



National TOMs FM Plug-In

The National Social Value Measurement Framework for Workplace and Facilities Management

PART 3 – THE NATIONAL TOMS FM PLUG-IN



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1.0 Introduction

Over the last eight years, since the publication of the Public Services (Social Value) Act 2012, the concept of Social Value has risen up the agenda informing both how the public sector buys and procures its services embedding sustainability outcomes at a local level. And while the concept was born in the public sector sphere, its use and application are accepted wide and beyond.

This guidance has been designed to support FM professionals in understanding how facilities can add social value and their role in maximising social value creation. The guidance is presented over three sections and includes the presentation of a measurement framework, the National TOMs FM Plug-In, that has been specifically designed to help practitioners measure, maximise and report the delivery of social value. Social value in its strictest sense is defined through the Act as the economic, social and environmental wellbeing in connection with public contracts and for a business or facility it is defined as:

“the wider social contribution that a facility creates for society through how it is managed and occupied including economic returns, the wellbeing of individuals, communities, the environment and society as a whole”

For years now, and especially since the demise of Carillion, the wider facilities management environment has been keen to demonstrate that the buying and delivery of service provision is about more than providing a service against lowest cost. Social value provides FM stakeholders the opportunity to outline exactly where the service provision provides value, over and above the cost of the contract.

Workplace and facilities management professionals are uniquely placed to make a significant difference in this space, as they are the glue in organisations, marrying the needs of owners, occupiers and supply chain to create not just productive and happy workplaces, but also a major impact on local communities and wider sustainability objectives. Specifically for workplace and facilities professionals this could mean creating jobs for those furthest from the job market, providing apprenticeships, organising school visits, or mentoring, offering support to local communities and protecting the environment through better energy management, increased biodiversity or working to achieve net zero.

While the profession has been keen to drive social value, the lack of a widely agreed definition and especially the lack of a common measurement framework, has hindered its uptake to date according to successive IWFM Sustainability Surveys¹ carried out by the IWFM Sustainability Special Interest Group. The results of the 2018 survey specifically, in combination with the consequent roundtable to discuss the survey outcomes, is where the seed for collaboration between the National Social Value Taskforce, the Social Value Portal and the IWFM was planted.

The National Social Value Measurement Framework for Facilities Management, otherwise known as the National TOMs FM Plug-In has been designed to help the facilities management profession to maximise and manage the delivery of social value and is a result of 18 months of work with contributions from across the industry. The work has been led by Social Value Portal and Institute of Workplace and Facilities Management working under the auspices of the National Social Value Taskforce² which is a cross sector organisation whose mission is to promote social value across all sectors of society.

¹ Sustainability Survey 2017, IWFM, November 2017, 9p.

² <https://www.nationalsocialvaluetaskforce.org/>

The FM Plug-In has been designed to be used by any organisation involved in workplace and facilities management and whilst there will be slight differences across sectors (e.g. office management vs. retail) the measurement framework is broad enough to be adapted to meet most opportunities.

About this Document

This guidance describes the philosophy behind the National TOMs Framework FM Plug-In to help organisations apply it and achieve greater reported value. It includes the overarching rationale behind each measure and proxy value as well as how each measure should be used to set targets through a Social Value Action Plan, for procurement, measurement and benefits realisation.

The guidance is split into three parts:

Part 1: An overview and introduction to using the National TOMs FM Plug-In including what they are intended for and how they will be kept up to date and managed over time.

Part 2: A detailed description of how to use and apply the FM Plug-In for procurement or measurement, alongside guidance on collecting evidence for contract management and reporting.

Part 3: A full list of the National TOMs FM Plug-In including proxy values, rationales and detailed descriptions.

“As a major asset holder with the responsibility of managing many billions of pension fund investments, we recognise that delivering more than just a good rate of return is now essential part of our real estate investment strategy. As a result, we expect our whole supply chain to engage with this agenda especially our FM providers who are on the front line of this transformation”

Mark Tyson
Head of Occupier Engagement &
Service Delivery, Legal & General

2.0 The National Facilities Management Plug In

The tables and information provided in this section comprehensively introduce the National TOMs Facilities Management Plug-In's components and structure. They provide detailed information on the Measures, Units, Proxies and Guidance. All information provided in this section reflects the state of the National TOMs Facilities Management Plug In at release in December 2020.

The components discussed in this section constitute parts of the minimum reporting standard that is the National TOMs FM Plug-In (see Graphic below). The Themes provide overarching narratives, the Outcomes outline more specific topics within a Theme and the Measures provide the ability to operationalise measurement and management. Measures come with a distinct Measure Reference, a measurement Unit, a financial valuation Proxy and a set of Guidance that informs how the Measure should be used. These National TOMs FM Plug-In components will be presented in this document for each Measure. Measures are part of the Minimum Reporting (Core), Additional or Covid sets.

The five Themes of the National TOMs 2020 FM Plug-In	
Jobs	Promote Local Skills and Employment
Growth	Supporting Growth of Responsible Regional Business
Social	Healthier, Safer and more Resilient Communities
Environment	Decarbonising and Safeguarding our World
Innovation	Promoting Social Innovation

The National TOMs FM Plug-In will be updated over time. Please always ensure the most up to date TOMs and components are used by checking updates from the National Social Value Taskforce and The Social Value Portal.

The latest resources can be accessed through this link:
www.nationalsocialvaluetaskforce.org

The components presented in this part include: National TOMs FM Plug-In, NT FM Plug In Outcomes (Table 1), Stakeholder Analysis on the Outcome level (Table 2), Measure Guidance including: Measure Definitions (Table 3), Measurement Unit and Unit Guidance (Table 4), Proxy Values and Proxy Rationales (Table 5), Target Guidance and Evidence (Table 6), Reporting Guidelines for Business on Social and Local Economic Value (Table 7).



FM7

All components listed below are all part of the National TOMs reporting standard and must not be changed to ensure comparability and replicability across projects and on an organisational level

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



MEASURE REFERENCE	MEASURE PHRASING
DEFINITION	
TARGET GUIDANCE	
EVIDENCE	
UNIT GUIDANCE	
PROXY RATIONALE	
MEASUREMENT UNIT	PROXY VALUE

Theme	Outcome	FM Ref	NT Ref	RE Ref	Core	Add	COVID	Measure	Unit	Proxy	
Jobs Promote Local Skills and Employment	Retaining jobs and skills during the COVID-19 crisis	C19-1					x	Safeguarding jobs on contract - Percentage of own staff on contract retained with pre-crisis level pay and hours (to be used at Management/Measurement only - not Procurement)	Percentage of own staff on contract retained	Record only	
		C19-2					x	Reducing layoffs for own staff on contract that can only partially deliver against their responsibilities as a result of the COVID-19 crisis - Percentage of staff on contract retained with agreed temporarily reduced hours (to be used at Management/Measurement only - not Procurement)	Percentage of own staff on contract retained - with reduced hours	Record only	
		C19-4						x	Safeguarding supply chain jobs on contract - Percentage of supply chain staff on contract retained either at pre-crisis level pay and hours or with temporarily altered conditions (e.g. reduced time and pay, to be specified) - (to be used at Management/Measurement only - not Procurement)	Percentage of supply chain staff on contract retained	Record only
		C19-19						x	No. people hired who had previously lost their job or had been unable to find work due to Covid-19	No. people	Record only
	More local people in employment	FM1	NT1	RE1	x				No. of local direct employees (FTE) hired or retained (for re-tendered contracts) on contract for one year or the whole duration of the contract, whichever is shorter	No. people FTE	£30,353 - UK value, must be localised to the selected local area
		FM1a	NT1b	RE1a		x			No. of residents (FTE) from the listed sub-localities employed directly or through the supply chain as a result of your procurement requirements on the contract for one year or the whole duration of the contract, whichever is shorter (see sub-localities listed in 'LISTNT1b')	No. people FTE	£30,353 - UK value, must be localised to the selected local area
		FM1b	NT1c	RE1b		x			No. of local people (FTE) on contract for one year or the whole duration of the contract, whichever is shorter, employed through the supply chain as a result of your procurement requirements	No. people FTE	£30,353 - UK value, must be localised to the selected local area
		FM2	NT2	RE2	x				Percentage of local employees (FTE) on contract	%	Record only
		FM3		RE3	x				Employer's fairs held to encourage local employment in the area	£	£1.00
	Fair Work	FM4			x			Union recognition agreements (or equivalent worker representation) and collective bargaining are present and encouraged in the supply chain	Y/N - Provide relevant documents	Record only	
	More opportunities for disadvantaged people	FM5	NT3	RE4	x				No. of employees (FTE) hired on the contract who are long term unemployed (unemployed for a year or longer) as a result of a recruitment programme	No. people FTE	£18,965.00
		FM6	NT4	RE5	x				No. of employees (FTE) hired on the contract who are Not in Employment, Education, or Training (NEETs) as a result of a recruitment programme	No. people FTE	£13,636.00
		FM6a	NT4a			x			No. of 16-25 y.o. care leavers (FTE) hired on the contract as a result of a recruitment programme	No. people FTE	£13,636.00
		FM7	NT5	RE6		x			No. of 18+ y.o. employees (FTE) hired on the contract who are rehabilitating or ex offenders as a result of a recruitment programme	No. people FTE	£23,119.00
		FM8	NT6	RE7	x				No. of disabled employees (FTE) hired on the contract as a result of a recruitment programme	No. people FTE	£15,166.00
		FM8a	NT6a			x			No. of armed forces veterans employees (FTE) hired on the contract as a result of a recruitment programme who are disabled and are facing specific barriers to transitioning to civilian employment (e.g. physical injury, medical discharge, psychological condition) No. of armed forces veterans employees (FTE) hired on the contract as a result of a recruitment programme	No. people FTE	£15,166.00
		FM9		RE57		x			Percentage of women (FTE) hired on the contract	%	Record only
		FM10		RE58		x			Percentage of employees (FTE) BAME hired on the contract	%	Record only
		FM11		RE71		x			Specific initiatives or recruitment programmes for women run for the contract (Y/N)	Y/N - Provide description	Record only
		FM12		RE72		x			Specific initiatives or recruitment programmes for BAME run for the contract (Y/N)	Y/N - Provide description	Record only
FM13	NT7	RE8	x				No. of hours of support into work provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance -(over 24 y.o.) - including people who have lost their jobs due to Covid-19	No. hrs (total session duration)*no. attendees	£125.62		

Theme	Outcome	FM Ref	NT Ref	RE Ref	Core	Add	COVID	Measure	Unit	Proxy
	Improved skills	FM14	NT8	RE9		x		No. of staff hours spent on local school and college visits e.g. delivering careers talks, curriculum support, literacy support, safety talks (including preparation time)	No. staff hours	£16.07
		FM15		RE10		x		No. site visits for school children or local residents	No. of visits	£64.28
		FM16					x	Company and supply chain policies in place that encourage and record staff engagement in Continuing Professional Development (CPD) activities based on individual interests, needs and priorities	Y/N - Provide relevant documents	Record only
		FM17	NT9	RE11	x			No. of weeks of training opportunities on the contract (BTEC, City & Guilds, NVQ, HNC, RQF) that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+	No. weeks	£258.45
		FM18	NT10	RE12	x			No. of weeks of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+	No. weeks	£207.40
	Improved skills for disadvantaged people	FM17a	NT9a			x		No. of weeks of training opportunities on the contract (BTEC, City & Guilds, NVQ, HNC) that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+ - delivered to disadvantaged people 'LISTNT9a' (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)	No. weeks	£258.45
		FM18a	NT10a			x		No. of weeks of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+ - delivered to disadvantaged people 'LIST NT10a' (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)	No. weeks	£207.40
		FM19b					x	Number of hours of comprehensive training for digital skills development delivered to disadvantaged people (e.g. NEETs, under-represented gender and ethnic groups, sexual minorities, disabled, homeless, rehabilitating young offenders, LTU or elderly)	No. hrs (total session duration)*no. attendees	£16.07
	Improved skills for a low carbon transition	FM20	NT53				x	Support a 'just transition' for workers by supporting those in 'traditional' high carbon industries to retrain	No. hrs (total session duration)*no. attendees	£125.62
		FM18b	NT10b			x		No. weeks on the contract of apprenticeships relating to the low carbon economy - opportunities either to be completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+	No. weeks	£207.40
	Improved employability of young people	FM21	NT11	RE13	x			No. of hours dedicated to support young people into work (e.g. CV advice, mock interviews, careers guidance) - (under 24 y.o.)	No. hrs (total session duration)*no. attendees	£125.62
		FM22	NT12	RE15	x			No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)	No. weeks	£158.23
		FM23	NT13	RE16		x		Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)	No. weeks	£158.23
		FM23a	NT13a			x		Meaningful work placements that pay Real Living wage according to eligibility - 6 weeks or more (internships)	No. weeks	£315.00
		FM24		RE14	x			Employment taster days for those interested in working facilities management sector	£	£1.00

Theme	Outcome	FM Ref	NT Ref	RE Ref	Core	Add	COVID	Measure	Unit	Proxy	
Growth Supporting Growth of Responsible Regional Business	Supporting workers, SMEs and VCSEs to face the COVID-19 crisis	C19-5					x	Provide support for SMEs and VCSEs to respond to the COVID-19 crisis and maintain business operations - hours of expert support provided by staff	No. staff expert hours	£96.11	
		C19-6					x	Percentage of invoices on the contract paid to SMEs and VCSEs within 30 days	Record Only	%	
		C19-7						x	Do you have a policy or a strategy to provide support to staff working remotely around mental health and wellbeing?	Y/N (Provide documents)	Record only
		C19-8						x	Initiatives to provide support to staff working remotely around mental health and wellbeing	£	£1.00
		C19-9						x	Do you have a policy or a strategy to provide safe virtual spaces to staff, including guidance around cyber security and around remote and virtual working best practice. (Provide strategy or policy document.)	Y/N (Provide documents)	Record only
		C19-10						x	Initiatives to provide safe virtual spaces to staff, including guidance around cyber security and around remote and virtual working best practice. (Provide initiatives' description)	£	£1.00
		C19-11						x	Initiatives to further support staff delivering essential work as defined by the UK government, both within the company and the supply chain (e.g. providing food delivery and mental health support services, etc.)	£	£1.00
		C19-12						x	Initiatives to further support own and supply chain staff from vulnerable groups to reduce economic impact of the crisis (e.g. offering financial support measures, advise on how to access support from the government, pro bono food deliveries and mental health support services, etc)	£	£1.00
		C19-13						x	Percentage of contractors engaged with to implement COVID-19 response measures as outlined in the TOMs 2020 COVID-19 Plug In and contract management notes.	% of contractors within the contract's supply chain	Record only
	More opportunities for local MSMEs and VCSEs	FM25	NT14			x			Total amount (£) spent with VCSEs within your supply chain	£	£0.12
		FM26	NT15	RE18		x			Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE)	No. staff expert hours	£96.11
		FM26a	NT15a	RE18a			x		Provision of expert business advice to help VCSEs and MSMEs achieve net zero carbon by 2030	No. staff expert hours	£96.11
		FM27	NT16	RE19			x		Equipment or resources donated to VCSEs (£ equivalent value)	£	£1.00
		FM28	NT17	RE20		x			Number of voluntary hours donated to support VCSEs (excludes expert business advice)	No. staff volunteering hours	£16.07
		FM29	NT18	RE22		x			Total amount (£) spent in LOCAL supply chain through the contract	£	£0.751 - multiplier for Birmingham, CONSTRUCTION - needs to be customised by industry and local area
		FM29a	NT18a	RE22a			x		Total amount (£) spent through the contract in specified sub-localities (e.g. high deprivation areas) - please refer to list NT18a for the qualifying areas	£	£0.751 - multiplier for Birmingham, CONSTRUCTION - needs to be customised by industry and selected sub-localities (as in LIST NT18a)
		FM30	NT19	RE23		x			Total amount (£) spent through contract with LOCAL micro, small and medium enterprises (MSMEs)	£	£0.751 - multiplier for Birmingham, CONSTRUCTION - needs to be customised by industry and locality
		FM30a	NT19a				x		Total amount (£) spent with local Micro and Small enterprises within your supply chain through the contract	£	£0.751 - multiplier for Birmingham, CONSTRUCTION - needs to be customised by industry and locality
		FM31		RE73			x		No. of opportunities created for local MSMEs to respond to tenders for de-carbonisation work on the contract	No. opportunities	Record only
		FM32		RE21			x		Meet the buyer' events held to highlight local supply chain opportunities	£	£1.00

Theme	Outcome	FM Ref	NT Ref	RE Ref	Core	Add	COVID	Measure	Unit	Proxy	
	Improving staff wellbeing and mental health	FM33	NT20	RE24	x			No. of employees on the contract that have been provided access for at least 12 months to multidimensional wellbeing programmes that include flexible working time arrangements; healthy nutrition options; physical health programmes; a health risk appraisal questionnaire; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues)	No. employees provided access	£124.30	
		FM34	NT39		x			Mental Health campaigns for staff on the contract to create community of acceptance, remove stigma around mental health	£	£1.00	
		FM35		RE59		x		No. of employees provided with workplace screening (e.g. questionnaire) and support (e.g. six session of cognitive behavioural therapy) for anxiety and depression (Construction)	No. employees provided access	£383.00	
		FM36	NT21	RE25	x			Equality, diversity and inclusion training provided both for staff and supply chain staff	No. hrs (total session duration)*no. attendees	£96.11	
		FM37				x		Offering pro-bono responsible budgeting support to employees through a registered debt management provider (e.g. running internal programmes)	No. staff expert hours	£96.11	
	Reducing inequalities	FM38	NT57				x	Prime contractor's median gender salary pay gap for staff - Small and Medium enterprises	% Median gender pay gap	Record only	
		FM39	NT40				x	Number and type of initiatives to be put in place to reduce the gender pay gap for staff employed in relation to the contract (describe and document initiatives)	£	£1.00	
		FM40	NT41			x		Percentage of staff on contract that is paid at least the relevant Real Living wage as specified by Living Wage Foundation	%	Record only	
		FM41	NT42				x	Percentage of contractors in the supply chain required (or supported if they are micro and small business) to pay at least Real Living wage	%	Record only	
		FM42	NT58				x	Number of employees FTE on contract to have pay raise to Real living wage or higher (on a renewed contract or TUPE)	No. people (FTE)	£1,396.00	
	Ethical Procurement is promoted	FM43	NT22				x	Percentage of procurement contracts that includes commitments to ethical procurement, including to verify modern slavery and other relevant requirements.	%	Record only	
		FM44	NT43				x	Number and type of initiatives throughout the supply chain to identify and manage the risks of modern slavery occurring (i.e. supply chain mapping, staff training, contract management) in relation to the contract (describe and document initiatives)	£	£1.00	
		FM45	NT59				x	Number of supply chain audits to be undertaken in the supply chain, to identify and manage the risk of modern slavery occurring in relation to the contract	No. audits	Record only	
		FM46	NT60				x	Number of people employed in the supply chain to identify and manage the risk of modern slavery occurring in the supply chain, in relation to the contract	No. people (FTE)	£30,353 - UK value, must be localised to the selected sub-localities	
		FM47	NT61				x	Percentage of invoices on the contract paid within 30 days	%	Record Only	
Social Value embedded in the supply chain	FM48	NT23	RE27	x			Percentage of contracts with the supply chain on which Social Value commitments, measurement and monitoring are required	%	Record only		
Social Healthier, Safer and more Resilient Communities	Supporting communities to deal with the COVID-19 crisis	C19-14					x	Do you have in place a strategy to provide guidance on best practice social behaviour in COVID-19 times to own and supply chain staff?	Y/N (Provide documents)	Record only	
		C19-15					x	Enable and encourage staff on the contract to safely volunteer within their community or participate in local support networks - particularly to help people in most vulnerable groups (at risk categories), people self-isolating and local essential workers.	No. staff volunteering hours	£16.07	
		C19-16						x	Direct support from your organisation to local authorities or VCSEs in the local area for the contract to deliver the services to support people in most vulnerable groups (at risk categories), people self-isolating and local essential work force - (food delivery, mental health support, etc.)	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.11 per hour) and materials, equipment or other resources	£1.00
		C19-17						x	Funding of campaigns to increase the understanding of the importance of following behavioural norms as specified by the government and public health institutions, recognition and appreciation of the social value provided by essential services (NHS, food retail, transportation, etc.) - targeted towards staff and the general public	£ invested	£1.00
		C19-20						x	Initiatives to redesign spaces to address any Covid-19 related risks and impacts on staff and work	£ invested	£1.00

Theme	Outcome	FM Ref	NT Ref	RE Ref	Core	Add	COVID	Measure	Unit	Proxy	
	Crime is reduced	FM49	NT24	RE28	x			Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, private security, etc.)	£ invested including staff time	£1.00	
	Creating a healthier community	FM50	NT25	RE29	x			Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc.)	£ invested including staff time	£1.00	
		FM51	NT63			x		Initiatives to support rough sleepers - including training for security and night staff, opening up facilities spaces (e.g. showers or additional beds when temperature drops) after hours	£ invested including staff time	£1.00	
		FM52	NT26	RE30	x			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	£ invested including staff time	£1.00	
		FM53				x		Percent of catering contracts including requirements around nutritional content to reduce obesity and lifestyle disease and outreach campaigns to engage and inform people on the benefits of healthy food and eating	%	Record only	
	Vulnerable people are helped to live independently	FM54	NT27	RE31	x			Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)	£ invested including staff time	£1.00	
	More working with the Community	FM55	NT28	RE32		x		Donations or in-kind contributions to local community projects (£ & materials)	£ value	£1.00	
		FM56	NT29	RE33	x			No. of hours volunteering time provided to support local community projects	No. staff volunteering hours	£16.07	
		FM57	NT30	RE34		x		Support provided to help local community draw up their own Community Charter or Stakeholder Plan	£ invested including staff time	£1.00	
	Our Occupiers are more satisfied	FM58		RE35		x		Occupier satisfaction score (NPS)	No.	Record only	
FM59			RE36			x	A Post Occupancy Evaluation has been carried out	Record Only Yes/No	Record only		
Environment Decarbonising and Safeguarding our World	COVID-19 environmental response	C19-18					x	Initiatives to provide or support appropriate collection for discarded gloves and masks	£ spent - including staff time (please describe the initiatives)	£1.00	
	Carbon emissions are reduced	FM60	NT31			x			Savings in CO2 emissions on contract achieved through de-carbonisation (specify how these are to be achieved)	Tonnes CO2e	£69.35
		FM61	NT44				x		Policy and programme to achieve net zero carbon by 2030 including monitoring plan with specific milestones (issued or to be issued by the end of 2020)	Y/N - Provide relevant documents	Record only
		FM62	NT64				x		Contribution made on the contract to own carbon offset fund (when it has been demonstrated said carbon cannot emission cannot be reduced within the contract's timeframe)	£	£1.00
		FM63		RE40			x		Embodied Carbon reductions in CO2e emissions against baseline	Tonnes CO2e	£69.35
		FM64		RE62			x		Carbon offset fund payments against new developments (payments into external carbon offset funds e.g. through S106)	£	£1.00
		FM65	NT45				x		Carbon Certification (Carbon Trust Standard, Planet Mark or equivalent independently verified) - achieved or to achieve for current year	Y/N - Provide relevant documents	Record only
		FM66		RE37			x		Carbon reductions through energy efficiency measures or renewables - building operations - (e.g. REEB benchmark or 3 year baseline)	Tonnes CO2e	£69.35
		FM67		RE38			x		Percentage of buildings meeting target (Building use less energy and are more energy efficient)	%	Record only
	Air pollution is reduced	FM68	NT32	RE46			x		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.)	Miles saved	£0.03
		FM69	NT33	RE47			x		Car miles driven using low or no emission staff vehicles included on project as a result of a green transport programme	Miles driven	£0.02
		FM70	NT46				x		Corporate travel schemes available to employees on the contract (subsidised public transport, subsidised cycling schemes and storage, sustainable corporate transport such as electric bus from public station to corporate facilities)	Y/N - Provide description	Record only
		FM71	NT65	RE63			x		Percentage of fleet or construction vehicles on the contract that is at Least Euro 6 or LEV	%	Record only
		FM72	NT66	RE64			x		Fleet emissions monitoring programme on the contract, including data collection (miles, type of vehicle, engine type, emission standard)	Y/N - Provide description	Record only
		FM73					x		Internal air quality regulations and continuous monitoring policies are in place, to reduce pollution related negative health and productivity impacts	Y/N - Provide description	Record only

Theme	Outcome	FM Ref	NT Ref	RE Ref	Core	Add	COVID	Measure	Unit	Proxy
	Safeguarding the natural environment	FM74		RE65		x		Offsets or mitigation initiatives on biodiversity delivered whenever restoration is not available, and when implemented beyond legislative or regulatory requirements: Natural Capital Approach carbon sequestration and air quality benefits	£ (Calculated Natural Capital Benefits)	£1.00
		FM75		RE48a		x		Volunteering with environmental conservation initiatives or engagement in multi-stakeholder and advocacy initiatives around environmental conservation and sustainable ecosystem management - resources invested including time, funds and in-kind contributions	£ invested including staff time	£1.00
		FM76	NT68	RE74	x			Plastic recycling rate on the contract (to e.g. reduce microplastics)	%	Record only
		FM77	NT67			x		Donations or investments towards initiatives aimed at environmental and biodiversity conservations and sustainable management projects for both marine and terrestrial ecosystems	£	£1.00
		FM78	NT47			x		Donations or investments towards expert designed sustainable reforestation or afforestation initiatives	£	£1.00
	Resource efficiency and circular economy solutions are promoted	FM79			RE66	x		Waste management verification policies: audit hierarchy, downstream audits for waste stream	Y/N - Provide description	Record only
		FM80			RE42		x	WATER: Percentage of buildings meeting good practice benchmark (e.g. REEB)	%	Record only
		FM81			RE43		x	M3 water saved against relevant benchmark (e.g. REEB)	m ³	Record only
		FM82			RE44		x	WASTE: Percentage of buildings meeting good practice benchmark (e.g. REEB)	%	Record only
		FM83			RE45	x		Percent of waste diverted against relevant benchmark (e.g. BREEAM)	%	Record only
		FM83a			RE45a		x	Tonnes of waste diverted against relevant benchmark (e.g. BREEAM)	Tonnes	£94.15
		FM84			RE75		x	Percentage of biocomposites and equivalent materials	%	Record only
		FM85					x	A comprehensive action plan for tracking and reducing food waste on site is in place	Y/N - Provide description	Record only
		FM86					x	Reduction of food waste through donation of leftover food to local charities	£	£1.00
		FM87					x	Furniture procured on the contract which is refurbished instead of new	£	£1.00
		FM88	NT69				x	Support provided internally and to MSMEs and VCSEs within the supply chain to adopt Circular Economy solutions - business case and leadership for circular economy	No. staff expert hours	£96.11
		FM89	NT70			x		Single-use plastic packaging eliminated through reusable packaging solutions or schemes (e.g. Loop or equivalent) on the contract	Kilos	Record only
		FM90	NT71			x		Value of local partnerships to implement circular economy solutions	£	£1.00
		FM91	NT72			x		Hard to recycle waste diverted from landfill or incineration through specific recycling partnerships (e.g. Terracycle or equivalent)	Tonnes	£94.15
	FM92					x	Initiatives to redesign spaces to improve recycling practices (e.g. redesigning kitchens to minimise food waste)	£	£1.00	
	Sustainable Procurement is promoted	FM93	NT35			x		Percentage of procurement contracts that includes sustainable procurement commitments or other relevant requirements and certifications (e.g. to use local produce, reduce food waste, and keep resources in circulation longer.)	% of contracts	Record only
		FM94	NT73				x	Percentage of contracts with the supply chain requiring contractors to operate low or zero emission vehicles	% of contracts	Record only
		FM95	NT48				x	Supply Chain Carbon Certification (Carbon Trust Standard for Supply Chain or equivalent independently verified) - achieved or to achieve for current year	Y/N - Provide Certification	Record only
		FM96	NT49				x	Requirements or support (for Micro or Small enterprises) for suppliers to demonstrate climate change and carbon reduction training for all staff - e.g. SDGs Academy courses (NTs) or (e.g. RE) Supply Chain Sustainability School bronze or higher or equivalent	No. hrs (total session duration)*no. attendees	£96.11
	More buildings are certified	FM97		RE53		x		Percentage of buildings achieving BREEAM IN-USE	%	Record only

Theme	Outcome	FM Ref	NT Ref	RE Ref	Core	Add	COVID	Measure	Unit	Proxy
Innovation Promoting Social Innovation	Social innovation to create local skills and employment	FM98	NT50	RE67	x			Innovative measures to promote local skills and employment to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc.	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.11 per hour) and materials, equipment or other resources	£1.00
	Social innovation to support responsible business	FM99	NT51	RE68	x			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.	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.11 per hour) and materials, equipment or other resources	£1.00
	Social innovation to enable healthier safer and more resilient communities	FM100	NT52	RE69	x			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.	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.11 per hour) and materials, equipment or other resources	£1.00
	Social innovation to safeguard the environment and respond to the climate emergency	FM101	NT53	RE70	x			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.	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.11 per hour) and materials, equipment or other resources	£1.00

Tables

Table 1: Outcome outline

The following table briefly describes what the Outcomes in the National TOMs FM Plug-In are about. The language of the Outcomes can be rephrased to reflect local issues, and Measures can be moved from one Outcome to another. Additional Measures can be added to the National TOMs list, which is designed to be a minimum reporting set. The Outcome outlines will help the user to combine new Measures with the National TOMs FM Plug-In.

Theme	Outcomes (including COVID Plug-In)	Description
Jobs	Retaining jobs and skills during the COVID-19 crisis	-
	More local people in employment	Increasing employment opportunities for local people and directing resources towards the local economy.
	Fair Work	Applying fair work practices on contract and in the supply chain.
	More opportunities for disadvantaged people	Increasing employment opportunities and reducing barriers for people that face difficulties in the labour market (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders, LTU).
	Improved skills	More opportunities to acquire professional skills and experience in the labour market.
	Improved skills for disadvantaged people	More opportunities to acquire professional skills and experience for people from disadvantaged backgrounds (e.g. NEETs, under-represented gender and ethnic groups, sexual minorities, disabled, homeless, rehabilitating young offenders, LTU or elderly).
	Improved skills for a low carbon transition	More opportunities to acquire professional skills and experience around a low carbon transition.
Growth	Improved employability of young people	Supporting young people to access and get started in the world of work.
	Supporting workers, SMEs and VCSEs to face the COVID-19 crisis	-
	More opportunities for local MSMEs and VCSEs	More growth opportunities for small local organisations and VCSE.
	Improving staff wellbeing and mental health	Ensuring staff wellbeing both at the workplace and beyond, including through an inclusive work environment.
	Reducing inequalities	Inequalities in society are engaged and reduced.
	Ethical Procurement is promoted	Ensuring that ethical business practices are rewarded in the supply chain.
Social	Social Value embedded in the supply chain	Increasing take up of social value delivery and measurement within the supply chain.
	Supporting communities to deal with the COVID-19 crisis	-
	Crime is reduced	Support for public safety initiatives.
	Creating a healthier community	Improved health outcome for individuals in the local area and more cohesive communities.
	Vulnerable people are helped to live independently	Social isolation is reduced and people at risk are supported.
	More working with the Community	Community organisations are supported to identify and address needs, and resources (financial and otherwise) are pledged to support them.
Environment	Our Occupiers are more satisfied	Satisfaction of occupiers with facilities management and maintenance practices.
	COVID-19 environmental response	-
	Carbon emissions are reduced	Reduction of CO2 emissions through contract related operations.
	Air pollution is reduced	Less air pollution from transport.
	Safeguarding the natural environment	Ensuring the natural environment is safeguarded and protected.
	Resource efficiency and circular economy solutions are promoted	Increasing resource efficiency through contract related operations.
	Sustainable Procurement is promoted	Ensuring that environmentally sustainable practices within the supply chain are rewarded.
Innovation	More buildings are certified	BREEAM IN-USE certification of buildings.
	Social innovation to create local skills and employment	-
	Social innovation to support responsible business	-
	Social innovation to enable healthier safer and more resilient communities	-
	Social innovation to safeguard the environment and respond to the climate emergency	-

Table 2: Outcomes - Stakeholders' Analysis

Table 2 outlines which stakeholders are likely to benefit directly or indirectly from the various Measures undertaken to achieve the Outcomes. It is important to stress that both the defined stakeholder groups and where the benefits are likely to fall will vary from project to project and users of the National TOMs FM Plug-In should consider this on a case by case basis. The National TOMs Proxies allow monetisation of part of these benefits, as illustrated in Table 4.

Theme	Outcomes (including COVID Plug-In)	Description	
Jobs	Retaining jobs and skills during the COVID-19 crisis	Local community, local authority	Local businesses
	More local people in employment	Local community, local authority	Local businesses
	Fair Work	Employees	Employees
	More opportunities for disadvantaged people	Disadvantaged groups, government (hence taxpayers)	Disadvantaged groups, government (hence taxpayers)
	Improved skills	Local community (esp. local pupils and local working age population)	Local schools, local businesses
	Improved skills for disadvantaged people	Disadvantaged groups, government (hence taxpayers)	The communities of the people employed, society (e.g. through reduced crime)
	Improved skills for a low carbon transition	Local community (esp. local pupils and local working age population)	Local community (esp. local pupils and local working age population)
	Improved employability of young people	Local community (esp. young people entering the world of work and local businesses)	Government (taxpayers), local authority
Growth	Supporting workers, SMEs and VCSEs to face the COVID-19 crisis	Local micro, small and medium sized business, VCSE	Local community (esp. small organisations, other local businesses, local authority)
	More opportunities for local MSMEs and VCSEs	Local micro, small and medium sized business, VCSE	Local community (esp. small organisations, other local businesses, local authority)
	Improving staff wellbeing and mental health	The workforce, businesses	The workforce's communities
	Reducing inequalities	Society	Society
	Ethical Procurement is promoted	Categories of employee that are vulnerable to unethical business practices (e.g. elimination of modern slavery, etc.), social enterprises, businesses with high ethical standards of production	Global communities and societies
Social Value embedded in the supply chain	Businesses that embed social value in their operations, local authorities	Businesses that embed social value in their operations, local authorities	
Social	Supporting communities to deal with the COVID-19 crisis	Local community, government (taxpayers)	Local community, government (taxpayers)
	Crime is reduced	Local community, government (taxpayers)	Local community, government (taxpayers)
	Creating a healthier community	Local Community (esp. vulnerable categories w.r.t. physical and mental health, or social isolation), local authorities and health services, emergency services	Local Community (esp. vulnerable categories w.r.t. physical and mental health, or social isolation), local authorities and health services, emergency services
	Vulnerable people are helped to live independently		
	More working with the Community	Local community (esp. associations, citizens' groups), local authorities	Local community (esp. associations, citizens' groups), local authorities
	Our Occupiers are more satisfied	Occupiers	Local community
Environment	COVID-19 environmental response	Society	Local community, Government (taxpayers)
	Carbon emissions are reduced	Society	Local community, Government (taxpayers)
	Air pollution is reduced	Local community	Local community
	Safeguarding the natural environment	Society	Local community, Government (taxpayers)
	Resource efficiency and circular economy solutions are promoted	Society	Local community, Government (taxpayers)
	Sustainable Procurement is promoted	Businesses adopting sustainability practices	Businesses adopting sustainability practices
	More buildings are certified	Society	Society
Innovation	Social innovation to create local skills and employment	-	-
	Social innovation to support responsible business	-	-
	Social innovation to enable healthier safer and more resilient communities	-	-
	Social innovation to safeguard the environment and respond to the climate emergency	-	-

Table 3: Measure Definitions

Table 3 explains how the National TOMs Measures are defined. Only interventions that are aligned and compliant with the Definitions should be reported via the Measures. This will help both bidders during procurement and other organisations during measurement to apply the National TOMs in a uniform way which is coherent with the prescribed Units and appropriate for the application of the Proxies.

FM Ref	Measure
C19-1	Employment contracts for own staff on the contract - maintaining the same time and pay conditions. This Measure can be used at management/measurement only. Given the current crisis, innovation and engagement with creative and best practice solutions are encouraged. Examples or innovative and best practice solutions can be accessed through the following links:
C19-2	Support for business through the Coronavirus Job Retention Scheme (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses#support-for-businesses-through-the-coronavirus-job-retention-scheme). For jobs that have not been retained at the original contract conditions or that have been terminated, please provide a description of the operating context and type of contracts (i.e. effect of COVID 19 on ability to operate contract e.g. closure of sites - schools, offices, etc.) Please specify if relevant where employees have been redeployed internally. For employment contracts that have been terminated offer an explanation of how you have given due consideration to realistic alternatives for retaining those jobs before resorting to redundancies.
C19-4	Employment contracts for own staff on the contract retained with altered conditions (e.g. time and pay). This Measure can be used at management/measurement only. Please provide a description of the changes made to all affected contracts (time reduced or pay reduced and how) and the operating contexts (i.e. effect of COVID 19 on ability to operate contract e.g. closure of sites - schools, offices, etc.). Please specify if relevant where these employees have been redeployed internally. Please provide evidence that you have given due consideration to realistic alternatives for retaining them at the original employment conditions before resorting to reductions in time or pay. Evidence requirements about giving due consideration to realistic alternatives should be applied and considered with proportionality to the scale, scope and impact of the crisis on the contract.
C19-19	Supply chain employment contracts for staff not terminated before the original end date or renewed - maintaining the same time and pay conditions or with temporarily altered conditions (e.g. reduced time and pay, to be specified in the description). This Measure can be used at management/measurement only (not in procurement). Given the current crisis situation, innovation and engagement with creative and best practice solutions are encouraged. Examples of innovative and best practice solutions can be accessed through the following links:
FM1	Support for business through the Coronavirus Job Retention Scheme (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses#support-for-businesses-through-the-coronavirus-job-retention-scheme). For jobs that have not been retained at the original contract conditions or that have been terminated, please provide a description of the operating contexts and type of contracts (i.e. effect of COVID 19 on ability to operate contract e.g. closure of sites e.g. schools, offices, etc.) Please specify if relevant where supply chain staff have been redeployed internally. For employment contracts that have been terminated or where pay and time conditions have been reduced please offer an explanation of how you have given due consideration to realistic alternatives. Evidence requirements about giving due consideration to realistic alternatives should be applied and considered with proportionality to the scale, scope and impact of the crisis on the contract.
FM1a	The number of people hired on the contract who had lost their job or had been unable to find work due to Covid-19. For included employees evidence has to be provided of their Covid-19 related joblessness. For further information on joblessness related to Covid-19 please see the House of Commons Library BRIEFING PAPER Number 8898, 26 November 2020 - Coronavirus: Impact on the labour market (http://researchbriefings.files.parliament.uk/documents/CBP-8898/CBP-8898.pdf). The paper provides information of varying impacts of Covid-19 on the job market. In particular, the paper outlines disproportionate economic impacts of Covid-19 on BAME (Black, Asian, Minority Ethnic), women, young workers, low paid workers and disabled workers.
FM1b	The full time annual equivalent (FTE) number of people employed on the contract directly as a result of your procurement requirements. Included employees should be residing in the local area and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the list of specific areas provided for this measure and for the specific contract (LIST NT1b). Please check evidence requirements for details on postcode collection.
FM2	The full time annual equivalent (FTE) number of people employed on the contract directly or through the supply chain as a result of your procurement requirements. They should be residing in the selected sub-localities (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 specific sub-localities 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. If data is imputed for either NT1b or NT1c and any of the following measures: NT18, NT18a, NT19, NT19a then only the values imputed for the latter NT measures are counted for calculating the total local economic value contribution. This prevents GVA related double counting.
FM3	The full time annual equivalent (FTE) number of people employed on the contract by the supply chain as a result of your procurement requirements. Employees included should be residing in the local area and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the definition of 'local area' provided for the specific contract. Please check evidence requirements for details on postcode collection. If data is imputed for either NT1b or NT1c and any of the following measures: NT18, NT18a, NT19, NT19a then only the values imputed for the latter NT measures are counted for calculating the total local economic value contribution. This prevents GVA related double counting.
FM4	This is the percentage of people employed directly or through the supply chain as a result of your procurement requirements on the contract that reside within the local area, over the overall number of people employed on the contract. Please refer to the definition of local area provided above for NT1.
FM5	An employer's fair is designed to showcase potential new jobs to local people. The fair should be organised in conjunction with an employment partner, such as the local authority. Such events are appropriate during both the construction and in-use phases and should include as many parts of the supply chain as appropriate for the stage. The event should be held in a place that local people can access, there should be suitable notification of the event to the local community via relevant communication channels such as social media and the local press, and it should last around 4 hours. Insert costs of putting on the events including hiring of spaces, stands and staff time. Please include the number of events and details of each in the Description. Useful links: https://www.jobmonkey.com/jobfairs/career-events/ https://www.founders4schools.org.uk/educators/careers-fair/
FM6	This includes the existence of and facilitation of recognition agreements and of collective bargaining in the supply chain. Corporate policy and initiatives that encourage or facilitate both recognition agreements and collective bargaining in the supply chain can be included for evidencing. Relevant documents from suppliers also are to be provided for evidencing. For further government information please see the following link: https://www.gov.uk/trade-union-recognition-employers . Additional information on good practice can be found e.g. in UNISON's "Seeking recognition and achieving the best terms" report. (https://www.unison.org.uk/content/uploads/2020/10/Seeking-recognition-and-achieving-the-best-terms-v8.pdf)
FM6a	This is to record people employed as a result of a specific and deliberate employment initiative. Record the number of full time annual equivalent (FTE) employees taken on as a result of the contract that had been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of the employment contract. For a definition of long-term unemployment see: https://www.gov.uk/government/publications/predicting-likelihood-of-long-term-unemployment-the-development-of-a-uk-jobseekers-classification-instrument-wp116 . The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply.
FM7	This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of 16-24 yr. old employees taken on as a result of the contract that had not been in employment, education, or training (NEET) before the start of the employment contract. See the following link for a list of categories included: https://www.ons.gov.uk/employmentandlabourmarket/peoplenotinwork/unemployment/bulletins/youngpeoplenotineducationemploymentortrainingneet/november2019 . 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 for NEETs should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. NT3, NT5, NT6, etc).

FM Ref	Measure
FM8	This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that were 16-25 years old at the start of the employment period, not in employment, education or training and that are care leavers. For definitions and resources around care leavers see: https://www.gov.uk/childcare-parenting/children-and-young-people-leaving-care . Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome – which includes that they should not be counted as NT4.
FM8a	This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees aged 18+ taken on as a result of the contract that were within the rehabilitation period before the start of the employment contract. Support from Youth Offending Teams (https://www.gov.uk/youth-offending-team), Jobcentre Plus or other agencies carrying out specific programmes may be beneficial in identifying eligible individuals. For guidance about rehabilitation periods see: https://www.gov.uk/exoffenders-and-employment . The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. This entry should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome.
FM9	This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that are disabled. A disabled person is defined as "someone with a physical or mental impairment that has a 'substantial' and 'long-term' effect on their ability to do normal daily activities" (Equality Act 2010). For guidance about employing disabled people and support programmes for employers please see: https://www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions/employing-disabled-people-and-people-with-health-conditions . The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. This entry should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome.
FM10	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 armed forces veterans facing barriers to employment due to a disability. A disabled person is defined as "someone with a physical or mental impairment that has a 'substantial' and 'long-term' effect on their ability to do normal daily activities" (Equality Act 2010). For guidance about employing disabled people and support programmes for employers please see: https://www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions/employing-disabled-people-and-people-with-health-conditions . For definitions and resources around veterans see: https://www.gov.uk/government/organisations/veterans-uk . Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome – which includes that they should not be counted as NT3.
FM11	Combined % of women hired on contract as fulltime annual equivalent (FTE) directly and through the supply chain. This Measure encourages increased hiring of women.
FM12	Combined % of BAME (black, asian, minority ethnic) hired on contract as fulltime annual equivalent (FTE) directly and through the supply chain. This Measure encourages increased hiring of BAME.
FM13	Any specific initiatives or recruitment programmes in place for this contract that target women. This can include programmes in place with suppliers.
FM14	Any specific initiative or recruitment programmes in place for this contract that target BAME (black, asian, minority ethnic). This can include programmes in place with suppliers.
FM15	This is the number of staff hours dedicated to individual or group employment support. Units targeted or claimed within this Measures should not be double counted with other similar Measures, including NT11.
FM16	This is the number of staff hours dedicated to the preparation and delivery of curriculum related activities including literacy support, career talks, safety talks, etc. Please provide a description of the range of activities provided. Units targeted or claimed within this Measures should not be double counted with other similar Measures, including NT17 and NT29.
FM17	Site visits for local school children should be organised in tandem with local schools. They should last at least approx. 30-60mins and include a short presentation about the new building and how it will benefit the area. The primary objective of the event is to encourage young people to consider a career in construction including an overview of the variety of roles and possible career options for students, even if they are young students. The event should also be used to make school children aware of the dangers of trespassing on the site out of hours. Useful links: https://www.goconstruct.org/routes-into-construction/experience-construction/visit-a-construction-site/
FM18	The measure aims at facilitating and recording own and supply chain staff engagement with Continuing Professional Development (CPD) activities based on individual interests, needs and priorities. The aim is to enable and encourage staff to participate in activities relating to personal professional development. This means that staff participation in CPD activities should be centred around professional development that facilitates skills development based on individual interests, needs and priorities, thereby going beyond company needs.
FM17a	Only vocational training opportunities supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://www.gov.uk/what-different-qualification-levels-mean/overview . To find registered qualifications see: https://www.gov.uk/find-a-regulated-qualification . The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10 and other Measures around apprenticeships or vocational qualifications.
FM18a	Only apprenticeships supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://www.gov.uk/what-different-qualification-levels-mean/overview . To find registered qualifications see: https://www.gov.uk/find-a-regulated-qualification . The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT9.
FM19b	Please refer to the list of target groups specified for this Measure on the contract (LIST NT9a). Only vocational training opportunities supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://www.gov.uk/what-different-qualification-levels-mean/overview . To find registered qualifications see: https://www.gov.uk/find-a-regulated-qualification . The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10 and other Measures around apprenticeships or vocational qualifications.
FM20	Please refer to the list of target groups specified for this Measure on the contract (LIST NT10a). Only apprenticeships supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: https://www.gov.uk/what-different-qualification-levels-mean/overview . To find registered qualifications see: https://www.gov.uk/find-a-regulated-qualification . The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT9.
FM18b	Digital skills can include a range of technical and operational as well as higher order cognitive, social and attitudinal skills and abilities, as specified by DBIS in their January 2016 DIGITAL SKILLS for the UK ECONOMY report (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/492889/DCMSDigitalSkillsReportJan2016.pdf). In practice this includes IT, Computer, Media and Digital literacy that enable a person to consume and produce products in a way that allows and facilitates societal and economic participation. This refers to training provided by staff during paid staff hours.
FM21	Training programmes for people to acquire skills for the low carbon economy and renewable technologies (e.g. technical feasibility analysis, solar system design, solar panel installation, energy efficiency, community engagement). For guidance on initiatives see "A toolkit for city regions and local authorities", Ashden - examples include Repowering's Youth Training programme (https://www.repowering.org.uk/). Examples for traditionally high carbon industries are: Non-renewable energy and fuels (e.g. coal, oil and gas), materials (e.g. chemicals, iron and steel, cement, forestry), transportation.
FM22	This Measure should be used specifically for apprenticeships relevant to the low carbon economy (e.g. relevant activity areas include renewable energy production and distribution, environmental consulting services, technical and advisory services, water, sewerage 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: https://www.gov.uk/what-different-qualification-levels-mean/overview . To find a registered qualification see: https://www.gov.uk/find-a-regulated-qualification . The social value proxy is appropriate for opportunities that are for new employees, not existing employees. Should not be double counted with NT10, NT10a, or similar Measures.
FM23	Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. The cumulative number of weeks of work placements (noting that each placement must be longer than 6 weeks) should be registered. Only placements paid at least minimum or national living wage, as per governmental regulations, should be included. For guidance please see: https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships and here https://www.gov.uk/national-minimum-wage-rates . Should not be double counted with NT12 or similar work placement Measures.

FM Ref	Measure
FM23a	Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. The cumulative number of weeks of work placements (noting that each placement must be longer than 6 weeks) should be registered. Only placements paid at least UK Real Living Wage, as defined by the Living Wage Foundation should be included. For guidance please see: https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships and here https://www.livingwage.org.uk/ . Units targeted or claimed should not be double counted with similar work placement Measures.
FM24	Aimed at anyone (school or college pupils, local residents) interested in entering into the real estate and construction industry. They should include taster days across all professions including construction, design and building management. May be organised by any member of the professional team. The day needs to be properly managed with opportunities for young people to get a view of all aspects of the industry. Insert costs of putting on the events including hiring of spaces, stands and staff time (to be valued at 16.07 £ per staff hour). Please include the number of events and details of each in the Description. Useful links: http://opendoors.construction/
C19-5	This Measure identifies staff time that you have donated to SMEs or VCSEs to provide professional support with their organisational response to the COVID emergency (logistics, human resources, legal or financial advice, organisational or management advice, etc).
C19-6	As per the Measure's phrasing. Applies to SMEs and VCSEs.
C19-7	This is about setting up virtual support screening and channels for staff working remotely around mental health and wellbeing. A strategy could specify the main objective and audiences as well as the scope of the guidance, distribution channels and delivery or enforcement responsibilities.
C19-8	This is about setting up virtual support screening and channels for staff working remotely around mental health and wellbeing.
C19-9	
C19-10	
C19-11	Applies to own and supply chain essential workers.
C19-12	Further support for own and supply chain staff.
C19-13	Percentage of supply chain contractors engaged to deliver C19 TOMs Measures or equivalent.
FM25	Amount spent on suppliers for the contract that are voluntary, community or social enterprises. This might include e.g. choosing a catering company that employs rehabilitating offenders, or a furniture service that recycles donated furniture, or a social enterprise recruitment consultancy, etc. Social Enterprise UK have a useful tool to identify social enterprises that have membership with them based on location https://www.socialenterprise.org.uk/members-map . You may refer to the local economic development team in the council to identify potential partners. This is the additional SV (SVA) from spending with a VCSE. A relevant SROI multiplier can be substituted to this default value when available and assured, by using the additional multiplier column in the Measurement Calculator. The total SVA from selecting a local VCSE in the supply chain can be computed by adding the appropriate NT14 and NT18 multipliers, when NT18 or NT19 are not directly included in the analysis. Should not be double counted with NT18 and NT19 or other relevant Measures included.
FM26	This is expert staff time (e.g. financial advice / legal advice / HR advice / HSE) dedicated to supporting Voluntary Community or Social Enterprises (VCSEs) or micro, small and medium enterprises (MSMEs). Please include only the amount of volunteering that has been provided by staff during working hours or on paid overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please see the toolkit guidance document for worked out examples on attribution. Please note that MSMEs are defined as (0-250 employees) - Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees). The following Measures should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, and NT29. Please check also other relevant expert time Measures included.
FM26a	This is expert staff time (specifically around decarbonisation) dedicated to supporting Voluntary Community or Social Enterprises (VCSEs) or micro, small and medium enterprises (MSMEs). Please include only the amount of volunteering that has been provided by staff during working hours or on paid overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please see the toolkit guidance document for worked out examples on attribution. Please note that MSMEs are defined as (0-250 employees) - Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees). The following Measures should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, and NT29. Please check also other relevant expert time Measures included.
FM27	This could be e.g. donating a van to a community organisation, or the use of office accommodation, etc. Equivalent £ value should be calculated and assumptions and details about the calculation should be made explicit. Attribution might need to be taken into account where resources are being donated not strictly as a result of commitments made in relation to the contract. There needs to be a clear link to the contractual activity. Please see the toolkit guidance document for worked out examples on attribution. Should not be double counted with N17 and NT28 and other Measures around donation of equipment or resources.
FM28	Volunteering is defined by the International Labour Organisation (2001) as 'unpaid non-compulsory work; that is, time individuals give without pay to activities performed either through an organisation or directly for others outside of the household'. Here only staff volunteering hours should be recorded when time has been allocated for staff to spend on formal volunteering (not for family and friends). Please include only the amount of volunteering that has been provided by staff during working hours or on paid overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please see the toolkit guidance document for worked out examples on attribution. The following Measures should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, and NT29 and other volunteering Measures.
FM29	Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the project's supply chain. Should not be double counted with NT14 and NT19. If data is imputed for either NT1b or NT1c and any of the following measures: NT18, NT18a, NT19, NT19a then only the values imputed for the latter NT measures are counted for calculating the total local economic value contribution. This prevents GVA related double counting.
FM29a	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. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the project's supply chain. Should not be double counted with NT14 and NT19 and other relevant spend Measures. If data is imputed for either NT1b or NT1c and any of the following measures: NT18, NT18a, NT19, NT19a then only the values imputed for the latter NT measures are counted for calculating the total local economic value contribution. This prevents GVA related double counting.
FM30	Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with MSMEs suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the project's supply chain. Should not be double counted with NT14, NT18 and NT19. Please note that MSMEs are defined as (0-250 employees) - Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees). If data is imputed for either NT1b or NT1c and any of the following measures: NT18, NT18a, NT19, NT19a then only the values imputed for the latter NT measures are counted for calculating the total local economic value contribution. This prevents GVA related double counting.
FM30a	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 and are Micro or Small enterprises. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the project's supply chain. Should not be double counted with NT14 and NT18. Please note that Micro and Small Enterprises are defined as follows: Micro (0-9 employees), Small (10-49 employees). If data is imputed for either NT1b or NT1c and any of the following measures: NT18, NT18a, NT19, NT19a then only the values imputed for the latter NT measures are counted for calculating the total local economic value contribution. This prevents GVA related double counting.

FM Ref	Measure
FM31	MSMEs (0-250 employees) / Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees)
FM32	Opportunity for local suppliers, especially MSMEs and VCSE to understand the potential of providing their services, goods or works to the development throughout its lifecycle from construction through to management and occupation. Providers need to ensure that the event is properly advertised and that specific opportunities have been identified. Providers where possible should also invite potential suppliers whom they think may be able to benefit. Advice about how to tender successfully should be made available. Insert cost of putting on the events including hiring of spaces, stands and staff time (staff time can be captured at 16.07 £ per staff hour). Please include the number of events and details of each in the Description. Useful links: https://www.cips.org/en-GB/supply-management/opinion/2014/november/how-to-revitalise-your-meet-the-buyer-events/
FM33	Total number of direct or supply chain employees on contract provided with access to comprehensive workplace wellbeing programmes. Qualifying programmes should include the following dimensions: flexible working time arrangements; healthy nutrition options; physical health programmes; a health risk appraisal questionnaire; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues).
FM34	Initiatives to remove stigma and promote mental health organised on the contract for direct staff and supply chain.
FM35	Total number of direct or supply chain employees on the construction contract having been screened through a mental health survey. The survey has to be geared towards assessing risks of depression and anxiety among the workforce. Those employees identified as suffering from or at risk of depression and/or anxiety and interested in treatment have to be provided with access to a minimum of 6 sessions of CBT (Cognitive Behavioural Therapy) to address their mental health problems.
FM36	This includes training provided to own staff, Tier 1 supply chain and subcontractors specifically around equality, diversity and inclusion. Record the cumulative number of hours experienced by the attendees and specify both separately as a description. Only training provided for supply chain organisation at no cost to them should be included. Should not be double counted with NT20.
FM37	This is expert staff time dedicated to offering pro-bono responsible budgeting support to employees through registered debt management provider (e.g. running internal programmes). Please include only the amount of volunteering that has been provided by staff during working hours or on paid overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please see the toolkit guidance document for worked out examples on attribution. Please note that MSMEs are defined as (0-250 employees) - Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees). The following Measures should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, and NT29. Please check also other relevant expert time Measures included.
FM38	This is the median pay gap at corporate level in hourly rates for men and women for the full workforce. It includes both full-time and part-time workers. It is calculated as the difference between median hourly earnings (excluding overtime) of men and women as a proportion of median hourly earnings (excluding overtime) of men, (*100). The gender pay gap is not to be confused with equal pay, which refers to the legal requirement that men and women must be paid the same amount for similar work. Guidance on calculations can be found here: https://www.gov.uk/guidance/gender-pay-gap-reporting-make-your-calculations . Please note that small and medium enterprises are defined as having between 50 and 249 employees. Please note that the median general pay gap loses accuracy the smaller the company.
FM39	Guidance on practices that reduce the gender pay gap: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/731288/Gender-Pay-Gap-actions_.pdf
FM40	The current Real Living wage for the UK as set by the Living Wage Foundation is £9.30 per hour, while the London rate is £10.75 per hour (https://www.livingwage.org.uk/). Please apply the appropriate rate as the relevant threshold depending on the contract.
FM41	The current Real Living wage for the UK as set by the Living Wage Foundation is £9.30 per hour, while the London rate is £10.75 per hour (https://www.livingwage.org.uk/). 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)
FM42	On a renewed contract or TUPE, or when there is a relevant benchmark for the workforce on the contract and existing pay conditions. Can be used to monitor progress towards paying Real Living wage to all staff. The current Real Living wage for the UK as set by the Living Wage Foundation is £9.30 per hour, while the London rate is £10.75 per hour (https://www.livingwage.org.uk/). The calculations are conservatively assuming the UK value is applied. Any difference in rates due to the contract being delivered in London can be implemented at Measurement by calculating an additional multiplier for the total and applying it in the Measurement Calculator.
FM43	Percentage of contracts within the supply chain that include requirements to ensure that supply chains are free from slavery and to encourage effective and transparent reporting. http://www.antislaverycommissioner.co.uk/priorities/priority-4-private-sector-engagement/ Should not be double counted with NT23, NT3, and other relevant Measures.
FM44	These are initiatives run by your organisations to identify and manage risks of modern slavery within the supply chain for the contract. These might include e.g. supply chain mapping, staff training, robust checking processes for recruitment and agency workers (e.g. right to work checks, bank account checks, address checks), engagement programmes with the supply chain to communicate expectations and requirements around modern slavery and to offer support to solve challenges, etc.
FM45	Internal and external (independent third party) supply chain modern slavery audits delivered, including announced and unannounced direct and supply chain site audits. For more information on tackling modern slavery in supply chains see: https://www.local.gov.uk/sites/default/files/documents/LGA_Modern%20Slavery%20Transparency%20in%20supply%20chains%20statements%20-%20Aide%20Memoire_May%202018.pdf
FM46	These are people employed at corporate level with specific responsibilities on the contract to understand and manage the risks of modern slavery. Both direct qualifying employees and people employed through the supply chain can be claimed, as long as the relevant positions in the supply chains are required by contractual agreements. Attribution might need to be taken into account where the person is responsible for multiple contracts.
FM47	As per Measure's phrasing. (Such payment terms can alleviate pressures especially on MSMEs and VCSEs within the supply chain and help tackle modern slavery issues.)
FM48	This includes quantitative requirements in terms of social value delivered, monitoring and measurement mechanism for delivery (e.g. the National Themes, Outcomes and Measures system or equivalent). Should not be double counted with NT22 and NT35.
C19-14	A strategy could specify the main objective and audiences as well as the scope of the guidance, distribution channels and delivery or enforcement responsibilities.
C19-15	This is an allowance of (paid) time for staff on the contract to spend volunteering with different forms of organised support for people in their own community to cope with the challenges of the crisis (e.g. joining their own local network to support vulnerable individuals, people that cannot go shopping and are struggling to get groceries, people that in need of a chat, etc.). You can alternatively use measure C-19-16 (which is picking up on help for people self isolating or volunteering through specific programmes) to record volunteering time as long as you don't double count with hours recorded under this measure.
C19-16	This is the overall value of resources invested in initiatives to support programmes of organisations in the local area for the contract that are tackling the emergency (NHS, local authorities, charities and other third sector organisations) particularly supporting the identified categories. This Measure is designed to identify and value commitments made at organisational level rather than staff volunteering in their own communities (C19-15). Please do not double count staff volunteering time (C19-15) and do not claim the same initiatives (value) across multiple contracts in the same area (if you do have multiple contracts that are implementing the same local initiatives please attribute a share of the overall value to each contract).
C19-17	This could be campaigns directly organised or supported for own and supply chain staff or communities that are local to the contract.
C19-20	This could be any initiatives for redesigning spaces aimed at reducing covid risks and impacts for work and staff. Initiatives captured have to provide information on the specific covid risks and impacts they aim to address. Relevant initiatives are also expected to go beyond regulatory requirements, meaning they provide an additional to the BAU scenario. Attribution should be applied where appropriate, to account for wider impacts of any initiatives.
FM49	This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.07 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT25, NT26, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.

FM Ref	Measure
FM50	This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.07 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.
FM51	This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.07 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT29, NT30 and NT69 or other relevant Measures.
FM52	This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.07 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.
FM53	This is the percentage of catering contracts that include requirements around nutritional content to reduce obesity and lifestyle disease and outreach campaigns to engage and inform people on the benefits of healthy food and eating. For further information please see e.g. Public Health England's Strategies for Encouraging Healthier 'Out of Home' Food Provision - Annexes: evidence, tools, resources, local practice examples and guidance (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/604909/Encouraging_healthier_out_of_home_food_provision_toolkit_annexes.pdf)
FM54	This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.07 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.
FM55	This could be a cash donation or the equivalent value of in kind contributions - e.g. donating a van to a community organisation - that have been made for a specific community project. Equivalent £ value should be calculated and assumptions and details about the calculation should be made explicit. Attribution might need to be taken into account where resources are being donated not strictly as a result of commitments made in relation to the contract. There needs to be a clear link to the contractual activity. Please see the tool kit guidance document for worked out examples on attribution. This Measure should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT29, NT30, NT63 and NT69 or other relevant Measures.
FM56	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'. Here only staff volunteering hours should be recorded when time has been allocated for staff to spend on formal volunteering (not for family and friends). In the case of local community projects there might not be a community organisation at the receiving end of the volunteering, but it might be an initiative set up by the company itself based on local intelligence. Time invested in organising such activities must be recorded in this category on top of the staff volunteering time itself. Please include only the amount of volunteering that has been provided by staff during working hours or on overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.
FM57	Please refer to the definition of the local area specified for NT1. A Community Charter is a document designed by the community that identifies needs and opportunities, and directs businesses that can help towards specific deliverables. This could be provided through funding of a local community coordinator or a third party to facilitate the process. Supporting a local community coordinator means agreeing to be a sponsor and sign up to the initiatives, 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.
FM58	The Net Promoter Score is an index ranging from 1 to 100 that measures the willingness of customers to recommend a company's products or services to others. It is used as a proxy for gauging the customer's overall satisfaction with a company's product or service and the customer's loyalty to the brand. Occupier survey using NPS (or similar) to be carried out within 18 months of occupation and then on an annual basis. Organisations should develop an action plan to improve scores where appropriate. Useful links: https://www.medallia.com/net-promoter-score/
FM59	Post occupancy evaluation is designed to assess how content an occupier is with the new development. The survey should cover all aspects of occupation. For more information please see: https://www.architecture.com/knowledge-and-resources/resources-landing-page/post-occupancy-evaluation
C19-18	These are initiatives you have organised or contributed to that where relevant aim to properly collect and dispose of masks or gloves that have been disposed of and that can represent both a health hazard and an environmental one.
FM60	These could result e.g. from a deliberate programme aimed at changing processes or from de-carbonisation work. This category does not include transport related savings resulting from car miles saved (e.g. cycling to work or carpooling initiatives for employees - NT32) or from low emission vehicles - NT33. Reduction should be measured against a pre-existing baseline. Information on the applied baseline has to be provided. Installations that do participate within the EU ETS and grid electricity should be recorded and valued separately as per BEIS Supplementary Guidance to HM Green Book 2017 (https://www.gov.uk/government/publications/valuation-of-energy-use-and-greenhouse-gas-emissions-for-appraisal). Should not be double counted with NT32 and NT33.
FM61	At corporate level. This will be your existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon by 2030. If you have not issued one but are committing to do so before the end on 2020, please provide a statement including scope and expected publication date.
FM62	Monetary contributions to offset equivalent tonnes of carbon, where carbon cannot be reduced within the contract's timeframe. Explanation on why carbon emissions cannot be reduced during contract's timeframe has to be provided.
FM63	CO2e savings arising from embodied carbon reductions. Savings to be measured against an accepted benchmark or 3-year baseline. Embodied carbon comprises the carbon emitted during the manufacturing process and construction of the building. A carbon assessment should be carried out according to BS EN 15978:2011. For further information see: https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/building-surveying/whole-life-carbon-assessment-for-the-built-environment-1st-edition-rics.pdf
FM64	Monetary contributions to offset equivalent carbon emissions. £ value should be linked to the tonnes of CO2e being offset and the value of carbon chosen for the calculation.
FM65	See Planet Mark (https://theplanetmark.com/certification/), Carbon Trust (Carbon Neutral Certification, Carbon Standard - https://www.carbontrust.com/client-services/certification/assurance-certification/) or equivalent.
FM66	Total energy savings made against a relevant benchmark (e.g. REEB) or a 3-year baseline. The chosen baseline must be specified. This covers energy used during construction and in-use. Energy savings should be measured against a relevant industry benchmark (evidence to be provided) or metering data or statement from Energy Manager based on savings on a 3 year baseline (i.e. degree day adjusted average). For more information see: http://www.betterbuildingspartnership.co.uk/node/130
FM67	The number of buildings meeting the energy savings target over the total number of buildings. The energy savings target should be set in relation to the relevant benchmark or baseline specified for RE37.

FM Ref	Measure
FM68	These benefits are expected to be delivered as a result of transport programmes. Provide detail on different programmes including how passenger car miles have been saved, and figures that have been used as benchmarks. There is an expectation for independently assured and audited reports to be provided. Miles can be saved on contract or through direct contract related commuting/travel. This measure can be localized if desired, which can lead to a substantial increase in the captured social value. For further information please see pages 9-11 in the DEFRA "Air quality damage cost guidance January 2019" document which can be downloaded from this homepage: https://www.gov.uk/guidance/air-quality-economic-analysis . Please reach out to SVP if you have further questions regarding the localization of this measure.
FM69	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.
FM70	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.
FM71	% of fleet used on contract that complies with EURO 6 emissions standards (including all sub-categories of EURO 6) or is LEV. This includes passenger cars, light commercial vehicles and heavy trucks.
FM72	Fleet emissions monitoring programme on the contract including collection of data on for each vehicle used on contract. Per vehicle used it is necessary to collect data on: distance travelled for contract in miles, type of vehicle (passenger car, light commercial vehicle by weight category (< 1305 kg, 1305 kg - 1760kg, >1760kg), heavy truck), engine type (diesel, petrol, electric, hybrid), EURO emissions standard of vehicle (EURO 1, EURO 2, EURO 3, EURO 4, EURO 5 (if available EURO 5a, EURO 5b), EURO 6 (if available EURO 6b, EURO 6c, EURO 6d). If data on the location is collected this measure can further be localized if desired. This could lead to a substantial increase in the captured social value. For further information please see pages 9-11 in the DEFRA "Air quality damage cost guidance January 2019" document which can be downloaded from this homepage: https://www.gov.uk/guidance/air-quality-economic-analysis . Please reach out to SVP if you have further questions regarding the localization of this measure.
FM73	Regulations, monitoring and evaluation policies on internal air quality specifying desired air quality impact, auditing and verification, with the aim of monitoring and reducing negative health and productivity impacts of indoor air pollution. For further information please see BRE's Guidance document on Ensuring good indoor air quality in buildings and other relevant documents (https://www.bregroup.com/bretrust/wp-content/uploads/sites/12/2019/03/Ensuring-Good-IAQ-in-Buildings-Trust-report_compressed-2.pdf)
FM74	Biodiversity loss offset or mitigation initiatives' benefits calculated through an independent Natural Capital assessment. See https://naturalcapitalcoalition.org/natural-capital-2/
FM75	Participation and resources to be invested, including time and volunteering, in relevant initiatives that can be attributed to the contract. Only volunteering hours spent during work hours or paid overtime hours can be counted.
FM76	% of plastic used on the contract that is recycled.
FM77	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.
FM78	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.
FM79	Policies on waste management specifying auditing and verification on downstream management.
FM80	-
FM81	M3 water savings against good practice industry benchmark as set by REEB by building/asset type. The benchmark being used must be specified. For further information see: http://www.betterbuildingspartnership.co.uk/node/130
FM82	-
FM83	Percent of waste diverted from landfill above a good practice industry benchmark such as BREEAM: construction waste benchmark for different waste categories diverted from landfill. BREEAM report a minimum benchmark of 80% for non-demolition waste and 90% for demolition waste as diverted from landfill, so only percentages of waste diverted above this figure should be counted. For further information see: BREEAM New Construction Manual 2018 - Wst01 - Construction Waste Management: https://www.breeam.com/NC2018/content/resources/output/10_pdf/a4_pdf/print/nc_uk_a4_print_mono/nc_uk_a4_print_mono.pdf
FM83a	Tonnes waste diverted from landfill against a good practice industry benchmark such as BREEAM: construction waste benchmark for different waste categories diverted from landfill. BREEAM report a minimum benchmark of 80% for non-demolition waste and 90% for demolition waste as diverted from landfill, so only tonnes of waste above this figure should be reported. For further information see: BREEAM New Construction Manual 2018 - Wst01 - Construction Waste Management: https://www.breeam.com/NC2018/content/resources/output/10_pdf/a4_pdf/print/nc_uk_a4_print_mono/nc_uk_a4_print_mono.pdf
FM84	% of biocomposites and equivalent materials used as part of the project, such as for building materials. This can include supplier information.
FM85	This is an action plan for food waste tracking and reduction on site. The plan should formulate aims and targets for management and reduction of food waste related to site operations. For further information on food waste action plans see e.g. the Food Waste Reduction Action Plan provided by Zero Waste Scotland (https://www.zerowastescotland.org.uk/sites/default/files/Food%20Waste%20Reduction%20Action%20Plan.pdf) or WRAP UK's food waste reduction roadmap and related documents (https://wrap.org.uk/food-waste-reduction-roadmap)
FM86	Value of food "waste" donated to local charities. This includes food that is beyond the due date and thereby can not legally be re-sold as well as food that is leftover and would have been disposed of had it not been donated. The value is to be calculated based on the donated food's or of it's ingredients' purchasing price. For further information see e.g. WRAP UK's food waste reduction roadmap and related documents (https://wrap.org.uk/food-waste-reduction-roadmap)
FM87	Spend on furniture procured on the contract which is refurbished instead of new. Please also report the total % of furniture procured on the contract that is refurbished instead of new.
FM88	This is expert staff time (e.g. financial advice / legal advice / HR advice / HSE) dedicated to supporting Voluntary Community or Social Enterprises (VCSEs) or micro, small and medium enterprises (MSMEs). Please include only the amount of volunteering that has been provided by staff during working hours or on overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with the employees. Please see the toolkit guidance document for worked out examples on attribution. Please note that MSMEs are defined as (0-250 employees) - Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees). The following Measures should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT29, NT30 and NT63 or other relevant Measures.
FM89	These are benefits resulting from a plastic packaging substitution programme, and they would include either solutions that substitute plastic packaging with alternatives that have been demonstrated to be more sustainable (i.e. with an overall lower carbon footprint and not leading to collateral pollution issues) over the course of their lifecycle, or "milkman" type schemes where products are delivered in reusable packaging as opposed to single use (options are currently set to be launched in some UK markets in 2020 by different providers).
FM90	Spend on (or equivalent value of) goods and services provided by organisations through local partnerships to implement circular economy solution (e.g. - ground coffee waste used for landscaping or repurposed, outdated technological equipment repurposed in local VCSEs, discarded furniture, uniforms or similar to be repurposed by local VCSEs, etc.).
FM91	For relevant programmes see Terracycle (https://www.terracycle.com/en-GB/zero_waste_boxes ; https://www.terracycle.com/en-GB/about-terracycle/pre_consumer_programs or equivalent).

FM Ref	Measure
FM92	This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.07 (2019 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.
FM93	List requirements and contracts where applied.
FM94	List requirements and contracts where applied.
FM95	See Carbon Trust Standard for Supply chain or equivalent (https://www.carbontrust.com/client-services/certification/carbon-trust-standard/?kw=+carbon++certificates-Broad&gclid=EAIaIQobChMI_ISkqaCS5wiVhrHtCh0ChwyqEAAYASAAEgLXUvD_BwE).
FM96	List requirements and contracts where applied.
FM97	BREEAM In-Use is an online, international, environmental assessment methodology for independent, third party assessment and certification of a building's operational performance. The standard enables property investors, owners, managers and occupiers to drive sustainable improvements through operational efficiency, including how to continually manage the operation of their building effectively.
FM98	-
FM99	-
FM100	-
FM101	-

Table 4: Measurement Units and Unit Guidance

Table 4 provides a list of Measure Units and Unit Guidance. These are meant to inform the measurement using the National TOMs FM Plug-In and to ensure their correct application.

FM Ref	Unit	Unit Guidance
C19-1	Percentage of own staff on contract retained	Number of own staff retained on contract maintaining pre crisis time and pay conditions at the end of the reporting period over the overall number of own staff employed on the contract at the beginning of the reporting period (*100).
C19-2	Percentage of own staff on contract retained - with reduced hours	Number of own staff retained with time or pay alterations on contract at the end of the reporting period over the overall number of own staff employed on the contract at the beginning of the reporting period (*100).
C19-4	Percentage of supply chain staff on contract retained	Number of supply chain staff retained on contract at the end of the reporting period over the overall number of supply chain staff employed on the contract at the beginning of the reporting period (*100).
C19-19	No. people	Upload evidence regarding outreach to eligible people and on the eligibility of recorded employees and provide a total number of eligible employees employed on contract.
FM1	No. people FTE	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 direct 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.
FM1a	No. people FTE	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.
FM1b	No. people FTE	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.
FM2	%	Number of local residents employed (directly and through the supply chain as a result of your procurement requirements) over the total number of employees on the contract - (%)
FM3	£	Costs incurred (£)
FM4	Y/N - Provide relevant documents	Provide relevant documents
FM5	No. people FTE	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 direct 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.
FM6	No. people FTE	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 direct 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.
FM6a	No. people FTE	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 direct 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.
FM7	No. people FTE	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 direct 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.
FM8	No. people FTE	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 direct 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.
FM8a	No. people FTE	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 direct 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.

FM Ref	Unit	Unit Guidance
FM9	%	Number of women hired on the contract over the total number of people hired on the contract - (%). Please provide calculation both in original number of contracts and converted to FTE for comparison with other employment indicators. 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.
FM10	%	Number of BAME hired on the contract over the total number of people hired on the contract - (%). Please provide calculation both in original number of contracts and converted to FTE for comparison with other employment indicators. 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.
FM11	Y/N - Provide description	Upload initiatives' plan/report
FM12	Y/N - Provide description	Upload initiatives' plan/report
FM13	No. hrs (total session duration)*no. attendees	The number of hours reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of if the session is delivered by 1 person or 5 people. The cumulative number across sessions should be reported.
FM14	No. staff hours	Example: if 10 staff have spent 3 hours each, then the total number of hours reported should be 30.
FM15	No. of visits	Record no. of visits (assumed to be 30-60 minutes each).
FM16	Y/N - Provide relevant documents	Please provide information on whether any policy is in place at company level and/or in the supply chain. Please evidence how any contract related staff, own and supply chain, benefitted from this policy in terms of CPD
FM17	No. weeks	Record weeks of vocational qualification training provided on the contract, even when the opportunity is supported beyond the duration of the contract, as long as it will be supported to completion.
FM18	No. weeks	Record weeks of training for the apprenticeship 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.
FM17a	No. weeks	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.
FM18a	No. weeks	Record weeks of training for the apprenticeship provided on the contract for categories in LIST NT10a, even when the opportunity is supported beyond the duration of the contract, as long as it will be supported to completion.
FM19b	No. hrs (total session duration)*no. attendees	This is the number of paid staff hours spent delivering training for digital skills development to disadvantaged people multiplied by the number of disadvantaged people training was delivered to
FM20	No. hrs (total session duration)*no. attendees	The number of hours reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of if the session is delivered by 1 person or 5 people.
FM18b	No. weeks	Record weeks of training for the apprenticeship 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.
FM21	No. hrs (total session duration)*no. attendees	The number of hours reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of if the session is delivered by 1 person or 5 people.
FM22	No. weeks	Number of total student placement weeks on the contract (only student placements between 1-6 weeks)
FM23	No. weeks	Number of weeks in total on the contract (note that each placement must be at least 6 weeks).
FM23a	No. weeks	Number of weeks in total on the contract
FM24	£	Costs incurred (£) - costs of putting on the events including hiring of spaces, stands and staff time (to be valued at 16.07 £ per staff hour)
C19-5	No. staff expert hours	For example, if 5 staff will spend 2 hours providing expert advice, then the total number of hours reported should be 10.
C19-6	Record Only	Please specify the total number of invoices to SMEs and VCSEs to be paid on the contract and the number of those invoices paid within 30 days.
C19-7	Y/N (Provide documents)	Y/N (Provide documents)
C19-8	£	£ invested (staff time, equipment, financial resources)
C19-9	Y/N (Provide documents)	Y/N (Provide documents)
C19-10	£	£ invested (staff time, equipment, financial resources)
C19-11	£	£ invested (staff time, equipment, financial resources)
C19-12	£	£ invested (staff time, equipment, financial resources)
C19-13	% of contractors within the contract's supply chain	
FM25	£	£ 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.
FM26	No. staff expert hours	For example, if 5 staff will spend 2 hours providing expert advice, then the total number of hours reported should be 10.
FM26a	No. staff expert hours	For example, if 5 staff will spend 2 hours providing expert advice, then the total number of hours reported should be 10.
FM27	£	Equivalent £ value of the donation
FM28	No. staff volunteering hours	Number of staff hours spent on volunteering with VCSEs. For example, if 10 staff volunteer 3 hours, then the total reported should be 30.

FM Ref	Unit	Unit Guidance
FM29	£	Total amount of £ spent with the supply chain within the defined local area for the project
FM29a	£	Total amount of £ spent with the supply chain within the defined local area for the project
FM30	£	Total amount of £ spent with MSMEs (0-249 employees) in the supply chain within the defined local area for the project.
FM30a	£	Total amount of £ spent with Micro and Small Enterprises (0-49 employees) in the supply chain within the defined local area for the project
FM31	No. opportunities	-
FM32	£	Costs incurred (£) -costs of putting on the events including hiring of spaces, stands and staff time (to be valued at 16.07 £ per staff hour)
FM33	No. employees provided access	Number of employees on contract that have access to qualifying staff wellbeing programmes.
FM34	£	Costs incurred (£) -costs of putting on the events including hiring of spaces, stands and staff time (to be valued at 16.07 £ per staff hour)
FM35	No. employees provided access	Number of employees on contract that have been screened through mental health screening and that also have access to CBT treatment if their screening identifies anxiety or depression issues.
FM36	No. hrs (total session duration)*no. attendees	The number of hours reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours, regardless of if the session is delivered by 1 person or 5 people.
FM37	No. staff expert hours	For example, if 5 staff will spend 2 hours providing expert advice, then the total number of hours reported should be 10.
FM38	% Median gender pay gap	Guidance on calculations can be found here: https://www.gov.uk/guidance/gender-pay-gap-reporting-make-your-calculations
FM39	£	£ invested
FM40	%	Apply relevant rates depending on location of the contract.
FM41	%	(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
FM42	No. people (FTE)	Number of employment contracts on the contract that have been renewed or retained and that have raised pay to Real Living Wage, as set by the Real Living wage foundation, or higher.
FM43	%	-
FM44	£	£ invested
FM45	No. audits	Number of internal/external or announced/unannounced audits.
FM46	No. people (FTE)	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 direct employees with a contract duration of at least one year or lasting the full duration of the contract (if this is shorter) 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. 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.
FM47	%	(Number of invoices paid within 30 days / Number of invoices paid on the contract) * 100 to arrive at a percentage
FM48	%	-
C19-14	Y/N (Provide documents)	Provide documents, links to or description of the strategy.
C19-15	No. staff volunteering hours	Cumulative allowance of paid hours for staff on the contract. Please do not double count with C19-16.
C19-16	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.11 per hour) and materials, equipment or other resources	Please do not double count staff volunteering time (C19-15) and do not claim the same initiatives (value) across multiple contracts in the same area (if you do have multiple contracts that are implementing the same local initiatives please attribute a share of the overall value to each contract).
C19-17	£ invested	£ invested (staff time, equipment, financial resources)
C19-20	£ invested	£ invested (staff time, equipment, financial resources)
FM49	£ invested including staff time	Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.07 per hour)
FM50	£ invested including staff time	Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.07 per hour)
FM51	£ invested including staff time	Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.07 per hour)
FM52	£ invested including staff time	Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.07 per hour)
FM53	%	Number of catering contracts on contract that include healthy food and outreach requirements / Total number of catering contracts on contract
FM54	£ invested including staff time	Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.07 per hour)
FM55	£ value	£ donated (or equivalent value in £)
FM56	No. staff volunteering hours	For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.
FM57	£ invested including staff time	Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.07 per hour)
FM58	No.	Provide the score
FM59	Record Only	Yes/No
C19-18	£ spent - including staff time (please describe the initiatives)	£ invested (staff time, equipment, financial resources)
FM60	Tonnes CO2e	Measure reductions in tonnes of CO2e against a baseline, which must be provided and evidenced

FM Ref	Unit	Unit Guidance
FM61	Y/N - Provide relevant documents	Provide relevant documents
FM62	£	Contributions should be calculated based on the tonnes CO2e and multiplied by the per tonne value of carbon adopted on the fund. CO2e savings refer to CO2 equivalent emissions savings
FM63	Tonnes CO2e	Tonnes CO2e not emitted against a baseline, which must be provided
FM64	£	Contributions should be calculated based on the tonnes CO2e and multiplied by the per tonne value of carbon agreed with the external fund.
FM65	Y/N - Provide relevant documents	Provide relevant documents or name the certificate you planned to achieve for the current year.
FM66	Tonnes CO2e	CO2e savings refer to CO2 equivalent emissions savings
FM67	%	(The total number of buildings that met the energy savings target / the number of buildings) * 100 to arrive at a percentage
FM68	Miles saved	Car miles (not hundreds of miles) saved against baseline, which must be provided
FM69	Miles driven	No. miles driven on contract on LEV as part of a specific sustainable transport programme
FM70	Y/N - Provide description	Provide information on corporate travel scheme and/or describe the corporate travel scheme
FM71	%	(Number of EURO 6 and LEV vehicles used on contract) / Total number of vehicles used on contract) * 100 to arrive at a percentage
FM72	Y/N - Provide description	Upload description of your data collection programme, confirming that you will collect data on each vehicle used on the contract. Per vehicle used it is necessary to collect data on: distance travelled for contract in miles, type of vehicle (passenger car, light commercial vehicle by weight category (< 1305 kg, 1305 kg - 1760kg, >1760kg), heavy truck), engine type (diesel, petrol, electric, hybrid), EURO emissions standard of vehicle (EURO 1, EURO 2, EURO 3, EURO 4, EURO 5 (if available EURO 5a, EURO 5b), EURO 6 (if available EURO 6b, EURO 6c, EURO 6d)
FM73	Y/N - Provide description	Provide policies and/or describe the auditing processes.
FM74	£ (Calculated Natural Capital Benefits)	Total calculated Natural Capital benefits in £
FM75	£ invested including staff time	Total £ value including time, funds and in-kind contributions. Volunteering time spent in multi-stakeholder engagement initiatives and sustainable ecosystem management can be valued at £ £16.07 per hour.
FM76	%	(Plastics used on the contract that are recycled (tonnes) / total plastic used on the contract (tonnes)) * 100 to arrive at a percentage
FM77	£	£ invested attributable to the contract
FM78	£	£ invested attributable to the contract
FM79	Y/N - Provide description	Provide policies and/or describe the auditing processes
FM80	%	(Total buildings meeting good practice benchmark / total buildings) * 100 to arrive at a percentage
FM81	m ³	M3 water saved against relevant benchmark (e.g. REEB), which must be provided
FM82	%	(Total buildings meeting good practice benchmark / total buildings) * 100 to arrive at a percentage
FM83	%	Percent of waste diverted from landfill over a typical benchmark. A typical BREEAM benchmark would see a minimum of 80% for non-demolition waste and 90% for demolition waste as diverted from landfill, so only tonnes diverted above this should be recorded
FM83a	Tonnes	No. of tonnes diverted from landfill over a typical benchmark. A typical BREEAM benchmark would see a minimum of 80% for non-demolition waste and 90% for demolition waste as diverted from landfill, so only tonnes diverted above this should be recorded, so only tonnes diverted above this should be recorded
FM84	%	% can be calculated as 'spend on biocomposites materials on contract' / 'total spend on materials on contract'
FM85	Y/N - Provide description	Provide relevant documents
FM86	£	Provide information on the types and quantities of donation, the recipients and how they benefited. Please provide information on the £ value of the donated food based on the initial purchasing price.
FM87	£	Total price of refurbished furniture used on contract.
FM88	No. staff expert hours	For example, if 5 staff will spend 2 hours providing expert advice, then the total number of hours reported should be 10.
FM89	Kilos	Kilos of plastic packaging use reduced
FM90	£	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)
FM91	Tonnes	Tonnes of waste that would not be recycled through standard recycling but that have been diverted towards a specific recycling programme
FM92	£	Calculate the equivalent pound value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.07 per hour)
FM93	% of contracts	(Total contracts including relevant commitments / total contracts) * 100 to arrive at a percentage
FM94	% of contracts	(Total contracts including relevant commitments / total contracts) * 100 to arrive at a percentage
FM95	Y/N - Provide Certification	Provide certification or a statement with certifications you are planning to achieve
FM96	No. hrs (total session duration)*no. attendees	(Total contracts including relevant commitments / total contracts) * 100 to arrive at a percentage
FM97	%	(Total buildings achieving BREEAM IN-USE / Total buildings) * 100 to arrive at a percentage
FM98	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.11 per hour) and materials, equipment or other resources	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.39 per hour) and materials, equipment or other resources

FM Ref	Unit	Unit Guidance
FM99	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.11 per hour) and materials, equipment or other resources	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.39 per hour) and materials, equipment or other resources
FM100	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.11 per hour) and materials, equipment or other resources	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.39 per hour) and materials, equipment or other resources
FM101	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.11 per hour) and materials, equipment or other resources	£ invested - including staff time (volunteering valued at £16.07 per hours, expert time valued at £96.39 per hour) and materials, equipment or other resources

Table 5: Proxies and Rationale

Table 5 provides Proxy and Proxy Rationales for each of the National TOMs FM Plug-In Measures.

FM Ref	Proxy	Proxy Rationale
C19-1	Record only	-
C19-2	Record only	-
C19-4	Record only	-
C19-19	Record only	Recorded, not monetised.
FM1	£30,353 - UK value, must be localised to the selected local area	Economic benefit for the individual. Fiscal benefits to the government are excluded as they do not benefit the local area directly. UK median wage, Office of National Statistics (ONS) - Annual Survey of Hours and Earnings (ASHE) 2019. Should be localised by choosing from the same dataset the average over the relevant geographic area. Should not be reported as Social Value, but separately as Local Economic Value. An assessment of deadweight should be made for the specific project, by estimating what percentage of the project workforce would have been employed from the local area in a business as usual scenario. Link to download localised figures https://www.nomisweb.co.uk/query/construct/summary.asp?mode=construct&version=0&dataset=99
FM1a	£30,353 - UK value, must be localised to the selected local area	Economic benefit for the individual. Fiscal benefits to the government are excluded as they do not benefit the local area directly. UK median wage, Office of National Statistics (ONS) - Annual Survey of Hours and Earnings (ASHE) 2019. Should be localised by choosing from the same dataset the average over the relevant geographic area. Should not be reported as Social Value, but separately as Local Economic Value. An assessment of deadweight should be made for the specific project, by estimating what percentage of the project workforce would have been employed from the local area in a business as usual scenario. Link to download localised figures https://www.nomisweb.co.uk/query/construct/summary.asp?mode=construct&version=0&dataset=99
FM1b	£30,353 - UK value, must be localised to the selected local area	Economic benefit for the individual. Fiscal benefits to the government are excluded as they do not benefit the local area directly. UK median wage, Office of National Statistics (ONS) - Annual Survey of Hours and Earnings (ASHE) 2019. Should be localised by choosing from the same dataset the average over the relevant geographic area. Should not be reported as Social Value, but separately as Local Economic Value. An assessment of deadweight should be made for the specific project, by estimating what percentage of the project workforce would have been employed from the local area in a business as usual scenario. Link to download localised figures https://www.nomisweb.co.uk/query/construct/summary.asp?mode=construct&version=0&dataset=99
FM2	Record only	-
FM3	£1.00	Input proxy - this proxy captures the cost of resources (e.g. costs of putting on the events including hiring of spaces, stands and staff time) pledged to Employers Fairs, held to encourage local employment in the area.
FM4	Record only	Recorded, not monetised.
FM5	£18,965.00	Average annualised increase in economic benefits to the individual over the course of his/her lifetime. Annualised fiscal benefits to the NHS resulting from average reduction in health care costs associated with being out of work based on Unit Cost Database v2.0 E&E1.0.3, updated to 2019/2020 prices. The operational costs related to the fiscal benefit to DWP and HM Revenue and Customs are now included as in Unit Cost Database v2.0 E&E1.0 and E&E1.0.1 and E&E1.0.2 updated to 2019/2020 prices, which is adding an additional value component to the proxy that was not picked up previously. Remaining fiscal benefits to DWP and HM Revenue and Customs are excluded as indicated in the source. See Unit Cost Database v2.0 for a more detailed cost breakdown. Conservative proxy based on generic JSA claimant. 4.62% deadweight has been applied to reflect the probability for a long term unemployed person of getting off unemployment benefits. This deadweight is appropriate for the first year of employment. For succeeding years of continued employment, deadweight should be adjusted to reflect improved odds of finding a job.
FM6	£13,636.00	Based on Unit Cost Database (UCDB) v2.0, E&E 9.0 and E&E9.1, updated to 2019/2020 prices. Based on people aged 18-24 and 16-17 who are Not in Education, Employment or Training (NEET) (Dec. 2019). Current costs and forgone benefits to the individual and the government associated with being NEET. Value to the individual comprises the loss of earnings to the young person whilst NEET (£10,466 for 18-24 y.o. and £5,323 for 16-17 y.o.). Fiscal value to the government comprises benefit payments (worklessness and housing benefits) and foregone tax and national insurance receipts (£4,952 for 18-24 y.o. and £623 for 16-17 y.o.). Deadweight combines the 39.6% of 18-24 y.o. NEETs being unemployed and the 39.7% of 16-17 y.o. NEETs being unemployed (Dec. 2019) with the off-JSA-benefit and off-UC/off-UC if it had been available in the area rates of 17.02% for 18-24 y.o. NEETs and 15.45% for 16-17 y.o. NEETs (Dec. 2018 - Nov. 2019). The employment data is sourced from Stat-Xplore (https://stat-xplore.dwp.gov.uk/). Deadweight should not be applied when the job opportunity would not have been created under the business as usual scenario. The proxy value is appropriate for the first year of employment. A red flag has been allocated in the UCDB v2.0 "in recognition of the global, top-down nature of the calculation, the age of the data, and the lack of consideration of wider fiscal elements such as costs associated with the health and/or crime impacts of being NEET."
FM6a	£13,636.00	This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that were long term unemployed - meaning they had been claiming Jobseeker's Allowance (JSA) or Universal Credit (UC) benefits for at least the 12 months preceding the start of the employment contract – and that are care leavers (16 - 25 y.o.) facing barriers to employment. For a definition of long-term unemployment see: https://www.gov.uk/government/publications/predicting-likelihood-of-long-term-unemployment-the-development-of-a-uk-jobseekers-classification-instrument-wp116 . The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome – which includes that they should not be counted as NT3.
FM7	£23,119.00	The proxy value comprises the value to the individual from entering the labour market (annualised increase in lifetime earnings), the fiscal value to the NHS resulting from an average reduction in health care costs associated with being out of work, as well as the economic, fiscal and wellbeing value to society from preventing reoffending. The figures included in the proxy are the UK values for the population aged 18+. All components are based on Unit Cost Database (UCDB) v2.0 figures, updated to 2019/2020 prices, and MOJ prevention of reoffending statistics. See UCDB v2.0 for a more detailed description of unemployment and crime costs. An across-crimes multiplier of 4.3 has been applied to reflect the ratio of estimated total number of crimes (based on the Crime Survey for England and Wales, formerly British Crime Survey) to the number of comparable crimes recorded by the police (a UK weighted average of crime type multipliers - weighted according to the 2015/2020 distribution of reported crimes by typology - derived by GMCA Research Team and presented in the UCDB v2.0). A 3.96 multiplier has been applied to the average number of offences per offender, to take into account unproven offences (based on MOJ Crime statistics). The figures included in the proxy are the UK level values for the population aged 18+. They can be localised by choosing average reoffending figures for the relevant geographical area. Deadweight is established separately to reflect the reduction in reoffending probabilities for employed rehabilitating offenders (dw: 91%), and the average probability for rehabilitating offenders to be employed respectively (dw: 17%). Deadweight figures should be adjusted to reflect primary data from the project when available, e.g. by using success rates in preventing reoffending from a rehabilitating offender programme run in partnership with (or by) a VCSE. The proxy value is appropriate for the first year of employment. For succeeding years of continued employment, it should be adjusted to reflect an increased probability of finding a job. Value to the individual or business who suffered the crime is £16,807.18, the value to the government is £3,128.47 and the value to society is £2,277.54. These have been calculated based on the UCDB v2.0 Economic, Fiscal and Social components and Comments.

FM Ref	Proxy	Proxy Rationale
FM8	£15,166.00	Based on Unit Cost Database v2.0, E&E 2.0, updated to 2019/2020 prices. Based on "illustrative estimate by the Department of Work and Pensions (DWP) of the costs and benefits that would occur if some hypothetical 'typical' ESA WRAG (Work-Related Activity Group) claimant (who would otherwise have remained on benefits) were to move into employment for one additional year" (see UCDB v2.0 for a more detailed description). Value to the individual comprises increased earnings as a result of entering employment. Value to the government includes savings to the NHS related to a reduction in health care costs associated with being out of work. Fiscal benefits to the DWP have been excluded. Deadweight is based on the statistic that 50% of disabled unemployed are very likely to be long term unemployed. Therefore the deadweight figure is a weighted average of the probability of finding a job for a LTU (4.62%) and the generic probability of finding a job for the generic JSA claimant (12.35% for the Nov. 2018 - Oct. 2019 period). The proxy value is appropriate for the first year of employment. For succeeding years of continued employment it should be adjusted to reflect the increased probability of finding a job.
FM8a	£15,166.00	Please note this is the proxy for disabled people employed (NT6) and is being used provisionally for this measure. At procurement, the procuring organisation can use prioritisation coefficients to signpost this Measure to bidders. See NT6 for the full Rationale.
FM9	Record only	Recorded, not monetised.
FM10	Record only	Recorded, not monetised.
FM11	Record only	Recorded, not monetised.
FM12	Record only	Recorded, not monetised.
FM13	£125.62	Economic value to the individual. Based on a 2019 sample of 18 pricing points from 9 different companies offering cv advice and job interview coaching, either in one-to-one sessions or daily or half-day courses in small groups. An amber value has been allocated for robustness because of the sample size.
FM14	£16.07	The proxy reflects the replacement cost for the wage of the individual volunteering. It is based on the Office of National Statistics (ONS) hourly value of volunteering: based on different types of volunteering being identified in survey data (Community Life Survey) and valued at the closest market equivalent wage rate from the ASHE dataset. Updated to 2019 prices. (https://www.ons.gov.uk/economy/nationalaccounts/satelliteaccounts/articles/changesinthevalueanddivisionofunpaidcareworkintheuk/2015#valuation-of-unpaid-formal-volunteering). Can be localised by selecting appropriate wages for the relevant geographical area.
FM15	£64.28	The proxy value for site visits for school children or local residents is based on the assumed duration of a site visit including preparation, valued at volunteering rate (£16.07 per hour).
FM16	Record only	Recorded, not monetised.
FM17	£258.45	The proxy value has been computed combining the current economic benefit to the individual (based on minimum pay given the distribution of achievements by age and their average length), and the annualised future lifetime value to society of achieving the qualification (based on Unit Cost Database (UCDB) v2.0 updated to 2019/2020 prices, and the distribution of achievements by level). Value to the individual therefore includes current increased earnings and annualised value of future increased earnings as a result of achieving the qualification. It is the lower estimate, and reflects an assumption that 50% of the employment benefit is attributed to the qualification (see UCDB v2.0 for details). Estimates of distribution of achievements by age, average length, and level are based on data from the FE data library: further education and skills (https://www.gov.uk/government/statistical-data-sets/fe-data-library-vocational-qualifications-2), and BIS Returns to Intermediate and Low
FM18	£207.40	The proxy value has been computed combining the current economic benefit to the individual (based on minimum pay given the distribution of achievements by age and their average length), and the annualised future lifetime value to society of achieving an apprenticeship (based on Unit Cost Database (UCDB) v2.0 updated to 2019/2020 prices, and the distribution of achievements by level and gender). Value to the individual therefore includes current increased earnings and annualised value of future increased earnings as a result of achieving the qualification. It is the lower estimate, and reflects an assumption that 50% of the employment benefit is attributed to the qualification (see UCDB v2.0 for details). Estimates of distribution of achievements by age, average length, and level are based on data from the FE data library: further education and skills (https://www.gov.uk/government/statistical-data-sets/fe-data-library-further-education-and-skills) and https://www.gov.uk/government/statistical-data-sets/fe-data-library-apprenticeships). Per week attribution of lifetime benefits is based on the assumption that each week equally contributes to achieving the qualification. This assumption is likely to be revisited in future editions, to pick up on non-linearities.
FM17a	£258.45	Please note that this proxy value does not capture the additional specificity of the target groups the opportunity is being provided for, it is the same proxy value of NT9. At procurement only, a prioritisation weighting can be used to differentiate the two measures if appropriate. See NT9 for the full rationale.
FM18a	£207.40	Please note that this proxy value does not capture the additional specificity of the target groups the opportunity is being provided for, it is the same proxy value of NT10. At procurement only, a prioritisation weighting can be used to differentiate the two measures if appropriate. See NT10 for the full rationale.
FM19b	£16.07	The proxy reflects the replacement cost for the wage of the individual volunteering. It is based on the Office of National Statistics (ONS) hourly value of volunteering: based on different types of volunteering being identified in survey data (Community Life Survey) and valued at the closest market equivalent wage rate from the ASHE dataset. Updated to 2019 prices. (https://www.ons.gov.uk/economy/nationalaccounts/satelliteaccounts/articles/changesinthevalueanddivisionofunpaidcareworkintheuk/2015#valuation-of-unpaid-formal-volunteering). Can be localised by selecting appropriate wages for the relevant geographical area.
FM20	£125.62	Economic value to the individual. Based on a 2019 sample of 18 pricing points from 9 different companies offering cv advice and job interview coaching, either in one-to-one sessions or daily or half-day courses in small groups. An amber value has been allocated for robustness because of the sample size.
FM18b	£207.40	Please note that this proxy value does not capture the additional specificity of the topic of the apprenticeship, it is the same proxy value of NT10. At procurement only, a prioritisation weighting can be used to differentiate the two measures if appropriate. See NT10 for the full rationale.
FM21	£125.62	Economic value to the individual. Based on a 2019 sample of 18 pricing points from 9 different companies offering cv advice and job interview coaching, either in one-to-one sessions or daily or half-day courses in small groups. An amber value has been allocated for robustness because of the sample size.
FM22	£158.23	Current equivalent economic benefit to the individual from equivalent increased earnings, based on minimum pay given the distribution of apprenticeships achievements by age.
FM23	£158.23	Current economic benefit to the individual from actual minimum increased earnings, based on minimum pay given the distribution of apprenticeship achievements by age.
FM23a	£315.00	Current economic benefit to the individual from actual minimum increased earnings, based on based on UK Real Living Wage pay.
FM24	£1.00	Input value - this proxy measures the value of resources (e.g. costs of putting on the events including hiring of spaces, stands and staff time) pledged to Employment taster days for those interested in working in the real estate and construction industry. Staff time should be measured at £16.07 per staff hour.
C19-5	£96.11	The proxy reflects the average estimated cost of training if delivered by and external consultant. Based on average self-reported fees from a survey of consultants in various sectors across the UK, updated to 2019 prices.
C19-6	%	

FM Ref	Proxy	Proxy Rationale
C19-7	Record only	-
C19-8	£1.00	Input value of investment.
C19-9	Record only	-
C19-10	£1.00	Input value of investment.
C19-11	£1.00	Input value of investment.
C19-12	£1.00	Input value of investment.
C19-13	Record only	-
FM25	£0.12	Value to society resulting from average financial resources reinvested by VCSEs in their social mission (lower bound based on SEs). Assumed average profitability of 25%, wage differential with respect to non-VCSEs of 12.5% (there is about a 12.5% differential between the national Living Wage and the minimum wage for +25 y.o.), and average of 35% of profits reinvested into social purpose. An amber robustness assessment has been attributed given the relative scarcity of specific data and statistics on the various differentials for VCSEs. This is the additional SV (SVA) from spending with a VCSE. A relevant SROI multiplier can 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 (i.e. if doing so please avoid double counting by only recording the same spend under one Measure).
FM26	£96.11	Economic benefits to VCSEs or MSMEs resulting from avoided cost of expert advise/support. Based on average self-reported fees from a survey of consultants in various sectors across the UK, updated to 2019 prices.
FM26a	£96.11	Economic benefits to VCSEs or MSMEs resulting from avoided cost of expert advise/support. Based on average self-reported fees from a survey of consultants in various sectors across the UK, updated to 2019 prices.
FM27	£1.00	Economic value to the VCSEs. This proxy is based on primary data: a pre-determined value cannot be established. A resource-specific valuation exercise of the assets should be carried out and accurately described.
FM28	£16.07	The proxy reflects the replacement cost for the wage of the individual volunteering. It is based on the Office of National Statistics (ONS) hourly value of volunteering: based on different types of volunteering being identified in survey data (Community Life Survey) and valued at the closest market equivalent wage rate from the ASHE dataset. Updated to 2019 prices. (https://www.ons.gov.uk/economy/nationalaccounts/satelliteaccounts/articles/changesinthevalueofunpaidcareworkintheuk/2015#valuation-of-unpaid-formal-volunteering). Can be localised by selecting appropriate wages for the relevant geographical area.
FM29	£0.751 - multiplier for Birmingham, CONSTRUCTION - needs to be customised by industry and local area	Economic value to the local area - increased business opportunities for the local tier 1 contractors, and their local supply chain. Based on GVA Type I Multiplier. The multiplier should be made industry specific by selecting the appropriate Industry Type I Multiplier and localised by referencing the relevant geographical GVA figures (https://www.ons.gov.uk/economy/grossvalueaddedgva - contact the Social Value Portal for guidance). The default assumption for leakage is 20%. An assessment of deadweight should be made on a project specific base to identify the % increase in local spend with respect to the business as usual scenario. This component of value should not be reported as Social Value, but separately as Local Economic Value, unless a specific comparison with the business as usual scenario is made.
FM29a	£0.751 - multiplier for Birmingham, CONSTRUCTION - needs to be customised by industry and selected sub-localities (as in LIST NT18a)	Please note that the proxy does not reflect a higher need due to e.g. high deprivation and this should be captured through prioritisation at procurement and through a separate indicator at measurement. Economic value to the local area - increased business opportunities for the local tier 1 contractors, and their local supply chain. Based on GVA Type I Multiplier. The multiplier should be made industry specific by selecting the appropriate Industry Type I Multiplier and localised by referencing the relevant geographical GVA figures (https://www.ons.gov.uk/economy/grossvalueaddedgva - contact the Social Value Portal for guidance). The default assumption for leakage is 20%. An assessment of deadweight should be made on a project specific base to identify the % increase in local spend with respect to the business as usual scenario. This component of value should not be reported as Social Value, but separately as Local Economic Value, unless a specific comparison with the business as usual scenario is made.
FM30	£0.751 - multiplier for Birmingham, CONSTRUCTION - needs to be customised by industry and locality	Please note that the proxy does not reflect the specificity of spending with MSMEs. Economic value to the local area - increased business opportunities for the local tier 1 contractors, and their local supply chain. Based on GVA Type I Multiplier. The multiplier should be made industry specific by selecting the appropriate Industry Type I Multiplier and localised by referencing the relevant geographical GVA figures (https://www.ons.gov.uk/economy/grossvalueaddedgva - contact the Social Value Portal for guidance). The default assumption for leakage is 20%. An assessment of deadweight should be made on a project specific base to identify the % increase in local spend with respect to the business as usual scenario. This component of value should not be reported as Social Value, but separately as Local Economic Value, unless a specific comparison with the business as usual scenario is made.
FM30a	£0.751 - multiplier for Birmingham, CONSTRUCTION - needs to be customised by industry and locality	Please note that the proxy does not reflect the specificity of spending with Micro and Small enterprises. Economic value to the local area - increased business opportunities for the local tier 1 contractors, and their local supply chain. Based on GVA Type I Multiplier. The multiplier should be made industry specific by selecting the appropriate Industry Type I Multiplier and localised by referencing the relevant geographical GVA figures (https://www.ons.gov.uk/economy/grossvalueaddedgva - contact the Social Value Portal for guidance). The default assumption for leakage is 20%. An assessment of deadweight should be made on a project specific base to identify the % increase in local spend with respect to the business as usual scenario. This component of value should not be reported as Social Value, but separately as Local Economic Value, unless a specific comparison with the business as usual scenario is made.
FM31	Record only	-
FM32	£1.00	Input value - this proxy captures the cost of resources (e.g. costs of putting on the events including hiring of spaces, stands and staff time) pledged to Meet the Buyer events held to highlight local supply chain opportunities.
FM33	£124.30	Average increase in productivity per worker on contract from a workplace wellbeing programme, during the year of delivery. Calculated as a conservative percentage of the assessed increased productivity resulting from reduced absenteeism and presenteeism due to ill health within a sample programme. Measures in the assessed wellbeing programme include: flexible working time arrangements; healthy nutrition options; physical health programmes including personalised health and wellbeing information and advice; a health risk appraisal questionnaire; access to a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues. (Knapp, M., McDaid, D. and Parsonage, M., 2011. Mental health promotion and mental illness prevention: The economic case.; Mills, P.R., Kessler, R.C., Cooper, J. and Sullivan, S., 2007. Impact of a health promotion program on employee health risks and work productivity. American Journal of Health Promotion, 22(1), pp.45-53.) Please note the proxy has been modelled for a large enterprise, and it might underestimate the costs of delivering the programme for smaller businesses.
FM34	£1.00	Input value - this proxy measures the value of resources (e.g. costs of putting on the events including hiring of spaces, stands and staff time) invested in Mental Health Campaigns for staff and supply chain on the contract. .
FM35	£383.00	Average annualized per person economic benefit from providing access to mental health screening and CBT (cognitive behavioural therapy) for workers on contract - calculation based on per person fiscal savings to the NHS and local authority, and additional earnings for employees suffering from depression and or anxiety that are in treatment; benefit is averaged out for the entire workforce. Workplace-based enhanced depression care consists of completion by employees of a screening questionnaire, followed by care management for those found to be suffering from, or at risk of developing, depression and/or anxiety disorders. Those identified as being at risk of depression or anxiety disorders are offered a course of cognitive behavioural therapy (CBT) delivered in six sessions over 12 weeks. This intervention has been shown in a number of studies to be effective in tackling depression and reducing productivity losses in various workplaces. (Knapp, M., McDaid, D. and Parsonage, M., 2011. Mental health promotion and mental illness prevention: The economic case.; Unit Cost Database, 2019, Health Tab, HE11 measure)
FM36	£96.11	The proxy reflects the average estimated cost of training if delivered by and external consultant. Based on average self-reported fees from a survey of consultants in various sectors across the UK, updated to 2019 prices.
FM37	£96.11	Economic benefits to VCSEs or MSMEs resulting from avoided cost of expert advise/support. Based on average self-reported fees from a survey of consultants in various sectors across the UK, updated to 2019 prices.

FM Ref	Proxy	Proxy Rationale
FM38	Record only	Recorded, not monetised. Indicator should be used to measure progress over time.
FM39	£1.00	Input value - this proxy measures the value of resources (e.g. costs of putting on events including hiring of spaces, stands and staff time, etc.) invested in the initiatives on the contract.
FM40	Record only	Recorded, not monetised. Indicator should be used to measure progress over time.
FM41	Record only	Recorded, not monetised. Indicator should be used to measure progress over time.
FM42	£1,396.00	Annual economic benefit to an individual employed full time resulting from increased earnings calculated conservatively based on the UK real living wage (lower than the London living wage) as set by the Living Wage Foundation.
FM43	Record only	Recorded, not monetised. Indicator should be used to measure progress over time.
FM44	£1.00	Input value - this proxy measures the value of resources (e.g. costs of putting on events including hiring of spaces, stands and staff time, etc.) invested in the initiatives on the contract.
FM45	Record only	Recorded, not monetised. Indicator should be used to measure progress over time.
FM46	£30,353 - UK value, must be localised to the selected sub-localities	Economic benefit for the individual. Fiscal benefits to the government are excluded as they do not benefit the local area directly. UK median wage, Office of National Statistics (ONS) - Annual Survey of Hours and Earnings (ASHE) 2019. Should be localised by choosing from the same dataset the average over the relevant geographic area. Link to download localised figures https://www.nomisweb.co.uk/query/construct/summary.asp?mode=construct&version=0&dataset=99
FM47	Record Only	Recorded, not monetised. Indicator should be used to measure progress over time.
FM48	Record only	Recorded, not monetised. Indicator should be used to measure progress over time.
C19-14	Record only	-
C19-15	£16.07	The proxy reflects the replacement cost for the wage of the individual volunteering activity. It is the ONS hourly value of volunteering: based on different types of volunteering being identified in survey data (Community Life Survey) and valued at the closest market equivalent wage rate from the ASHE dataset. Updated to 2019 prices. (https://www.ons.gov.uk/economy/nationalaccounts/satelliteaccounts/articles/changesinthevalueanddivisionofunpaidcareworkinthek/2015#valuation-of-unpaid-formal-volunteering). Can be localised by selecting appropriate wages for the relevant geographical area.
C19-16	£1.00	Input value of resources.
C19-17	£1.00	Input value of investment.
C19-20	£1.00	Input value of investment.
FM49	£1.00	Input value - this proxy measures the value of resources (e.g. costs of putting on the events including hiring of spaces, stands and staff time) invested in the initiatives on the contract. It can be combine with an impact multiplier when a dedicated impact assessment and monetisation exercise has been carried out for specific initiatives.
FM50	£1.00	Input value - this proxy measures the value of resources (e.g. costs of putting on the events including hiring of spaces, stands and staff time) invested in the initiatives on the contract. It can be combined with an impact multiplier when a dedicated impact assessment and monetisation exercise has been carried out for specific initiatives.
FM51	£1.00	Input value - this proxy measures the value of resources (e.g. costs of putting on the events including hiring of spaces, stands and staff time) invested in the initiatives on the contract. It can be combined with an impact multiplier when a dedicated impact assessment and monetisation exercise has been carried out for specific initiatives.
FM52	£1.00	Input proxy - this proxy measures the value of resources pledged to support, fund or finance existing initiatives in the community. An additional multiplier capturing the rate of investment to impact should be used whenever available in the National TOMs Calculator for Measurement. This could be e.g. an SROI study developed for the specific initiative supported. Once an appropriate additional multiplier is used the proxy will capture the value to the beneficiaries, with economic, fiscal or wellbeing components included depending on what the additional multiplier adopted is designed to capture.
FM53	Record only	Recorded, not monetised.
FM54	£1.00	Input proxy - this proxy measures the value of resources pledged to support, fund or finance existing initiatives in the community. An additional multiplier capturing the rate of investment to impact should be used whenever available in the National TOMs Calculator for Measurement. This could be e.g. an SROI study developed for the specific initiative supported. Once an appropriate additional multiplier is used the proxy will capture the value to the beneficiaries, with economic, fiscal or wellbeing components included depending on what the additional multiplier adopted is designed to capture.
FM55	£1.00	Input proxy - this proxy measures the value of resources pledged to support, fund or finance existing initiatives in the community. An additional multiplier capturing the rate of investment to impact should be used whenever available in the National TOMs Calculator for Measurement. This could be e.g. an SROI study developed for the specific initiative supported. Once an appropriate additional multiplier is used the proxy will capture the value to the beneficiaries, with economic, fiscal or wellbeing components included depending on what the additional multiplier adopted is designed to capture.
FM56	£16.07	The proxy reflects the replacement cost for the wage of the individual volunteering activity. It is the ONS hourly value of volunteering: based on different types of volunteering being identified in survey data (Community Life Survey) and valued at the closest market equivalent wage rate from the ASHE dataset. Updated to 2019 prices. (https://www.ons.gov.uk/economy/nationalaccounts/satelliteaccounts/articles/changesinthevalueanddivisionofunpaidcareworkinthek/2015#valuation-of-unpaid-formal-volunteering). Can be localised by selecting appropriate wages for the relevant geographical area.
FM57	£1.00	Input proxy - this proxy measures the value of resources pledged to support, fund or finance existing initiatives in the community. An additional multiplier capturing the rate of investment to impact should be used whenever available in the National TOMs Calculator for Measurement. This could be e.g. an SROI study developed for the specific initiative supported. Once an appropriate additional multiplier is used the proxy will capture the value to the beneficiaries, with economic, fiscal or wellbeing components included depending on what the additional multiplier adopted is designed to capture.
FM58	Record only	Recorded, not monetised. Indicator should be used to measure progress towards higher occupier satisfaction over time.
FM59	Record only	Recorded, not monetised. Indicator should be used to measure progress over time.
C19-18	£1.00	
FM60	£69.35	The proxy value is based on the abatement costs, i.e. "(...) the economic cost of mitigating a unit cost of carbon", to meet specific emissions reduction targets (HM Green Book, Central Government Guidance on Appraisal Evaluation (2018) and BEIS's DECC/HM Treasury Green Book supplementary appraisal guidance on valuing energy use and greenhouse gas (GHG) emissions: https://www.gov.uk/government/publications/valuation-of-energy-use-and-greenhouse-gas-emissions-for-appraisal).
FM61	Record only	Recorded, not monetised.

FM Ref	Proxy	Proxy Rationale
FM62	£1.00	Monetary contributions to offset carbon emissions. £ value should be linked to the tonnes of CO2e being offset and the value of carbon chosen for the calculation.
FM63	£69.35	The proxy value is based on the abatement costs, i.e. "(...) the economic cost of mitigating a unit cost of carbon", to meet specific emissions reduction targets (HM Green Book, Central Government Guidance on Appraisal Evaluation (2018) and BEIS's DECC/HM Treasury Green Book supplementary appraisal guidance on valuing energy use and greenhouse gas (GHG) emissions: https://www.gov.uk/government/publications/valuation-of-energy-use-and-greenhouse-gas-emissions-for-appraisal).
FM64	£1.00	Monetary contributions to offset carbon emissions. £ value should be linked to the tonnes of CO2e being offset and the value of carbon chosen for the calculation.
FM65	Record only	Recorded, not monetised.
FM66	£69.35	The proxy value is based on the abatement costs, i.e. "(...) the economic cost of mitigating a unit cost of carbon", to meet specific emissions reduction targets (HM Green Book, Central Government Guidance on Appraisal Evaluation (2018) and BEIS's DECC/HM Treasury Green Book supplementary appraisal guidance on valuing energy use and greenhouse gas (GHG) emissions: https://www.gov.uk/government/publications/valuation-of-energy-use-and-greenhouse-gas-emissions-for-appraisal).
FM67	Record only	-
FM68	£0.03	Carbon cost of CO2 emissions and social cost (including health costs) of PM2.5 and NOx for emissions from road transport by cars (ref. fleet 2017). The Carbon cost is from DFT's WebTAG guidance and based on estimated abatement costs that will need to be incurred in order to meet specific emissions reduction targets (HM Green Book, Central Government Guidance on Appraisal Evaluation (2018) and BEIS's DECC/HM Treasury Green Book supplementary appraisal guidance on valuing energy use and greenhouse gas (GHG) emissions: https://www.gov.uk/government/publications/valuation-of-energy-use-and-greenhouse-gas-emissions-for-appraisal). The social cost based on DEFRA Damage Cost Approach (DCA) and monetised. Updated to 2019 prices. The value has increased from 2019 due to the increase in an availability of specific transport related pollution costs published by DEFRA providing more accurate measurement of costs occurring as a result of NOx and PM2.5 emissions.
FM69	£0.02	CO2, PM2.5 and NOx emissions saved by Low Emission Vehicles (LEV) (defined by emissions <75mg/km). Carbon cost of CO2 emissions and social cost (including health costs) of PM2.5 and NOx for emissions from road transport by cars (ref. fleet 2017). The Carbon cost is from DFT's WebTAG guidance and based on estimated abatement costs that will need to be incurred in order to meet specific emissions reduction targets (HM Green Book, Central Government Guidance on Appraisal Evaluation (2018) and BEIS's DECC/HM Treasury Green Book supplementary appraisal guidance on valuing energy use and greenhouse gas (GHG) emissions: https://www.gov.uk/government/publications/valuation-of-energy-use-and-greenhouse-gas-emissions-for-appraisal). The social cost based on DEFRA Damage Cost Approach (DCA) and monetised. Updated to 2019 prices.
FM70	Record only	Record, not monetised. This indicator measures employee incentivization to make use of sustainable transport options (These can include but are not limited to: subsidies for use of public transport, cycle buying scheme, cycle infrastructure provision such as storage, corporate carpooling options and incentivization, corporate bus service, etc.).
FM71	Record only	Record, not monetised. This indicator measures progress towards fleet modernization with the goal of reduced air pollutant emissions.
FM72	Record only	Data collection programme - can be monetised. Monetary value of emissions savings generated from total project related transportation. Emissions savings are generated through the use of a modern low emissions vehicle fleet versus a baseline vehicle fleet.
FM73	Record only	Recorded, not monetised.
FM74	£1.00	The proxy allows to record value of independently calculated natural capital benefits.
FM75	£1.00	Input value - record investments. Volunteering time spent in multi-stakeholder engagement initiatives and sustainable ecosystem management can be valued at £16.07 per hour.
FM76	Record only	Recorded, not monetised. Indicator should be used to measure progress over time.
FM77	£1.00	Input value - record investments. Can be combined with an independently calculated impact multiplier if a dedicated impact assessment has been carried out.
FM78	£1.00	Input value - record investments. Can be combined with an independently calculated impact multiplier if a dedicated impact assessment has been carried out.
FM79	Record only	Record not monetised.
FM80	Record only	Recorded, not monetised. This indicator reflects the percentage of buildings meeting good practice in terms of water saved against relevant benchmark (e.g. REEB) or baseline.
FM81	Record only	Recorded, not monetised. This indicator reflects the M3 water saved against relevant benchmark (e.g. REEB) or baseline.
FM82	Record only	Recorded, not monetised. This indicator reflects the percentage of buildings meeting good practice in terms of waste reduced against relevant benchmark (e.g. REEB) or baseline.
FM83	Record only	Recorded, not monetised. This indicator reflects the percentage of waste diverted against landfill above a relevant good practice industry benchmark.
FM83a	£94.15	Standard Landfill rate.
FM84	Record only	Recorded, not monetised. Indicator should be used to measure progress over time.
FM85	Record only	Record not monetised.
FM86	£1.00	£ value of sum of donated food based on initial purchasing price of ingredients or ready meals.
FM87	£1.00	Input value - spend with local organisations on partnerships to implement circular economy solutions.
FM88	£96.11	Economic benefits to VCSEs or MSMEs resulting from avoided cost of expert advise/support. Based on average self-reported fees from a survey of consultants in various sectors, updated to 2019 prices, all over UK.
FM89	Record only	Recorded, not monetised.
FM90	£1.00	Input value - spend with local organisations on partnerships to implement circular economy solutions.
FM91	£94.15	Standard Landfill rate.
FM92	£1.00	Input proxy - this proxy measures the value of resources pledged to support, fund or finance existing initiatives in the community. An additional multiplier capturing the rate of investment to impact should be used whenever available in the National TOMs Calculator for Measurement. This could be e.g. an SROI study developed for the specific initiative supported. Once an appropriate additional multiplier is used the proxy will capture the value to the beneficiaries, with economic, fiscal or wellbeing components included depending on what the additional multiplier adopted is designed to capture.
FM93	Record only	Recorded, not monetised. Indicator should be used to measure progress over time.

FM Ref	Proxy	Proxy Rationale
FM94	Record only	Recorded, not monetised. Indicator should be used to measure progress over time.
FM95	Record only	Recorded, not monetised.
FM96	£96.11	Recorded, not monetised. Indicator should be used to measure progress over time.
FM97	Record only	Recorded, not monetised. This indicator reflects the percentage of new buildings achieving BREEAM IN USE rating. It could be used for comparisons and for evaluating progress.
FM98	£1.00	Input proxy - this proxy measures the value of resources pledged to support, fund or finance existing initiatives in the community. An additional multiplier capturing the rate of investment to impact should be used whenever available in the National TOMs Calculator for Measurement. This could be e.g. an SROI study developed for the specific initiative supported. Once an appropriate additional multiplier is used the proxy will capture the value to the beneficiaries, with economic, fiscal or wellbeing components included depending on what the additional multiplier adopted is designed to capture. For the specific rational for the volunteering rate (£16.07 per hour) see NT17; for the hourly rate for expert support provided pro bono to VCSEs and MSMEs (£96.96 per hour) see e.g. NT14
FM99	£1.00	Input proxy - this proxy measures the value of resources pledged to support, fund or finance existing initiatives in the community. An additional multiplier capturing the rate of investment to impact should be used whenever available in the National TOMs Calculator for Measurement. This could be e.g. an SROI study developed for the specific initiative supported. Once an appropriate additional multiplier is used the proxy will capture the value to the beneficiaries, with economic, fiscal or wellbeing components included depending on what the additional multiplier adopted is designed to capture. For the specific rational for the volunteering rate (£16.07 per hour) see NT17; for the hourly rate for expert support provided pro bono to VCSEs and MSMEs (£96.96 per hour) see e.g. NT15
FM100	£1.00	Input proxy - this proxy measures the value of resources pledged to support, fund or finance existing initiatives in the community. An additional multiplier capturing the rate of investment to impact should be used whenever available in the National TOMs Calculator for Measurement. This could be e.g. an SROI study developed for the specific initiative supported. Once an appropriate additional multiplier is used the proxy will capture the value to the beneficiaries, with economic, fiscal or wellbeing components included depending on what the additional multiplier adopted is designed to capture. For the specific rational for the volunteering rate (£16.07 per hour) see NT17; for the hourly rate for expert support provided pro bono to VCSEs and MSMEs (£96.96 per hour) see e.g. NT16
FM101	£1.00	Input proxy - this proxy measures the value of resources pledged to support, fund or finance existing initiatives in the community. An additional multiplier capturing the rate of investment to impact should be used whenever available in the National TOMs Calculator for Measurement. This could be e.g. an SROI study developed for the specific initiative supported. Once an appropriate additional multiplier is used the proxy will capture the value to the beneficiaries, with economic, fiscal or wellbeing components included depending on what the additional multiplier adopted is designed to capture. For the specific rational for the volunteering rate (£16.07 per hour) see NT17; for the hourly rate for expert support provided pro bono to VCSEs and MSMEs (£96.96 per hour) see e.g. NT17

Table 6: Target Guidance and Evidence Requirements

Table 6 provides a list of Target Guidance and Evidence requirements for the National TOMs. Target Guidance is meant to be used at procurement, while Evidence is meant to be used at measurement. Measures with no Target Guidance are meant only for use at measurement. When social value is delivered in partnership with other organisations (e.g. VCSEs) on a specific programme, a separate assessment of social impact can be included – for example in the form of an SROI additional multiplier. We encourage all social impact assessment to be carried out by involving stakeholders and by following the Principles of Social Value as published by Social Value UK, and to be independently assured/audited.

FM Ref	Target Guidance	Evidence
C19-1		Specify the overall number of own staff employed on the contract at the beginning of the reporting period and the number of own staff retained at the end of the reporting period - maintaining the same time and pay conditions. Provide reference to the relevant payroll document. Information provided should be made compliant with data protection requirements (GDPR). For jobs that have been terminated, please provide a description of the operating context and type of contracts (i.e. effect of COVID 19 on ability to operate contract e.g. closure of sites - schools, offices, etc.) Please specify if relevant where employees have been redeployed internally. For employment contracts that have been terminated offer an explanation of how you have given due consideration to realistic alternatives for retaining those jobs before resorting to redundancies. Evidence requirements about giving due consideration to realistic alternatives should be applied and considered with proportionality to the scale, scope and impact of the crisis on the contract.
C19-2		Specify the overall number of own staff employed on the contract at the beginning of the reporting period and the number of own staff retained with time or pay alterations at the end of the reporting period. Examples include but are not limited to: working week reduced to 3 day for a specific list of employment contracts or pay reduced to 80% for a specific list of employment contracts. Provide a description of all alterations (e.g. percentage of reduction in time or pay) and reference to the relevant payroll documents. Information provided should be made compliant with data protection requirements (GDPR). Please provide a description of the operating context (i.e. effect of COVID 19 on ability to operate contract e.g. closure of sites - schools, offices, etc.). Specify if relevant where these employees have been redeployed internally. Provide evidence of how you have given due consideration to realistic alternatives for retaining those jobs without alterations before resorting to reducing time and/or pay. Evidence requirements about giving due consideration to realistic alternatives should be applied and considered with proportionality to the scale, scope and impact of the crisis on the contract.
C19-4		Specify the overall number of supply chain staff employed on the contract at the beginning of the reporting period and the number of supply chain staff retained at the end of the reporting period either at full or temporarily reduced time and pay. Provide description of any altered conditions (e.g. reduce time and pay) and contracts where they have been applied, together with reference to the relevant documents. Reductions in supply chain staff working on contract resulting from non-contract related redundancies do not have to be counted. Information provided should be made compliant with data protection requirements (GDPR). For jobs that have been terminated, please provide a description of the operating context and type of contracts (i.e. effect of COVID 19 on ability to operate contract e.g. closure of sites - schools, offices, etc.) Please specify if relevant where supply chain staff have been redeployed internally. For employment contracts that have been terminated or where pay and time conditions have been reduced please offer an explanation of how you have given due consideration to realistic alternatives. Evidence requirements about giving due consideration to realistic alternatives should be applied and considered with proportionality to the scale, scope and impact of the crisis on the contract.
C19-19	Summarise your strategy for employing your target number of eligible people on this contract. For example, if you will cooperate with local job centres, please specify which centres you plan to work with and how you will approach engaging with them.	Specify the number of qualifying employees employed on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). Evidence has to be provided regarding the eligibility of each employee recorded through this Measure.
FM1	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.	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).
FM1a	Summarise your strategy for employing your target number of people from listed sub-localities 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.	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).
FM1b	Summarise your existing or planned requirements for the supply chain on local employment and their strategy for employing your target number of local people on this contract. For example, if they will advertise in local newspapers, please explain which ones and how regularly. Or, if they will cooperate with local job centres, please specify which ones and how you will approach this.	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).
FM2	Specify the total number of people that will be employed on this contract. Of these, what is the total number of local people that will be employed on this contract? If you have not done so for NT1, NT1b or NT1c summarise your strategy for employing your target number of local people on this contract. For example, if you plan to advertise in local newspapers, please explain which ones and how regularly. Or, if you will cooperate with local job centres, please specify which ones and how you will approach engaging with them.	Specify the total number of people employed on this contract and the total number of local people employed on this contract. Information provided should be made compliant with data protection requirements (GDPR).
FM3	Provide a breakdown of expected costs for each employer's fair that will be held. Provide details of your upcoming employer's fairs, e.g. place, time and expected number of attendees.	Provide a breakdown of the costs incurred for each employer's fair held to encourage local employment. Provide details of each employer's fair, e.g. place, time and number of attendees.

FM Ref	Target Guidance	Evidence
FM4	Please provide information on the situation of union recognition agreements or equivalent worker representation, as well as collective bargaining in the supply chain and how such engagement will be encouraged. Documentation and evidencing are to be provided, including expected progress against pre-policy or intervention situation. This can include among other things: supply chain data, past experiences, existing union recognition agreements or documentation that provides proof of equivalent worker representation, etc.	Please provide information on the situation of union recognition agreements or equivalent worker representation, as well as collective bargaining in the supply chain and how such engagement has been encouraged. Documentation and evidencing are to be provided, including progress against pre-policy or intervention situation. This can include among other things: supply chain data, past experiences, existing union recognition agreements or documentation that provides proof of equivalent worker representation, etc.
FM5	Summarise your strategy for employing your target number of long-term unemployed people on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.	Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been long-term unemployed; 5.) how long they were unemployed for before the start of the employment contract. For example, Employee 1: 1 year; full-time; 1 FTE; this is the first employment experience after 14 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).
FM6	Summarise your strategy for employing your target number of people who are NEET on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.	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).
FM6a	Summarise your strategy for employing your target number of care leavers on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.	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 NEETs. For example, Employee 1: 3 months; full-time; 0.25 FTE; this is the first employment experience after being care leaver. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).
FM7	Summarise your strategy for employing your target number of 18+ year old rehabilitating offenders on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.	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+ 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 29 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).
FM8	Summarise your strategy for employing your target number of disabled people on this contract. For example, it is likely you will need to cooperate with job centres, care homes or charities so please specify which ones and how you will approach working with them.	Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE). For example, Employee 1: 3 months; full-time; 0.25 FTE. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).
FM8a	Summarise your strategy for employing your target number of disabled armed forces veterans on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.	Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE). For example, Employee 1: 3 months; full-time; 0.25 FTE. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).
FM9	Summarize your expected combined % share of women hired on contract (FTE) directly and through the supply chain.	Provide information on the % share of women working on contract (FTE). The provided data has to be supported by official company employment statistics or other documentation. If the data includes supply chain data suppliers have to provide the respective documentation. The data has to be adjusted for FTE employment to allow for comparability between different kinds of contracts.
FM10	Summarize your expected combined % share of BAME (black, asian, minority ethnic) hired on contract (FTE) directly and through the supply chain.	Provide information on the % share of BAME (black, asian, minority ethnic) working on contract (FTE). The provided data has to be supported by official company employment statistics or other documentation. If the data includes supply chain data suppliers have to provide the respective documentation. The data has to be adjusted for FTE employment to allow for comparability between different kinds of contracts.
FM11	Summarize planned programmes that will target women or a recruiting of women for this contract. This can include planned programmes in place with suppliers.	Provide evidence on initiatives or recruitment programmes in place on the contract that target women. This can include general information on said programmes and would ideally include information how they were implemented and the impact they had. If programmes in place with suppliers are included the respective suppliers have to provide the necessary information.
FM12	Summarize planned programmes that will target BAME (black, asian, minority ethnic) or a recruiting of BAME for this contract. This can include planned programmes in place with suppliers.	Provide evidence on initiatives or recruitment programmes in place on the contract that target BAME (black, asian, minority ethnic). This can include general information on said programmes and would ideally include information how they were implemented and the impact they had. If programmes in place with suppliers are included the respective suppliers have to provide the necessary information.
FM13	Summarise your strategy for supporting unemployed people into work (including the number of staff hours to be spent and the number of people to be supported). For each session, the number of hours reported should be calculated by multiplying the length of the session by the number of beneficiaries. For example, a 2-hour session attended by 8 unemployed people would be 16 hours. The cumulative number across sessions should be reported. Describe the activity/activities to be carried out and provide details of any partner organisations you will work with.	Specify the number of sessions, and for each session specify the duration, the number of staff providing unemployment support and the number of unemployed people supported. Describe the activity/activities delivered and provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).
FM14	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.	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).
FM15	Summarise your strategy for delivering your target number of site visits for school children or local residents. Describe and provide details of the site visits including the duration and expected number of attendees per visit. Provide the names of the schools/colleges that will be involved.	Describe and provide details of each site visit, including the duration and the number of school children or local residents attending each site visit. Information provided should be made compliant with data protection requirements (GDPR).

FM Ref	Target Guidance	Evidence
FM16	Please outline whether your company and/or your supply chain plan to put in place a policy that aims to facilitate and record staff engagement in Continuing Professional Development (CPD) activities. This can include working with specific CPD providers or offering CPD related workshops, seminars or courses to staff. Please also provide information on how own and supply chain staff on contract are projected to benefit from and access any CPD opportunities on offer and how you ensure staff participation in CPD activities is centred around staff interests, needs and priorities. For further information see e.g. https://cpduk.co.uk/explained	Please outline your company and/or your supply chain policy that aims to facilitate staff engagement in Continuing Professional Development (CPD) activities. This can include working with specific CPD providers or offering CPD related workshops, seminars or courses to staff. Please also provide information on how own and supply chain staff on contract benefitted from and accessed any CPD opportunities on offer and how you ensured staff participation in CPD activities was centred around staff interests, needs and priorities. For further information see e.g. https://cpduk.co.uk/explained
FM17	Summarise your strategy for providing your target number of weeks of training for vocational qualifications on this contract, including details of how you will support completion of the qualifications. If possible, provide details of the accredited training provider, the type and the level of the outcomes to be achieved as well as the resulting qualification.	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).
FM18	Summarise your strategy for providing your target number of weeks 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.	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).
FM17a	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.	Provide evidence of how you have reached the targeted categories - e.g. targeted upskilling programme reports or documented 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).
FM18a	Summarise your strategy for providing your target number of apprenticeship weeks on this contract and for engaging with the listed target categories (LIST NT10a), including details of how you will support completion of the apprenticeships. If possible, provide details of the accredited training provider, the type and the level of the apprenticeships to be achieved as well as the resulting qualifications. If you are going to work with a charity or third sector partner to reach the targeted group, please provide details for those.	Provide evidence of how you have reached the targeted categories - e.g. targeted upskilling programme reports or documented partnerships with a relevant third sector organisation. Specify the number of people on an apprenticeship on this contract including 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).
FM19b	Please provide information on the expected structure, content and target audience of the training for digital skills development will be provided. Please provide information on how the structure and content will enable attendees to expand their digital skills and how the skills development will be tracked, as well as information on the disadvantaged people you plan to work with. This should include information on specific targeting, participant eligibility, outreach, and engagement strategy. Please provide information on any organisation you plan to partner with to develop this training, as well as any staff work hours expected to be spent providing this training.	Please provide information on the structure, content and target audience of the training for digital skills development that has been provided. Please provide information on how the structure and content has enabled attendees to expand their digital skills and how skills development has been monitored and tracked, as well as information on the disadvantaged people you worked with. Please provide information on any organisation you partnered with to develop this training, as well as any staff work hours spent providing this training.
FM20	Describe the programme you are planning to deliver, the number of people benefitting that are in "traditional" high carbon industries and also the number of hours of training planned for each participant. Describe any certificates or qualifications that will be achieved.	Describe the nature and relevance of the training, and any certificates or qualifications achieved. Report the number of employees in high carbon industries that have benefitted, and number of hours of training provided.
FM18b	Summarise your strategy for providing your target number of apprenticeship weeks on this contract, including details of how you will support completion of the apprenticeships. If possible, provide details of the accredited training provider, the type and the level of the apprenticeships to be achieved as well as the resulting qualifications and relevance for the low carbon economy.	Specify the number of people on apprenticeships on this contract including 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).
FM21	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.	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).
FM22	Summarise your strategy for providing your target number of weeks of student work placements or pre-employment courses on this contract. Specify the type of student work placements or/and pre-employment courses that will be provided, including what kind of industry-based experience they will result in and how. As you will cooperate with schools, colleges or universities, please specify which ones and how you will approach this.	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).
FM23	Summarise your strategy for providing your target number of positions and weeks of paid work placements on this contract. Specify the type of work placements (as well as pay type, i.e. minimum wage, national living wage or higher wage) that will be provided, including what kind of industry-based experience they will result in and how. If you will cooperate with any organisation, school, college or university, please specify which ones and how you will approach this.	Specify the number of people in work placements, and for each person specify: the duration in weeks and type (including pay type, i.e. minimum wage, national living wage, higher wage) of the work placement. Describe the industry-based experience gained and provide details of any organisation, school, college or university partnered with. Information provided should be made compliant with data protection requirements (GDPR).
FM23a	Summarise your strategy for providing your target number of positions and weeks of paid work placements on this contract. Specify the type of work placements (as well as pay type, i.e. UK Real Living Wage, London Living wage, or higher wage) that will be provided, including what kind of industry-based experience they will result in and how. If you will cooperate with any organisation, school, college or university, please specify which ones and how you will approach this.	Specify the number of people in work placements, and for each person specify: the duration in weeks and type (including pay type, i.e. UK Real Living Wage, London Living wage, or higher wage) of the work placement. Describe the industry-based experience gained and provide details of any organisation, school, college or university partnered with. Information provided should be made compliant with data protection requirements (GDPR).
FM24	Provide a breakdown of expected costs for each employment taster day to be held. Describe and provide details of your upcoming employment taster days, e.g. place, time and expected number of attendees.	Provide a breakdown of the costs incurred for each employment taster day. Describe and provide details of each employment taster day, e.g. place, time and number of attendees. Information provided should be made compliant with data protection requirements (GDPR).
C19-5	Summarise your strategy for staff providing expert support to SMEs and VCSEs to respond to the COVID-19 crisis and maintain business operations. Examples could include but are not limited to: sharing online resources and capabilities, building online capacities, sharing resources and infrastructure, etc. Given the current crisis situation it is encouraged to be innovative and engage with creative and best practice solutions. Examples for innovative and best practice solutions can be accessed through the following links:	Input value - this proxy measures the value of resources (e.g. costs of putting on the events including hiring of spaces, stands and staff time) pledged to Employment taster days for those interested in working in the real estate and construction industry. Staff time should be measured at £16.07 per staff hour.
C19-6	UK Government COVID-19 guidance for employees, employers and businesses (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19);	The proxy reflects the average estimated cost of training if delivered by an external consultant. Based on average self-reported fees from a survey of consultants in various sectors across the UK, updated to 2019 prices.

FM Ref	Target Guidance	Evidence
C19-7	Good Things Foundation - initiative working on improving digital skills (https://www.goodthingsfoundation.org/)	Provide a breakdown of staff hours spent providing expert advice to VCSEs/SMEs to manage the COVID-19 crisis. Provide the details of the VCSEs/SMEs you have supported. Specify the number of staff hours spent for each VCSE/SME, 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).
C19-8	Please specify your payment conditions for SMEs and VCSEs on the contract and commitments on the percentage of invoices to be paid within 30 days.	Please specify the total number of invoices to SMEs and VCSEs to be paid on the contract and the number of those invoices paid within 30 days. Please provide evidence of payment terms implemented.
C19-9	Specify whether you have a policy or strategy to provide mental health and wellbeing support to staff working remotely as well as to staff that is on furlough. Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following links:	Input value of investment.
C19-10	Protect home workers (https://www.hse.gov.uk/toolbox/workers/home.htm);	-
C19-11	Mental Health in the workplace (https://www.acas.org.uk/supporting-mental-health-workplace);	Input value of investment.
C19-12	Working from home (https://www.acas.org.uk/working-from-home)	Provide relevant documents.
C19-13	Summarise initiatives for providing mental health and wellbeing support to staff working remotely as well as to staff that is on furlough. Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following links:	Input value of investment.
FM25	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.	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.
FM26	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.	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).
FM26a	Summarise your strategy for providing expert advice around decarbonisation to VCSEs/MSMEs to achieve net zero carbon by 2030. Provide the names of the VCSEs/MSMEs you will support or a range of options. Describe the number of staff hours to be spent in total and for each VCSE/MSME. Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.	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).
FM27	Provide a list of VCSEs you have already identified or a range of options. Provide a breakdown of the equivalent value of resources and/or equipment to be donated to VCSEs, including the names of the VCSEs.	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.
FM28	Specify the list of VCSEs that are going to be supported and describe the volunteering activities to be delivered and their intended purposes. Provide a breakdown of staff volunteering hours to be delivered to VCSEs. For example, if 10 staff volunteer 3 hours, then the total reported should be 30.	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 data protection requirements (GDPR).
FM29	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.	Provide a breakdown of pounds 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 procured from each and the first three digits of their postcode.
FM29a	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.	Provide a breakdown of pounds spent with organisations in your local supply chain within the specified sub-localities (LIST NT18a) on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services procured from each and the first three digits of their postcode.
FM30	Provide a breakdown of pounds to be spent with organisations in your supply chain within the specified local area on this contract. Specify the name of each eligible supplier, including the category (MSME)/industry of goods/services to be procured from each as well as the first three digits of their postcode.	Provide a breakdown of pounds spent with organisations in your local supply chain. Specify the name of each eligible supplier, specifying that it is a Micro, Small or Medium Enterprise, and include the category/industry of goods/services procured from each and the first three digits of their postcode.
FM30a	Provide a breakdown of pounds to be spent with Micro and Small organisations in your supply chain within the specified local area 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.	Provide a breakdown of pounds spent with Micro and Small organisations in your supply chain within the local area specified on this contract. Specify the name of each eligible supplier, specifying that is a Micro or Small Enterprise, and include the category/industry of goods/services procured from each and the first three digits of their postcode.
FM31	Specify the number of relevant opportunities on the contract you are planning to create, their relevance to de-carbonisation and how you are planning to target MSMEs specifically.	List opportunities, relevance to de-carbonisation and winning MSMEs
FM32	Provide a breakdown of expected costs for Meet the Buyer events to be held for this contract. Provide details of your upcoming Meet the Buyer event(s), e.g. place, time and expected number of attendees. Also provide names of attending supply chain organisations. Information provided should be made compliant with data protection requirements (GDPR).	Provide a breakdown of costs incurred for Meet the Buyer events held for this contract. Provide details of each Meet the Buyer event, e.g. place, time and number of attendees. Also provide names of attending supply chain organisations. Information provided should be made compliant with data protection requirements (GDPR).
FM33	Summarise your strategy for providing access to a comprehensive workplace wellbeing programme to all employees, including measures in place or planned. Describe how the programme you are going to deliver is going to be structured around the following dimensions: flexible working time arrangements; healthy nutrition options; physical health; health risk appraisal questionnaires; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues). If you are partnering with any specialist organisation, please provide details or a range of options.	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.
FM34	Specify the planned costs for relevant initiatives on the contract. Describe the type of initiatives, their aim and focus and also who they will be targeted at (staff, supply chain). If you are partnering with any specialist organisation, please provide details or a range of options.	Please provide a breakdown of costs for each initiative, and a summary of the number of people you have engaged where relevant. If you are partnering with any specialist organisation, please provide details.

FM Ref	Target Guidance	Evidence
FM35	Summarise your strategy for providing access to mental health screening questionnaires for all employees on the contract and providing access to a minimum of 6 CBT sessions for all those employees that have been identified within the questionnaire as having depression or anxiety issues. If you are partnering with any specialist organisation, please provide details or a range of options.	Provide evidence for mental health screening and availability of CBT sessions for own and sub-contractor employees on contract. This can include example mental health questionnaire; evidence for CBT service provision. If you are partnering with any specialist organisation, please provide details.
FM36	Describe your strategy for delivering equality, diversity training to own staff and supply chain on this contract. Provide a workplan, including number of staff hours that will be spent and the number of people that will be involved in the training both from your own organisations and from those in the supply chain. Explain the objectives of the training session/s and how progress towards these objectives will be monitored over the course of the contract.	Provide a breakdown of staff hours spent providing equality, diversity and inclusion training to own staff and supply chain organisations on this contract, including the number of people involved in the training. Describe the objectives of the training session(s) and how progress towards these objectives will be monitored over the course of the contract. Information provided should be made compliant with data protection requirements (GDPR). If you are partnering with any specialist organisation, please provide details.
FM37	Summarise your strategy for providing pro-bono responsible budgeting support to employees. Provide the names of the registered debt management provider you will partner with. Describe the number of staff hours to be spent in total and in partnership with each provider.	Provide a breakdown of the provided pro-bono responsible budgeting support to employees. Provide the names of the registered debt management provider you partnered with. Describe the number of staff hours spent in total and in partnership with each provider. Information provided should be made compliant with data protection requirements (GDPR).
FM38	Guidance on calculations can be found here: https://www.gov.uk/guidance/gender-pay-gap-reporting-make-your-calculations#hourly-pay-figures-you-must-calculate . Median gender pay gap in hourly pay can be calculated by following these steps:	Recorded, not monetised. Indicator should be used to measure progress over time.
FM39	1. Arrange the hourly pay rates of all male full-pay relevant employees from highest to lowest	Input value - this proxy measures the value of resources (e.g. costs of putting on events including hiring of spaces, stands and staff time, etc.) invested in the initiatives on the contract.
FM40	2. Take the hourly pay rate of the middle ranked man – this gives you the median hourly rate of pay for men	Recorded, not monetised. Indicator should be used to measure progress over time.
FM41	3. Arrange the hourly pay rates of all female full-pay relevant employees from highest to lowest	Recorded, not monetised. Indicator should be used to measure progress over time.
FM42	4. Take the hourly pay rate of the middle ranked woman – this gives you the median hourly rate of pay for women	Annual economic benefit to an individual employed full time resulting from increased earnings calculated conservatively based on the UK real living wage (lower than the London living wage) as set by the Living Wage Foundation.
FM43	5. Subtract the median hourly pay rate for women from the median hourly pay rate for men	Recorded, not monetised. Indicator should be used to measure progress over time.
FM44	6. Divide the result by the median hourly pay rate for men	Input value - this proxy measures the value of resources (e.g. costs of putting on events including hiring of spaces, stands and staff time, etc.) invested in the initiatives on the contract.
FM45	7. Multiply the result by 100 – this gives you the median gender pay gap in hourly pay as a percentage of mens' pay	Provide evidence of your calculations from payroll data and, if you have done so, a narrative identifying the challenges and possible causes of the gender pay gap within your organisation, together with your ideas on how to address them. Information provided should be made compliant with data protection requirements (GDPR).
FM46	Please describe initiatives and how you plan to implement them. You can include e.g. changes to recruitment and promotion practices, relevant networking and mentoring programmes, flexibility and shared parental leave policies, and specific training for staff (for examples of relevant practices see https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/731288/Gender-Pay-Gap-actions_.pdf). Please provide a description of initiatives to be delivered on the contract and a breakdown of projected costs for each. If you are partnering with any specialist organisation, please provide details.	Provide a list of initiatives included and describe their aims and reach, together with any assessment of their impact if available (quantitative or qualitative). For each initiative, provide a breakdown of the £ invested. If you are partnering with any specialist organisation, please provide details.
FM47	Please specify what Real Living Wage rates you are applying (UK or London rate) to the workforce, or to what percentages of the workforce on the contract if this only partially includes the London area.	Please provide evidence of the total number of employment contracts and the number of employment contracts where staff are paid at least Real Living wage according to the relevant local rate. For more information see: https://www.livingwage.org.uk/ . All data should be reported in compliance with GDPR requirements.
FM48	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.	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 as MSMEs. All data should be reported in compliance with GDPR requirements.
C19-14	Specify whether you have in place a strategy to provide guidance on best practice social behaviour around COVID-19 to own and supply chain staff. Examples include but are not limited to: Regular emails to own and where possible supply chain staff informing them on best practice social behaviour at work and at home. Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following links:	Please provide evidence of the total number of renewed or retained employment contracts where you have raised the wage to Real Living wage according to the relevant local rate (https://www.livingwage.org.uk/), or higher. For each contract, provide a list of the previous and new salary figures. Please specify what Real Living Wage rates you are applying as a threshold (UK or London rate) to the workforce, or the percentage of the workforce on the contract each rate of Real Living wage is paid to if this only partially includes the London area. All data should be reported in compliance with GDPR requirements.
C19-15	UK Government COVID behavioural guidance (https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance);	Specify the total number of procurement contracts on this contract and the total number of those that include commitments to ethical procurement. If applicable, provide a copy of your ethical procurement policy and a copy of your modern slavery statement.
C19-16	UK Government behaviour at work guidance poster (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/873785/COVID19_Guidance_Employers_and_businesses_.pdf);	Describe delivered relevant initiatives, and for each initiative provide a breakdown of the costs. Provide detail of the number of organisations in the supply chain for the contract involved.
C19-17	UK Government social distancing recommendations (https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults)	Please provide documents detailing your strategy and a report of its implementation (how it has been distributed, monitored or enforced, how you have engaged with target audiences etc)
C19-20	Summarise your strategy for enabling and encouraging staff to volunteer within the community or participate in local support networks. This measure focuses particularly on help for the most vulnerable groups and essential work force. Examples include but are not limited to: NHS volunteering, community support group volunteering, digital volunteering to help vulnerable groups, etc. Given the current crisis situation, innovation, creativity and best practice solutions are encouraged. Examples for innovative and best practice solutions can be accessed through the following links:	Please provide a list of relevant employees and their specific modern slavery related responsibilities on the contract. Please provide information on their modern slavery related qualifications.

FM Ref	Target Guidance	Evidence
FM49	Provide a breakdown of pounds to be invested in initiatives aimed at reducing crime (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)). Describe what type of crime/s you aim to reduce, including how and where you aim to do so. Details of any organisations you will partner with to reduce crime must be provided.	Provide a breakdown of pounds invested in initiatives aimed at reducing crime (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)). Describe what type of crime 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).
FM50	Provide a breakdown of pounds to be invested in initiatives aimed at tackling homelessness (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)). Describe how you aim to tackle homelessness, including how and where you aim to do so. Details of any organisations you will partner with to tackle homelessness must be provided.	Provide a breakdown of pounds invested in initiatives aimed at tackling homelessness (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)), and of any organisations you have partnered with. Describe how you 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).
FM51	Provide a breakdown of pounds to be invested in initiatives aimed at tackling rough sleeping (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)). Describe the initiatives to support rough sleepers you are planning to deliver. Details of any organisations you will partner with to tackle rough sleeping must be provided.	Provide a breakdown of pounds (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)) invested in initiatives aimed at tackling rough sleeping, and of any organisations you have partnered with. Describe how you have worked to tackle rough sleeping, 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).
FM52	Provide a breakdown of pounds to be invested in initiatives aimed at improving health and/or wellbeing in the community (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)). Describe what type of health and/or wellbeing issue/s you will address, including how and where you aim to do so. Details of any organisations you will partner with must be provided.	Provide a breakdown of pounds (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)) invested in initiatives aimed at improving health and/or wellbeing in the community. 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 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).
FM53	Please provide information on the expected percentage of catering contracts on contract that will include requirements around nutritional content and outreach campaigns to engage and inform people on the benefits of healthy food and eating, with the aim of reducing obesity and lifestyle diseases. Please outline how these requirements will help reduce obesity and lifestyle diseases and how they differ from traditional catering options. Please provide information on any organisations you may partner with.	Please provide information on the percentage of catering contracts on contract that include requirements around nutritional content and outreach campaigns to engage and inform people on the benefits of healthy food and eating, with the aim of reducing obesity and lifestyle diseases. Please outline how these requirements helped reduce obesity and lifestyle diseases and how they differ from traditional catering options. Please provide information on any organisations you partnered with.
FM54	Provide a breakdown of pounds to be invested in initiatives aimed at supporting older, disabled and vulnerable people to build stronger community networks (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)). Describe the group/s you will be supporting and the activities you will deliver, including how and where you will do so. Details of any organisations you will partner with must be provided.	Provide a breakdown of pounds (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)) invested in initiatives aimed at supporting older, disabled and vulnerable people to build stronger community networks. Describe the groups you have supported and the activities you have delivered, 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).
FM55	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.	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 data protection requirements (GDPR).
FM56	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.	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).
FM57	Provide a breakdown of pounds to be invested in helping the local community draw up their own Community Charter or Stakeholder Plan (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)). Describe your strategy/workplan for engaging with the local community. Provide details of any organisations you will partner with.	Provide a breakdown of pounds invested to help the local community draw up their own Community Charter or Stakeholder Plan (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)). 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).
FM58	Describe your strategy and workplan for surveying occupier satisfaction.	Provide evidence of Occupier Satisfaction Surveys undertaken. Specify the number of survey responses you have received out of the total number of occupiers. Demonstrate actions taken or new plans put in place to improve performance and to engage with occupier feedback. Information provided should be made compliant with data protection requirements (GDPR).
FM59	Describe your strategy and workplan for carrying out your Post Occupancy Evaluation.	Provide evidence of the Post Occupancy Evaluation that you have carried out, including a copy of the Post Occupancy Evaluation Report. Information provided should be made compliant with data protection requirements (GDPR).
C19-18	Summarise initiatives to provide or support appropriate collection for discarded gloves and masks. Examples include but are not limited to: coordinating or managing waste collection or disposal system for gloves and masks. Given the current crisis situation, innovation and engagement with creative and best practice solutions are encouraged.	Please provide description and references to the initiatives organised or funded, a list of any organisations you might have partnered with and a breakdown of resources invested.

FM Ref	Target Guidance	Evidence
FM60	Describe the programmes or initiatives that you are going to put in place to achieve the identified savings in CO2 emissions on the contract including timeframes. These could be from de-carbonisation work (other than low emission vehicles and car miles saved by sustainable transport programmes that can be measured elsewhere). Specify and evidence the pre-existing baseline that will be used to measure savings/reductions.	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 that has been used to measure savings/reductions.
FM61	At corporate level. This will be your existing policy, strategy and/or plan of action to achieve, evidence and monitor net zero carbon by 2030. If you have not issued one but are committing to do so before the end on 2020, please provide a statement including scope and expected publication date.	Please provide a copy of your policy, strategy and plan with specific milestones to achieve, evidence and monitor net zero carbon by 2030.
FM62	List contributions to offset carbon made into own fund, providing a breakdown for the different types of offsetting and where relevant explanation of why said carbon cannot be reduced within the contract's timeframe. Please provide information on the conversion rate used (price of CO2e applied per tonne). Explanation on why carbon emissions cannot be reduced during contract's timeframe has to be provided.	List contributions to offset carbon made on the contract into own carbon offset fund, providing a breakdown for the different types of offsetting and where relevant explanation of why said carbon cannot be reduced within the contract's timeframe.
FM63	Specify the benchmark/baseline to be used. Provide a breakdown of your expected CO2e savings from reductions in embodied carbon. Note that a carbon assessment must be carried out according to BS EN 15978: 2011 and a copy must be provided of this assessment.	Specify the benchmark/baseline that has been used. Provide a breakdown of your CO2e savings from reductions in embodied carbon. A carbon assessment must have been carried out according to BS EN 15978: 2011. Provide a copy of this assessment.
FM64	List contributions to offset carbon made into external fund (it could be from S106 agreements), providing a breakdown for the different types of offsetting and where relevant explanation of why said carbon cannot be reduced within the contract's timeframe. Please provide information on the conversion rate used (price of CO2e applied per tonne).	List contributions to offset carbon made on the contract into an external carbon offset fund, providing a breakdown for the different types of planned offsetting and where relevant explanation of why this carbon cannot be reduced within the contract's timeframe.
FM65	List certifications achieved or to be achieved for the reporting year.	Provide achieved certifications and documentation on how these have been achieved.
FM66	Specify the benchmark/ baseline to be used. Provide a breakdown of your expected energy reductions and describe the energy reduction measures to be implemented. Provide both your expected total energy reductions and your expected energy reductions above the benchmark/baseline.	Specify the benchmark/baseline that is used. Provide a breakdown of your energy savings against that benchmark or baseline, including energy metering data or a statement from your Energy Manager (note that accidental energy reductions (e.g. caused because people use heating less in summer) should not be counted here). Give details of the specific intervention that was undertaken to reduce the energy consumption. Provide both your total energy reductions and your energy reductions above the benchmark/baseline.
FM67	Specify the total number of buildings and the number of buildings expected to meet the energy savings target. Provide details of the target and clarify how you will reach it.	Specify the total number of buildings and the number of buildings that met the energy savings target. Provide details of the target and clarify how you reached it.
FM68	Provide details on the programme to be implemented to reduce passenger car miles driven, including a breakdown of the number of car miles to be saved and how the car miles will be saved. Specify the baseline to be used (i.e. car miles driven before a programme is put in place to reduce car miles driven) and full methodology of calculation. This measure can be localized if desired, which can lead to a substantial increase in the captured social value. For further information please see pages 9-11 in the DEFRA "Air quality damage cost guidance January 2019" document which can be downloaded from this homepage: https://www.gov.uk/guidance/air-quality-economic-analysis . Please reach out to SVP if you have further questions regarding the localization of this measure.	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.
FM69	Provide details on the programme to be implemented. When in addition to data on the miles driven additional data on the location is collected, this measure can further be localized if desired. This could lead to a substantial increase in the captured social value. For further information please see pages 9-11 in the DEFRA "Air quality damage cost guidance January 2019" document which can be downloaded from this homepage: https://www.gov.uk/guidance/air-quality-economic-analysis . Please reach out to SVP if you have further questions regarding the localization of this measure.	Fleet report and mileage log. There is an expectation for independently assured and audited reports to be provided.
FM70	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.	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.
FM71	Provide information on % of fleet planned to be used directly on contract that complies with EURO 6 emissions standard or is LEV (Low Emissions Vehicles such as electric or hybrid). The fleet includes passenger cars, light commercial vehicles and heavy trucks.	Provide information on the share of the fleet used on directly contract (this excludes employee commuting) that complies with EURO 6 emissions standards or is LEV (Low Emissions Vehicles such as electric and hybrid). The fleet includes passenger cars, light commercial vehicles and heavy trucks.
FM72	Please describe your plan for collecting data on each vehicle expected to be used on contract, including expected distance travelled for contract in miles, type of vehicle (passenger car, light commercial vehicle by weight category (< 1305 kg, 1305 kg - 1760kg, >1760kg), heavy truck), engine type (diesel, petrol, electric, hybrid), EURO emissions standard of vehicle (EURO 1, EURO 2, EURO 3, EURO 4, EURO 5 (if available EURO 5a, EURO 5b), EURO 6 (if available EURO 6b, EURO 6c, EURO 6d). If data on the location is collected this measure can further be localized if desired. This could lead to a substantial increase in the captured social value. For further information please see pages 9-11 in the DEFRA "Air quality damage cost guidance January 2019" document which can be downloaded from this homepage: https://www.gov.uk/guidance/air-quality-economic-analysis . Please reach out to SVP if you have further questions regarding the localization of this measure.	Breakdown of travel data for each vehicle used directly on contract (including by contractors), including distance travelled for contract in miles, type of vehicle (passenger car, light commercial vehicle by weight category (< 1305 kg, 1305 kg - 1760kg, >1760kg), heavy truck), engine type (diesel, petrol, electric, hybrid), EURO emissions standard of vehicle (EURO 1, EURO 2, EURO 3, EURO 4, EURO 5 (if available EURO 5a, EURO 5b), EURO 6 (if available EURO 6b, EURO 6c, EURO 6d). If data on the location is collected this measure can further be localized if desired. This could lead to a substantial increase in the captured social value. For further information please see pages 9-11 in the DEFRA "Air quality damage cost guidance January 2019" document which can be downloaded from this homepage: https://www.gov.uk/guidance/air-quality-economic-analysis . Please reach out to SVP if you have further questions regarding the localization of this measure.
FM73	Please provide copies of relevant policies, strategies and planned internal air quality regulation measures, including targets for improvements.	Please upload policies and results from measures aimed at regulating internal air quality, including results with a focus on improvements.
FM74	Expected Natural Capital benefits to be monetised through independent analysis.	Provide a full study containing the natural capital benefits analysis. The study must be provided and assured by an independent provider. Details on the study provider must also be provided.
FM75	Participation and resources invested including time and volunteering that can be attributed to the contract. Only volunteering hours spent during work hours or paid overtime hours can be counted.	For each initiative or project supported, provide a breakdown of volunteering and staff time invested, alongside other investment. Only volunteering hours spent during work hours or paid overtime hours can be counted.
FM76	% of plastic used on the contract that is expected to be recycled.	Provide a breakdown of the total amount of plastic used on the contract and the total amount of that that has been recycled.

FM Ref	Target Guidance	Evidence
FM77	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.	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.
FM78	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.	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.
FM79	Please provide copies of relevant policies, strategies and planned downstream waste management audits.	Please upload policies and results from downstream audits implemented on the contract.
FM80	Specify the total number of buildings and the number of buildings expected to meet the target. Provide details of the target and how it is expected to be reached.	Specify the total number of buildings and the total number of buildings meeting the target. Provide details of the target and how it has been reached.
FM81	Specify the benchmark/baseline to be used. Provide a breakdown of your expected water savings and describe the measures to be implemented to achieve these. Provide both your expected total water savings and your expected water savings above the benchmark/baseline.	Provide evidence on the adopted benchmark/baseline. Provide a breakdown of your water savings and describe the measures you have implemented to achieve these. Provide both your total water savings and your water savings above the benchmark/baseline. Include supporting evidence such as water statements.
FM82	Specify the total number of buildings and the number of buildings expected to meet the target. Provide details of the target and how it is expected to be reached.	Specify the total number of buildings and the total number of buildings meeting the target. Provide details of the target and how it has been reached.
FM83	Specify the benchmark/baseline to be used. A typical BREEAM benchmark would see a minimum of 80% for non-demolition waste and 90% for demolition waste as diverted from landfill. Indicate what percentage of your total waste will be diverted from landfill above the chosen benchmark. Provide both your expected total waste diverted and your expected waste diverted above the benchmark/baseline. Provide a breakdown of your expected waste diverted and describe the measures to be implemented to achieve this.	Provide evidence on the adopted benchmark/baseline. A typical BREEAM benchmark would see a minimum of 80% for non-demolition waste and 90% for demolition waste as diverted from landfill. Indicate what percentage of your total waste has been diverted from landfill. Provide both your total waste diverted and your waste diverted above the benchmark/baseline. Provide a breakdown of the waste diverted and describe the measures you have implemented to achieve this. Include supporting evidence such as waste certificates.
FM83a	Specify the benchmark/baseline to be used. A typical BREEAM benchmark would see a minimum of 80% for non-demolition waste and 90% for demolition waste as diverted from landfill. Indicate the tonnes of waste expected to be diverted from landfill above the chosen benchmark (Standard Rate of Landfill Tax - e.g. wood, plastics and green waste). Provide both your expected total waste diverted and your expected waste diverted above the benchmark/baseline. Provide a breakdown of your expected waste diverted and describe the measures to be implemented to achieve this.	Provide evidence on the adopted benchmark/baseline. A typical BREEAM benchmark would see a minimum of 80% for non-demolition waste and 90% for demolition waste as diverted from landfill. Indicate the tonnes of waste diverted from landfill above the chosen benchmark (Standard Rate of Landfill Tax - e.g. wood, plastics and green waste). Provide both your total waste diverted and your waste diverted above the benchmark/baseline. Provide a breakdown of your waste diverted and describe the measures implemented to achieve this. Include supporting evidence such as waste certificates.
FM84	Summarize the planned % share of biocomposites and equivalent materials used as part of the project. This can include planned use by suppliers.	Provide information and evidence of the % share of biocomposites and equivalent materials used as part of the project. This can include expenses, planning documents, supplier information.
FM85	Provide information on the action plan for tracking and reducing food waste related to site operations you are planning to put in place. This plan should include detailed information on how food waste will be tracked and what measures will be taken to reduce the amount of food waste generated relating to site operations, including targets for reduction.	Provide information on the action plan in place for tracking and reducing food waste related to site operations. This plan should include detailed information on how food waste is tracked and what measures are taken to reduce the amount of food waste generated relating to site operations, including a reporting of results with a focus on improvements.
FM86	Please provide information on whether any food "waste" will be donated on the contract. Please provide information on the type of food that will be donated, who it will be donated to and how the recipients benefit from the food donation. If you plan to work with partner organisations please provide information on those. Please also provide information on the expected quantity (e.g. kg, litres or numbers) and the £ value of the donated food based on the initial purchasing price.	Please provide information on whether any food "waste" has been donated on the contract. Please provide information on the type of food that has been donated, who it has been donated to and how the recipients benefited from the food donation. If you worked with partner organisations please provide information on those. Please also provide information on the delivered quantity (e.g. kg, litres or numbers) and the £ value of the donated food based on the initial purchasing price.
FM87	Please provide information on the expected types and price of refurbished furniture to be procured as part of the contract, including the expected percentage of all procured furniture that is recycled. Please provide information on the source of the to be procured furniture and evidence for the furniture having been refurbished. Please provide evidence for the price of the to be procured furniture.	Please provide information on the types and price of refurbished furniture procured as part of the contract, including the percentage of all procured furniture that is recycled. Please provide information on the source of the procured furniture and evidence for the furniture having been refurbished. Please provide evidence for the price of the procured furniture.
FM88	Summarise your strategy for providing expert advice to support VCSEs/MSMEs to adopt circular economy solutions. Provide the names of the VCSEs/MSMEs you will support or a range of options. Describe the number of staff hours to be spent in total and for each VCSE/MSME. Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.	Provide a breakdown of staff hours spent providing expert advice to VCSEs/MSMEs. Provide the names of the VCSEs/MSMEs you have supported. Specify the number of expert staff hours spent with 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).
FM89	Tonnes 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.	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.
FM90	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.	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.
FM91	Calculate the estimated tonnes of waste that would not be recycled but that will be diverted to a specific recycling programme as a result of your programme or partnership. Provide information on the nature of the waste expected to be recycled to evidence the nature of recycling difficulties.	Report the total amount of hard to recycle waste on the contract that has been diverted through a dedicated recycling programme. Provide details of any partner organisations on the contract for the programme. Provide information on the nature of the waste recycled to evidence the nature of recycling difficulties.
FM92	Provide a breakdown of pounds to be invested in initiatives aimed at redesigning spaces to improve recycling practices (e.g. kitchens to minimise food waste, including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)). Describe the activities you will deliver, including how and where you will do so. Details of any organisations you will partner with must be provided.	Provide a breakdown of pounds (including number of staff hours valued at £16.07 per hour - i.e. the general value for volunteering (NT17)) invested in initiatives aimed at redesigning spaces to improve recycling practices (eg kitchens to minimise food waste). Describe the activities you have delivered, 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).
FM93	Specify the total number of procurement contracts on this contract and the total number of contracts that will include sustainable procurement commitments on this contract. Provide a copy of your sustainable procurement policy or an equivalent statement.	Specify the total number of procurement contracts on this contract and the total number of contracts that have included sustainable procurement commitments on this contract. Provide a copy of your sustainable procurement policy or equivalent statement.

FM Ref	Target Guidance	Evidence
FM94	Specify the expected total number of contracts with the supply chain on this contract with that require contractors to operate low or zero emission vehicles and the total number of contracts with the supply chain on this contract.	Specify the total number of contracts with the supply chain on this contract with that require contractors to operate low or zero emission vehicles and the total number of contracts with the supply chain on this contract. Provide evidence for the contractual requirements for contractors to operate low or zero emission vehicles as implemented in contracts.
FM95	Specify certifications you have achieved or are planning to achieve within the current year.	Provide certifications you have achieved within the current year.
FM96	Specify the total number of procurement contracts on this contract and the total number of contracts that will include sustainable procurement commitments on this contract. Provide a copy of your sustainable procurement policy or an equivalent statement.	Specify the total number of procurement contracts on this contract and the total number of contracts that have included sustainable procurement commitments on this contract. Provide a copy of your sustainable procurement policy or equivalent statement.
FM97	Specify the total number of buildings and the total number of buildings that will achieve BREEAM IN-USE rating. Specify which BREEAM IN-USE rating you are targeting.	Specify the total number of buildings and the total number of buildings achieving BREEAM IN-USE rating. Specify which BREEAM IN-USE rating you have achieved and provide a copy of your BREEAM IN-USE certificate.
FM98	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.07 per hour or at £96.39 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.	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 £16.07 per hour), staff time expert advice (valued at £96.39), equipment or equivalent value of other assets should be provided.
FM99	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.07 per hour or at £96.39 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.	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 £16.07 per hour), staff time expert advice (valued at £96.39), equipment or equivalent value of other assets should be provided.
FM100	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.07 per hour or at £96.39 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.	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 £16.07 per hour), staff time expert advice (valued at £96.39), equipment or equivalent value of other assets should be provided.
FM101	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.07 per hour or at £96.39 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.	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 £16.07 per hour), staff time expert advice (valued at £96.39), equipment or equivalent value of other assets should be provided.

Table 7: Reporting Guidelines for Business - Social Value and Local Economic Value

Table 7 provides a rationale for reporting a subset of the National TOMs proxies as Local Economic Value. This is generally relevant for businesses, when they would have created the same number of jobs or spent the same amount with the supply chain elsewhere. Without a project specific assessment of local additionality (e.g. deadweight, displacement or leakage) this value cannot, therefore, be considered added from a societal perspective. For this reason, the values are reported separately in the National TOMs FM Plug-In reporting.

For VCSEs, on the other hand, when it can be argued that those jobs and spend would not have been created if not for the social aim of the project, the following Measures can be reported as Social Value and not only as Local Economic Value.

FM Ref	Local Economic Value - Rationale
FM1	
FM1a	
FM1b	For businesses - The additional value that we want to capture is the value of sourcing jobs locally. As these jobs could have been created anyway as a result of the contract, possibly elsewhere, we cannot claim that this is additional value to society as a whole, but it is additional value to the local area.
FM2	
FM3	
FM24	
FM29	
FM29a	For businesses - The additional value that we want to capture is the value choosing local suppliers, and hence creating more opportunities for local business. As these business opportunities could have been created anyway - possibly elsewhere - as a result of the contract, we cannot claim that this is additional value to society as a whole, but it is additional value to the local area.
FM30	
FM30a	

Glossary

Input proxy

A proxy that values the resources (financial or otherwise) and the activities that are pledged for a Measure (e.g. £ value invested, wage paid, value of equipment donated). This is the type of proxy that is the farthest away from capturing the final value of the change achieved by the Measure that matters to the beneficiaries (impact value). It is only used when no better proxy is available.

Output proxy

A proxy that values the equivalent (usually market) value of the good or services delivered as a result of the inputs and activities. It usually used to value avoided costs for the beneficiaries (e.g. value of receiving professional advising from an expert to a VCSE).

Outcome proxy

A proxy that values the immediate economic and fiscal consequences of the Measure (e.g. lifetime economic benefit to a long term unemployed person employed resulting from increased earnings and fewer workless spells).

Impact proxy

The ideal social value proxy, it includes the value of long term economic, fiscal and wellbeing consequences of the Measure for the direct and indirect beneficiaries, including benefits for communities such as social capital. (e.g.: decreased costs to the NHS from improved health outcomes over the course or the working lifetime associated with employment of long term unemployed; wellbeing value of living in a safer and greener community; value of increased aspirations in education, value of stronger or more diverse social networks in a community – bonding or bridging social capital).

Deadweight

Percentage of value that would have occurred without the intervention of the Measure.

Attribution

Percentage of value that can be directly linked to the project in question. (See worked out examples).

Cost Benefit Analysis

Analysis that quantifies in monetary terms as many of the costs and benefits of a proposal as feasible, including items for which the market does not provide a satisfactory measure of economic value (HM Green Book)

Leakage

The proportion of outputs that benefit those outside the intervention's target area or group (Additionality Guide, National Regeneration Agency)

GVA Multipliers

“The GVA multiplier is expressed as the ratio of the direct and indirect (and induced if Type II multipliers are used) GVA changes to the direct GVA change, due to a unit increase in final demand. In other words, if you have the change in GVA for the industry the GVA multiplier can be used to calculate the change in GVA for the economy as a whole.” (<http://www.gov.scot/Topics/Statistics/Browse/Economy/Input-Output/Multipliers>)

Direct and Indirect effects (Local Multipliers, GVA Multipliers)

“If there is an increase in final demand for a particular industry output, we can assume that there will be an increase in the output of that industry, as producers react to meet the increased demand; this is the direct effect. As these producers increase their output, there will also be an increase in demand on their suppliers and so on down the supply chain; this is the indirect effect.” (<http://www.gov.scot/Topics/Statistics/Browse/Economy/Input-Output/Multipliers>)

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Stat-xplore Universal Credit statistics, DWP