. Provide details of your initiatives and any organisations you have partnered with. Where an additional multiplier has been added at measurement because of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).	

**Social: Thriving Communities: Social: Thriving Communities: Creating a healthier community**

Reference	Measure	Requirements	Guidance
<p><b>OT25/NT25</b></p> <p><b>Units</b> £ invested including staff time</p> <p><b>Proxy</b> £1</p>	<p><b>Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc.)</b></p> <p><b>Definition</b> This includes resources (spending and staff time) devoted to a programme designed to improve the situation of people without a home e.g. people living in hostels, shelters, refugees or other temporary circumstances (e.g. in institutions), people staying temporarily with family and friends ('sofa surfing'), people who are threatened with eviction or people living in unfit housing or extreme overcrowding - for people without any shelter, use NT63. The programme could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded</p>	<p><b>Target guidance</b> Provide a breakdown of pounds to be invested in initiatives aimed at tackling homelessness (including number of staff hours valued at £16.93 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.</p> <p><b>Evidence required</b> Provide a breakdown of pounds invested in initiatives aimed at tackling homelessness (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17), and of any organisations you have partnered with. Describe how you</p>	<p><b>Unit guidance</b> Calculate the equivalent £ value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.93 per hour).</p>

Reference	Measure	Requirements	Guidance
	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 £16.93 (2021 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.	have worked to tackle homelessness, including how and where you have aimed to do so. Where an additional multiplier has been added at measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).	

**Social: Thriving Communities: Increased collaboration with Oldham's MSMEs and VCFSEs**

Reference	Measure	Requirements	Guidance
<b>OT14/NT14</b> <b>Units</b> £ <b>Proxy</b> £0.12 <b>Double counting</b> Do not double count with <b>NT18, NT19</b>	<b>Total amount (£) spent with VCSEs within your supply chain</b> <b>Definition</b> Amount spent on suppliers for the contract that are Voluntary, Community or Social Enterprises (VCSEs). 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 <a href="https://tinyurl.com/96ukhfvr">https://tinyurl.com/96ukhfvr</a> . You may refer to the local economic development team in the council to	<b>Target guidance</b> 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. <b>Evidence required</b> Provide a breakdown of pounds spent with VCSEs within your supply chain on this contract, including the name of the VCSEs and the type of goods/services procured from each .	<b>Unit guidance</b> £ spent with VCSEs in the supply chain. Note that they do not need to be local VCSEs. Please see the Rationale for more on double counting.

Reference	Measure	Requirements	Guidance
	<p>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 if those are included.</p>		
<p><b>OT15/NT15</b> <b>Units</b> no. staff expert hours  <b>Proxy</b> £101</p>	<p><b>Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE)</b></p> <p><b>Definition</b> 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 count only the time for delivering the activity (preparation time is not captured). Please see the toolkit guidance document for worked out examples on attribution. Please note that MSMEs are defined as (0-249 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</p>	<p><b>Target guidance</b> Summarise your strategy for providing expert advice to VCSEs/MSMEs. Provide the names of the VCSEs/MSMEs you will support or a range of options. Describe the number of staff hours to be spent in total and for each VCSE/MSME. Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.</p> <p><b>Evidence required</b> Provide a breakdown of staff hours spent providing expert advice to VCSEs/MSMEs. Provide the details of the VCSEs/MSMEs you have supported. Specify the number of staff hours spent for each VCSE/MSME, the type of expert advice given as well as the qualification/role of the person delivering this advice. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p><b>Unit guidance</b> This is the number of hours staff spend providing expert advice. For example, if 5 staff spend 2 hours providing expert advice, the total number of hours reported should be 10.</p>

Reference	Measure	Requirements	Guidance
<b>OT16/NT16</b> <b>Units</b> £ <b>Proxy</b> £1	<b>Equipment or resources donated to VCSEs (£ equivalent value)</b> <b>Definition</b> This Measure captures the value of in-kind contributions e.g. donating a van to an VCSE - provide details about value calculations including assumptions made (e.g. buying price, age, depreciation age etc.). Excluded are monetary donations such as staff donations or donations as a result of a fund raiser. Attribution has to be considered if the total contribution results from multiple organisations being involved. Should not be double counted with N17 and NT28 and other Measures around donation of equipment or resources.	<b>Target guidance</b> Provide a list of VCSEs you have already identified or a range of options. Provide a breakdown of the value of resources and/or equipment to be donated to VCSEs, including the names of the VCSEs. <b>Evidence required</b> Provide a breakdown of the equivalent value of resources and/or equipment donated to each VCSE, including evidence of the donations and the names of the VCSEs supported.	<b>Unit guidance</b> Equivalent £ value of the donation.
<b>OT16a</b> <b>Units</b> £ value <b>Proxy</b> £1	<b>Total donations &amp; in-kind contributions to the One Oldham Fund</b> <b>Help text</b> See <a href="https://www.actiontogether.org.uk/one-oldham-fund">https://www.actiontogether.org.uk/one-oldham-fund</a>		

### Social: Thriving Communities: Improving staff wellbeing and mental health

Reference	Measure	Requirements	Guidance
<b>OT20/NT20</b> <b>Units</b> no. employees provided access <b>Proxy</b>	<b>No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes</b> <b>Definition</b> Total number of direct or supply chain employees on contract provided with access to	<b>Target guidance</b> 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	<b>Unit guidance</b> Number of employees on contract that have access to qualifying staff wellbeing programmes.

Reference	Measure	Requirements	Guidance
<p>£130.29</p> <p><b>Double counting</b> Do not double count with <b>NT55</b></p>	<p>comprehensive and multidimensional workplace wellbeing programmes. Qualifying programmes should be well managed and focussed on employee benefits, be easily accessible and engaging to employees and 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). If given repeated access during the duration of a contract, the number of entitled employees can be reported annually; however, the same employee can only be counted once per year (beware of double counting for employees registered on multiple projects). If offered digitally, e.g. to cater to those employees working from home, programmes should reflect potentially changed needs and staff expectations around workplace wellbeing derived through continued and meaningful consultation and engagement with employees. This is to ensure offered services remain relevant and are comprehensively provided. For a discussion of good practice approaches to improve staff wellbeing, please see the "Best Practice in Promoting Employee Health and Wellbeing in the City of London" research report: <a href="https://tinyurl.com/cpt3z96d">https://tinyurl.com/cpt3z96d</a></p>	<p>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.</p> <p><b>Evidence required</b> Please upload a description of the wellbeing programme you have delivered and the number of people on the contract that had access to that. Provide evidence for all of the following for the contract context: employment contract based flexible working time arrangements; access to healthy nutrition options and physical health programmes; if available provide information on use rate of healthy nutrition options and physical health programmes. Information on physical health programmes can include the structure of health and wellbeing support and advice; evidence on and structure of health risk appraisal questionnaire; access to health and wellbeing resources (health improvement web portal; information on use of wellness literature; availability and times of seminars and workshops focused on identified wellness issues). If you are partnering with any specialist organisation, please provide details.</p>	
<p><b>OT55/NT55</b> <b>Units</b></p>	<p><b>No. of employees provided with professional support for anxiety and depression (at least six session of Cognitive Behavioural Therapy (CBT) or</b></p>	<p><b>Target guidance</b> 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</p>	<p><b>Unit guidance</b> Number of employees on contract that have access to qualifying staff wellbeing programmes.</p>



Reference	Measure	Requirements	Guidance
<p>no. employees provided access</p> <p><b>Proxy</b> £140.57</p> <p><b>Double counting</b> Do not double count with <b>NT20</b></p>	<p><b>equivalent) following a workplace screening (through a questionnaire or other diagnostic methods)</b></p> <p><b>Definition</b> Total number of direct or supply chain employees on contract provided with access to comprehensive and multidimensional workplace wellbeing programmes. Qualifying programmes should include the following dimensions, be well managed and employee benefits focussed, and be easily accessible and engaging to employees: 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). If offered digitally, e.g. to cater to those employees working from home, programmes should reflect potentially changed needs and staff expectations around workplace wellbeing derived through continued and meaningful consultation and engagement with employees. This is to ensure offered services remain relevant and are comprehensively provided. For a discussion of good practice approaches to improve staff wellbeing, please see the "Best Practice in Promoting Employee Health and Wellbeing in the City of London" research report: <a href="https://tinyurl.com/cpt3z96d">https://tinyurl.com/cpt3z96d</a></p>	<p>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.</p> <p><b>Evidence required</b> Please upload a description of the wellbeing programme you have delivered and the number of people on the contract that had access to that. Provide evidence for all of the following for the contract context: employment contract based flexible working time arrangements; access to healthy nutrition options and physical health programmes; if available provide information on use rate of healthy nutrition options and physical health programmes. Information on physical health programmes can include the structure of health and wellbeing support and advice; evidence on and structure of health risk appraisal questionnaire; access to health and wellbeing resources (health improvement web portal; information on use of wellness literature; availability and times of seminars and workshops focused on identified wellness issues). If you are partnering with any specialist organisation, please provide details.</p>	

**Social: Thriving Communities: More working with the Oldham community**

Reference	Measure	Requirements	Guidance

Reference	Measure	Requirements	Guidance
<p><b>OT28/NT28</b></p> <p><b>Units</b> £ value</p> <p><b>Proxy</b> £1</p>	<p><b>Donations and/or in-kind contributions to specific local community projects (£ &amp; materials)</b></p> <p><b>Definition</b> This Measure captures direct contributions to community specific projects. Contributions include cash donations or the equivalent value of in-kind contributions e.g. donating a van to an organisation in support of a specific community project - provide details about value calculations including made assumptions (e.g. buying price, age, depreciation age etc.). Excluded are general donations to charity groups, staff donations (unless matched by the organisation), contributions that are not the explicitly linked to the contract (e.g. contributions that would have been made anyway) or donations as a result of a fund raiser (organisation can claim for the money spent to organise the event). Attribution has to be considered if the total contribution results from multiple organisations being involved. This Measure should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT29, NT30, NT63 and NT69 or other relevant Measures.</p>	<p><b>Target guidance</b> 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.</p> <p><b>Evidence required</b> Provide a breakdown of the pound equivalent value of donations and/or in-kind contributions donated to local community projects. Describe the local community projects you have supported. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with General Data Protection Regulations (GDPR).</p>	<p><b>Unit guidance</b> £ donated (or equivalent value in £)</p>
<p><b>OT29/NT29</b></p> <p><b>Units</b> no. staff volunteering hours</p> <p><b>Proxy</b> £16.93</p>	<p><b>No. of hours volunteering time provided to support local community projects</b></p> <p><b>Definition</b> Please refer to the definition of the local area specified for NT1. 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’.</p>	<p><b>Target guidance</b> 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.</p>	<p><b>Unit guidance</b> For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.</p>

Reference	Measure	Requirements	Guidance
	<p>Here staff volunteering hours should only 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 by 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, NT29a, NT29b NT30, NT63 and NT69 or other relevant Measures.</p>	<p><b>Evidence required</b> Describe the volunteering activity/activities you have delivered and the local community projects you have supported. Provide details of any organisations you have partnered with. Provide a breakdown of staff volunteering hours delivered to local community projects. Only regular work hours and paid overtime hours can be counted as volunteering hours. Information provided should be made compliant with data protection requirements (GDPR).</p>	
<p><b>OT30/NT30</b></p> <p><b>Units</b> £ invested including staff time</p> <p><b>Proxy</b> £1</p>	<p><b>Support provided to help local community draw up their own Community Charter or Stakeholder Plan</b></p> <p><b>Definition</b> Please refer to the definition of the local area specified for NT1. A Community Charter is a document designed by the community that identifies the 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</p>	<p><b>Target guidance</b> 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 £16.93 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.</p> <p><b>Evidence required</b> Provide a breakdown of pounds invested to help the local community draw up their own Community Charter or Stakeholder Plan</p>	<p><b>Unit guidance</b> Calculate the equivalent £ value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.93 per hour).</p>

Reference	Measure	Requirements	Guidance
	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.	(including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Provide a copy of the Community Charter or the Stakeholder Plan and details of any organisations you have partnered with. Information provided should be made compliant with data protection requirements (GDPR).	

**Social: Thriving Communities: Social innovation to enable healthier safer and more resilient communities**

Reference	Measure	Requirements	Guidance
<p><b>OT52/NT52</b></p> <p><b>Units</b> £ invested inc. time, materials, equipment etc</p> <p><b>Proxy</b> £1</p>	<p><b>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.</b></p> <p><b>Definition</b> Innovative Measures to enable healthier, safer and more resilient communities to be delivered on the contract.</p>	<p><b>Target guidance</b> Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 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.</p> <p><b>Evidence required</b> Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.</p>	<p><b>Unit guidance</b> £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment or other resources</p>

**Environment: Oldham's Green New Deal: Carbon emissions are reduced**

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Reference	Measure	Requirements	Guidance
<b>OT10b/NT10b</b> <b>Units</b> no. weeks <b>Proxy</b> £251.79 <b>Double counting</b> Do not double count with <b>NT9, NT10, NT9a, NT10a</b>	<p><b>No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation) - relating to the low carbon economy.</b></p> <p><b>Definition</b>            This Measure applies to direct employees only and does not include staff upskilling (for upskilling use NT80 and NT81). Time spent as part of apprenticeships created specifically for the contract or that are made use of on contract, can be counted for the weeks during which apprentices work primarily on contract. This Measure should be used specifically for apprenticeships relevant to the low carbon economy (Relevant activity areas include renewable energy production and distribution; environmental consulting services; technical and advisory services; water, sewage and waste sustainable management; supporting manufacturing services; remodelling and renovation services; installation and repair services, etc). Only apprenticeships supported to completion should be counted. For a description of the qualification levels see: <a href="https://tinyurl.com/mry393vr">https://tinyurl.com/mry393vr</a>. To find a registered qualification see: <a href="https://tinyurl.com/2ju3m72a">https://tinyurl.com/2ju3m72a</a>. The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10, NT10a, or similar Measures.</p>	<p><b>Target guidance</b>            Summarise your strategy for providing the 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 and relevance for the low carbon economy. If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider.</p> <p><b>Evidence required</b>            Specify the number of people on apprenticeships on this contract and the number of apprenticeship weeks per person. Provide details of the accredited training provider, the type and the level of the apprenticeship achieved, as well as the resulting qualification and its relevance for the low carbon economy. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification. If an apprenticeship has been part financed through the apprenticeship levy attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider.</p>	<p><b>Unit guidance</b>            Record weeks of training for the apprenticeships provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as the apprenticeship will be supported to completion.</p>
<b>OT31/NT31</b> <b>Units</b>	<p><b>Savings in CO2e emissions on contract achieved through de-carbonisation (i.e. a</b></p>	<p><b>Target guidance</b></p>	<p><b>Unit guidance</b></p>

Reference	Measure	Requirements	Guidance
<p>tCO<sub>2</sub>e</p> <p><b>Proxy</b> £244.63</p> <p><b>Double counting</b> Do not double count with <b>NT32, NT33</b></p>	<p><b>reduction of the carbon intensity of processes and operations, specify how these are to be achieved) against a specific benchmark.</b></p> <p><b>Definition</b> General savings could result, for example, from a deliberate programme aimed at changing processes or from de-carbonisation work. Where possible, savings resulting from specific interventions or achieved in specific areas should be recorded under the Measure(s) that is most relevant (if part of the operative Measure set): - CO<sub>2</sub>e savings achieved to energy efficiency measures - use NT82 - Indirect CO<sub>2</sub>e savings achieved along the supply chain (Scope 3 savings) - use NT31a - Transport related CO<sub>2</sub>e savings resulting from car miles saved (e.g. through cycling to work or carpooling initiatives for employees) - use NT32 - Transport related CO<sub>2</sub>e savings resulting from freight miles saved (e.g. through green transport plans) - use NT84 - CO<sub>2</sub>e savings resulting from using low emission vehicles - use NT33. Reduction should be measured against a pre-existing baseline level of emissions (the level of emission estimated in a given year for the project in the absence of reduction efforts). The Measure therefore requires provision of additional metrics including this baseline level of emissions and a baseline year, the target level of emissions on the project (as determined by the reduction commitments), as well as the relevant net zero carbon target year (e.g. net zero carbon by 2030) as relevant at project or corporate level. Targets for reaching net zero carbon should be specified as a minimum to be in line with a net zero greenhouse gas emissions target of</p>	<p>Describe the initiatives that you are going to put in place to achieve the identified savings in CO<sub>2</sub> emissions on the contract against the specified baseline, including timeframes. These could be e.g. from de-carbonisation work . Specify and evidence the baseline level of emissions used to measure reductions against and the baseline year, as well as the target emissions after reductions (i.e. the level of emissions on the project resulting from your reduction efforts). Also specify relevant emissions reduction policy (e.g. net zero by 2050). This could be a general corporate policy or a specific project policy. Include any relevant information on how the targeted/ realised reductions relate to this emission reduction policy or net zero targets. The purpose of the National TOMs framework is to report added value. This means going above and beyond the minimum required, and to support initiatives that help the world to decarbonise as quickly as possible. It also means pushing for a “green normal”, rather than treating environmental outcomes as a bolt-on or an afterthought. This determines how we establish the minimum requirements for carbon reduction Measures in the TOMs, which adopts the minimum targets identified by the UN, the UK Government, and the scientific community; namely that to keep global temperature rises as close to 1.5 degrees Celsius as possible, it is necessary to achieve net zero carbon emissions by 2050 (“NZC 2050”). While the TOMs adopts this minimum target to 2050 as the baseline, it follows that “added value” in measurement terms should come from the voluntary adoption of targets that exceed minimum requirements. More ambitious targets such as net zero by 2030, embraced by over 100 local</p>	<p>Reductions in tonnes of CO<sub>2</sub>e against the baseline emissions level specified in the accompanying input field. The Measure requires data inputs for additional metrics: a baseline level of emissions (the level of emission estimated in a given year for the project in the absence of reduction efforts), the year that this estimate is based on (e.g. based on emission levels in 2018), the total level of emissions on the project as determined by the reduction efforts, and the relevant emission reduction policy (e.g. net zero by 2050 or earlier). These data inputs must be provided and evidenced, as they allow for the evidencing of the savings recorded through the main unit. The Social Value Portal offers a GHG savings calculator to derive the achieved/committed savings in CO<sub>2</sub>e emissions.</p>

Reference	Measure	Requirements	Guidance
	<p>2050. More ambitious targets are strongly encouraged (e.g. net zero by 2030). The Social Value Portal offers a GHG savings calculator to derive the achieved/committed savings in CO2e emissions. For further guidance on target setting and related baselining please see the Unit and Target Guidance. Should not be double counted with NT31a, NT32 and NT33 or RE37, Re37a, RE39 or RE39a.</p>	<p>authorities across the UK, are becoming increasingly widespread and provide greater scope to mitigate Climate Change than NZC 2050. Where a more demanding emissions requirement than NZC 2050 has been set, this should be adopted.</p> <p><b>Evidence required</b> Carbon reductions should be evidenced through an independent and verifiable process (e.g. Planet Mark Certification or equivalent). There is an expectation for independently assured and audited reports to be provided. Specify and evidence the pre-existing baseline level and year that have been used to measure savings/reductions and the total emissions generated as a result of reduction efforts, as well as the relevant emission reduction policy (e.g. net zero by 2050 or earlier). Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets.</p>	
<p><b>OT44/NT44</b></p> <p><b>Units</b> Y/N</p> <p><b>Proxy</b> £0</p>	<p><b>Commitment to carbon emissions savings to achieve NZC before 2050</b></p> <p><b>Definition</b> At corporate level this will be your existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon before 2050. If you have not issued one yet, but are committing to do, please provide a statement including scope and expected publication date. The purpose of the National TOMs framework is to report added value. In environmental terms, this means going above and beyond the minimum required, and to support initiatives that help the world to decarbonise as quickly as</p>	<p><b>Target guidance</b> At corporate level, this will be your existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon for the specified date. If you have not issued one but are committing to do so, please provide a statement including scope and expected publication date. This includes outlining and explaining set targets.</p> <p><b>Evidence required</b> Please provide a copy of your policy, strategy, and plan with specific milestones to achieve, evidence and monitor net zero carbon for the specified date.</p>	<p><b>Unit guidance</b> Provide relevant documents and specify the set target for reaching net zero carbon before or by 2050</p>

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

**Environment:** Oldham's Green New Deal: Air pollution is reduced

Reference	Measure	Requirements	Guidance
<p><b>OT32/NT32</b></p> <p><b>Units</b> miles saved</p> <p><b>Proxy</b> £0.06</p>	<p><b>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.)</b></p> <p><b>Definition</b></p>	<p><b>Target guidance</b></p> <p>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</p>	<p><b>Unit guidance</b></p> <p>Car miles (not hundreds of miles) saved against baseline, which must be provided</p>



Reference	Measure	Requirements	Guidance
<p><b>Double counting</b> Do not double count with <b>NT31</b>, <b>NT33</b></p>	<p>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. Reasonable assumptions have to be made and evidenced regarding the reduction of car miles travelled. This Measure can be localized if desired, which can lead to a substantial increase in the captured social value. For further information please see DEFRA "Air quality appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage: <a href="https://tinyurl.com/58tppd5j">https://tinyurl.com/58tppd5j</a> Please reach out to SVP if you have further questions regarding the localization of this Measure.</p>	<p>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 DEFRA "Air quality appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage: <a href="https://tinyurl.com/58tppd5j">https://tinyurl.com/58tppd5j</a>. Please reach out to SVP if you have further questions regarding the localization of this Measure.</p> <p><b>Evidence required</b> Provide details of the corporate green transport programme implemented to reduce passenger car miles driven, including a breakdown of the number of car miles saved and how they have been saved. Specify the baseline that is used (i.e. car miles driven before a programme was put in place to reduce car miles driven) and full methodology of calculation.</p>	
<p><b>OT33/NT33</b></p> <p><b>Units</b> miles driven</p> <p><b>Proxy</b> £0.02</p> <p><b>Double counting</b> Do not double count with <b>NT31</b>, <b>NT32</b></p>	<p><b>Car miles driven using low or no emission staff vehicles included on project as a result of a green transport programme</b></p> <p><b>Definition</b> 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.</p>	<p><b>Target guidance</b> 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 DEFRA "Air quality appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage: <a href="https://tinyurl.com/58tppd5j">https://tinyurl.com/58tppd5j</a>. Please reach out to SVP if you have further questions regarding the localisation of this Measure.</p>	<p><b>Unit guidance</b> No. miles driven on contract using low or no emission vehicles as part of a specific sustainable transport programme</p>

Reference	Measure	Requirements	Guidance
		<b>Evidence required</b> Fleet report and mileage log. There is an expectation for independently assured and audited reports to be provided.	
<b>OT46/NT46</b>  <b>Units</b> Y/N  <b>Proxy</b> £0	<b>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)</b>  <b>Definition</b> 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.	<b>Target guidance</b> 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.  <b>Evidence required</b> Provide information on the corporate travel scheme that has been implemented. This could be proof of a public transport subsidy or cycle subsidy scheme (expenditure or corporate policy documents); proof of cycle infrastructure (e.g. storage layout); proof of employee carpooling incentivisation and/or corporate bus service (corporate documents). Report the number of staff that have benefited from the different initiatives on the scheme.	<b>Unit guidance</b> Provide information to describe corporate travel scheme available to employees

**Environment:** Oldham's Green New Deal: Safeguarding the natural environment in Oldham

Reference	Measure	Requirements	Guidance
<b>OT67/NT67</b>  <b>Units</b> £  <b>Proxy</b> £1	<b>Donations or investments towards initiatives aimed at environmental and biodiversity conservations and sustainable management projects for both marine and terrestrial ecosystems</b>  <b>Definition</b>	<b>Target guidance</b> 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.  <b>Evidence required</b>	<b>Unit guidance</b> £ invested attributable to the contract

Reference	Measure	Requirements	Guidance
	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 supported on the contract, together with information on what the anticipated impacts were and an explanation of the Monitoring and Evaluation processes that were put in place for each programme.	
<b>OT47/NT47</b> <b>Units</b> £ <b>Proxy</b> £1	<b>Donations or investments towards expert designed sustainable reforestation or afforestation initiatives</b>  <b>Definition</b> 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.	<b>Target guidance</b> 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.  <b>Evidence required</b> Provide a list of donations and projects supported on the contract, together with information on what the anticipated impacts were and an explanation of the monitoring and evaluation processes that were put in place for each programme. Specify or list areas that were directly impacted by the reforestation or afforestation projects.	<b>Unit guidance</b> £ invested attributable to the contract

**Environment:** Oldham's Green New Deal: Resource efficiency and circular economy solutions are promoted

Reference	Measure	Requirements	Guidance
<b>OT70/NT70</b> <b>Units</b> kg <b>Proxy</b> £0	<b>Single-use plastic packaging eliminated through reusable packaging solutions or schemes (e.g. Loop or equivalent) on the contract</b>  <b>Definition</b> These are benefits resulting from a plastic packaging substitution programme, and they	<b>Target guidance</b> Kilos of plastic packaging to be replaced on the programme, and description of the sustainability analysis comparing the original options to the chosen alternatives. In the case of "milkman schemes", description of the scheme and intended impact.	<b>Unit guidance</b> Kilos of plastic packaging not used

Reference	Measure	Requirements	Guidance
	would include either solutions that substitute plastic packaging with alternatives that have been demonstrated to be more sustainable (i.e. with an overall lower carbon footprint and not leading to collateral pollution issues) over the course of their lifecycle, or "milkman" type schemes where products are delivered in reusable packaging as opposed to single use (options are currently set to be launched in some UK markets in 2020 by different providers).	<p><b>Evidence required</b></p> <p>Report of the programme with a description of the sustainability analysis comparing the original options to the chosen alternatives. In the case of "milkman schemes", description of the scheme and intended impact.</p>	
<p><b>OT71/NT71</b></p> <p><b>Units</b> £</p> <p><b>Proxy</b> £1</p>	<p><b>Value of service provided by local partnerships that implement circular economy solutions</b></p> <p><b>Definition</b> Circular economy refers to an economic system that aims to eliminate waste through the continual use and re-use of resources. Spend on (or equivalent value of) goods and services provided by organisations through local partnerships to implement circular economy solutions. This can include but is not limited to: 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.</p>	<p><b>Target guidance</b></p> <p>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.</p> <p><b>Evidence required</b></p> <p>Provide a list of organisations you have partnered with and for each a breakdown of goods and services that were requested through local partnerships for a circular economy. For each category of items, 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 consumed.</p>	<p><b>Unit guidance</b></p> <p>The value of the goods and services planned to be requested through local partnership for a circular economy and for each detail spend or equivalent estimated value (where pro bono)</p>

**Environment:** Oldham's Green New Deal: Sustainable Procurement is promoted

Reference	Measure	Requirements	Guidance
OT35/NT35		Target guidance	Unit guidance

Reference	Measure	Requirements	Guidance
<b>Units</b> % of contracts  <b>Proxy</b> £0	<b>Percentage of procurement contracts that include sustainable procurement commitments or other relevant requirements and certifications (e.g. to use local produce, reduce food waste, and keep resources in circulation longer.)</b>  <b>Definition</b> List requirements and contracts where applied.	Specify the total number of procurement contracts on the contract, and the total number of contracts that will include sustainable procurement commitments on the contract. Provide a copy of your sustainable procurement policy or an equivalent statement.  <b>Evidence required</b> Specify the total number of procurement contracts on the contract and the total number of contracts that have included sustainable procurement commitments on the contract. Provide a copy of your sustainable procurement policy or equivalent statement.	(Total contracts including relevant commitments / total contracts) * 100 to arrive at a percentage.

<b>OT48/NT48</b>  <b>Units</b> Y/N  <b>Proxy</b> £0	<b>Supply Chain Carbon Certification (Carbon Trust Standard for Supply Chain or equivalent independently verified) - achieved or to achieve for current year</b>  <b>Definition</b> See Carbon Trust Standard for Supply chain or equivalent ( <a href="https://tinyurl.com/mvtm5jpt">https://tinyurl.com/mvtm5jpt</a> ).	<b>Target guidance</b> Specify certifications you have achieved or are planning to achieve within the current year.  <b>Evidence required</b> Provide certifications you have achieved within the current year.	<b>Unit guidance</b> Provide certification or a statement with certifications you are planning to achieve.
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**Environment:** Oldham's Green New Deal: Social innovation to safeguard the environment and respond to the climate emergency

Reference	Measure	Requirements	Guidance
<b>OT53/NT53</b>  <b>Units</b> £ invested inc. time, materials, equipment etc  <b>Proxy</b>	<b>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.</b>  <b>Definition</b>	<b>Target guidance</b> Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 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.	<b>Unit guidance</b> £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment or other resources

Reference	Measure	Requirements	Guidance
£1	Innovative Measures to safeguard the environment and respond to the climate emergency to be delivered on the contract.	<p><b>Evidence required</b></p> <p>Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.</p>	