

Northern Railway - Light TOMs 2022

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

Jobs: Promote Local Skills and Employment: More local people in employment

Reference	Measure	Requirements	Guidance
NT1 Units no. people FTE Proxy Localised by project	No. of full time equivalent direct local employees (FTE) hired or retained for the duration of the contract Definition The full time annual equivalent (FTE) number of people directly employed on the contract , e.g. as a result of this procurement requirements (if you are the procuring organisation) or other set targets. If you are the bidding organisation or are reporting for measurement, only direct employees should be included here, while employment through supply chain can be captured through NT1c where this is included. Employees should be residing in the local area and with an employment contract duration of at least one year, unless the overall duration of the contract is less (in which case it is at least the overall duration of the contract). Please refer to the definition of local area provided for the contract. Measure NT1b might signpost specific targeted areas found in LIST NT1b. If you are recording direct employees under NT1b please ensure no double counting occurs. Please check evidence requirements for details on postcode collection.	Target guidance Summarise your strategy for directly employing your target number of local people on this contract. For example, if you plan to advertise in local newspapers, please explain which ones and how regularly. Or, if you will cooperate with local job centres, please specify which ones and how you will approach engaging with them. Evidence required Specify the number of qualifying employees directly employed on this contract (for details on what a qualifying employee is defined as, please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of 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).	Unit guidance The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. Please note that only direct employees with a contract duration that is at least one year or that lasts the full duration of the contract (if this is shorter than one year) can be included within this Measure. While there is no fixed definition of full time employment, an FTE of 1.0 corresponds to having one person employed on a full time basis for a period of 12 months. For example, two people employed full time for six months would equal 1.0 FTE. We define full time employment here as working at least 35 hours per week.

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

Reference	Measure	Requirements	Guidance
Reference	Measure	Requirements	Guidance
NT76 Units no. people FTE Proxy £2,899	No. of full time equivalent employees (FTE) hired on the contract who are registered as unemployed Definition This measure applies to direct employees only and can only be applied once per employee, for the first year of employment. Does not apply to TUPE transfers. This is to record people directly employed as a result of a specific and deliberate employment initiative. Record the number of full time annual equivalent (FTE) employees registered as unemployed (e.g. claiming Jobseeker's Allowance (JSA) or Universal Credit or that can otherwise be clearly identified as unemployed seeking for employment preceding the start of the employment contract) for less than 1 year taken on as a result of the contract. The value is additional to NT1, so that the job can be counted both as NT1 and in this Measure if the conditions apply. Entries should not be double counted with any additional initiatives around employment from disadvantaged groups in this outcome (e.g. NT3a, NT3b, NT3c, NT3d, NT4, all NT5s, NT6 or other relevant Measures).	Target guidance Please specify the number of FTE opportunities to be created directly through the contract, for local people. Please also provide information on your strategy for bringing into employment the specified number of people. Evidence required Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that this is the first employment experience after having been 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 6 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).	Unit guidance The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, please calculate the full time equivalent (FTE) number of employees for the year. 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.

Jobs: Promote Local Skills and Employment: Improved skills

Reference	Measure	Requirements	Guidance
NT8 Units	No. of staff hours spent on local school and college visits supporting pupils e.g.	Target guidance	Unit guidance

Reference	Measure	Requirements	Guidance
no. staff hours Proxy £16.93	delivering career talks, curriculum support, literacy support, safety talks (including preparation time) Definition This is the number of staff hours dedicated to the preparation and delivery of curriculum related activities in schools and colleges (talks at universities cannot be captured under this measure) including literacy support, career talks, safety talks, etc. Please provide a description of the range of activities provided. Reported activities should not be double counted with other similar Measures, including NT17 and NT29.	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. Evidence required 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).	Example: if 10 staff have spent 3 hours each, then the total number of hours reported should be 30.
NT9 Units no. weeks Proxy £317.82	No. of weeks of training opportunities (BTEC, City & Guilds, NVQ, HNC - Level 2,3, or 4+) on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years Definition This Measure applies to direct employees only and does not include staff upskilling (for upskilling use NT80 and NT81). Time spent as part of training opportunities created specifically for the contract or that are made use of on contract can be counted, for those weeks during which a person works primarily on contract. Only vocational training opportunities supported to completion should	Target guidance Specify the number of people in vocational qualification training on this contract and the number of weeks of training per person. Provide details of the accredited training provider, the type and the level of the outcomes achieved as well as the resulting training qualification. Information provided should be made compliant with data protection requirements (GDPR). Provide information on the number of weeks provided by level of qualification. Evidence required Specify the number of people in vocational qualification training on this contract and the number of weeks of training per person.	Unit guidance 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.

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

Reference	Measure	Requirements	Guidance
		attribution has to be applied, to account for reduced costs of provision for the apprenticeship provider.	

Jobs: Promote Local Skills and Employment: Improved skills for disadvantaged people

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

Jobs: Promote Local Skills and Employment: Improved employability of young people

Reference	Measure	Requirements	Guidance
NT12 Units no. weeks Proxy	No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid) Definition	Target guidance Summarise your strategy for providing your target number of weeks of student work placements or pre-employment courses on this contract. Specify the type of student work placements or/and pre-employment courses	Unit guidance Number of total student placement weeks on the contract (only student placements between 1-6 weeks).

Reference	Measure	Requirements	Guidance
£194.50	<p>Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. Only work placements for students with a duration of 1 to 6 weeks (typically unpaid) should be registered here. The cumulative number of weeks (from 1 to 6 for each student work placement) should be registered. This Measure does not apply to placements longer than 6 weeks as the National TOMs framework discourage unpaid long-term employment. For guidance please see: https://tinyurl.com/2p8nk5fb. Should not be double counted with other work placement Measures.</p>	<p>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.</p> <p>Evidence required 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).</p>	
NT13 Units no. weeks Proxy £194.50	<p>Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)</p> <p>Definition Work placements indicate a temporary work experience within a company, for example working on junior-level tasks for the purpose of gaining experience and insight into the industry, or a more skill specific graduate position. The cumulative number of weeks of work placements (noting that each placement must last 6 weeks or more) should be registered. This Measure does not apply for placements shorter than 6 weeks as meaningful learning opportunities should be promoted. Only placements paid at least minimum or national living wage, as per governmental regulations, should be included. For guidance please see:</p>	<p>Target guidance Summarise your strategy for providing your target number of positions and weeks of paid work placements on this contract. Specify the type of work placements (as well as pay type, i.e. minimum wage, national living wage or higher wage) that will be provided, including what kind of industry-based experience they will result in and how. If you will partner with any organisations, schools, colleges or universities, please specify which you will partner up with and how you will approach these.</p> <p>Evidence required Specify the number of people in work placements, and for each person specify the following: the duration in weeks and type (including pay type, i.e. minimum wage, national living wage, higher wage) of the work placement. Describe the industry-based</p>	<p>Unit guidance Number of weeks in total on the contract (note that each placement must be at least 6 weeks).</p>

Reference	Measure	Requirements	Guidance
	https://tinyurl.com/2p8nk5fb and here https://tinyurl.com/pzrzsnkd . Should not be double counted with NT12 or similar work placement Measures.	experience gained and provide details of any organisations, schools, colleges or universities that you have partnered with. Information provided should be made compliant with data protection requirements (GDPR).	

Growth: Supporting Growth of Responsible Regional Business: More opportunities for local MSMEs and VCSEs

Reference	Measure	Requirements	Guidance
NT14 Units £ Proxy £0.12	Total amount (£) spent with VCSEs within your supply chain Definition Amount spent on suppliers for the contract that are Voluntary, Community or Social Enterprises (VCSEs). This might include e.g. choosing a catering company that employs rehabilitating offenders, or a furniture service that recycles donated furniture, or a social enterprise recruitment consultancy, etc. Social Enterprise UK have a useful tool to identify social enterprises that have membership with them based on location https://tinyurl.com/96ukhfvr . 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	Target guidance 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. Evidence required 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 .	Unit guidance £ spent with VCSEs in the supply chain. Note that they do not need to be local VCSEs. Please see the Rationale for more on double counting.

Reference	Measure	Requirements	Guidance
	analysis. Should not be double counted with NT18 and NT19 or other relevant Measures if those are included.		
NT18 Units £ Proxy Localised by project	Total amount (£) spent in local supply chain through the contract Definition Please refer to the definition of the local area specified for NT1. This should be calculated as the cumulative spend with suppliers that are based within the local area. A local multiplier figure for the Construction Industry and the Birmingham NUTS 3 area has been provided in the National TOMs framework. This figure should be tailored to the locality and industry for the project. Alternative methodologies include the LM3 methodology - where a local multiplier should still be computed for the relevant geographical area and based on the project's supply chain. Should not be double counted with NT14 and NT18a, NT19, NT19a.	Target guidance Provide a breakdown of pounds to be spent with organisations in your local supply chain on this contract. Specify the name of each eligible supplier, including the category/industry of goods/services to be procured from each as well as the first three digits of their postcode. Evidence required Provide a breakdown of: £ spent, name of organisation in your local supply chain, company size (micro, small, medium), industry or goods/service produced, first three digit of their postcode and distance from project location.	Unit guidance Total amount of £ spent with the supply chain within the defined local area for the project.

Social: Healthier, Safer and more Resilient Communities: Creating a healthier community

Reference	Measure	Requirements	Guidance
NT26 Units £ invested including staff time Proxy £1	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 Definition This could be run in partnership with a VCSE or as part of a company programme. The	Target guidance Provide a breakdown of pounds to be invested in initiatives aimed at improving health and/or wellbeing in the community (including the number of staff hours valued at £16.93 per hour, i.e. the general value for volunteering (NT17)). Describe the type of health and/or wellbeing issue(s) you will address, including	Unit guidance Calculate the equivalent £ value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.93 per hour).

Reference	Measure	Requirements	Guidance
	<p>cumulative cash value should be recorded for organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.93 (2021 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided, together with a method statement and a workplan to describe how the initiatives will be delivered. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be considered (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT27, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.</p>	<p>how and where you aim to do so. Provide details of any organisations you intend to partner with to deliver the initiatives.</p> <p>Evidence required</p> <p>Provide a breakdown of the amount (£) to be invested in initiatives aimed at improving health and/or wellbeing in the community (including number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Describe the type of health and/or wellbeing issues you have addressed, including how and where you have done so. Provide details of your initiatives and any organisations you have partnered with. Where an additional multiplier has been added at measurement because of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).</p>	

Social: Healthier, Safer and more Resilient Communities: Vulnerable people are helped to live independently

Reference	Measure	Requirements	Guidance
<p>NT27</p> <p>Units</p> <p>£ invested including staff time</p> <p>Proxy</p> <p>£1</p>	<p>Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs)</p> <p>Definition</p> <p>This could be run in partnership with a VCSE or as part of a company programme. The cumulative cash value should be recorded for</p>	<p>Target guidance</p> <p>Provide a breakdown of £ value to be invested in initiatives aimed at supporting older, disabled and vulnerable people to build stronger community networks (including the number of staff hours valued at £16.93 per hour - i.e. the general value for volunteering (NT17)). Describe the group(s) you will be supporting and the activities you will deliver,</p>	<p>Unit guidance</p> <p>Calculate the equivalent £ value of resources invested - including cash, equipment, use of assets (e.g. space) and staff time (staff hours should be valued at £16.93 per hour).</p>

Reference	Measure	Requirements	Guidance
	<p>organising and running such initiatives. Equivalent cost of equipment and volunteering hours should be recorded separately in the appropriate categories. Staff volunteering time should be valued at £16.93 (2021 prices) per hour, as per 2017 ONS guidance. A detailed description of the relevant initiatives should be provided together with a method statement and a workplan. When support is being provided as part of a wider company programme (e.g. a nationwide initiative or collaboration with a charity) attribution should be taken into account (please see the toolkit guidance document for worked examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT28, NT29, NT30, NT63 and NT69 or other relevant Measures.</p>	<p>including how and where you will do so. Details of any organisations you will partner with must be provided.</p> <p>Evidence required Provide a breakdown of £ value (including number of staff hours valued at £16.93 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).</p>	

Social: Healthier, Safer and more Resilient Communities: More working with the community

Reference	Measure	Requirements	Guidance
NT28 Units £ value Proxy £1	<p>Donations and/or in-kind contributions to specific local community projects (£ & materials)</p> <p>Definition This Measure captures direct contributions to community specific projects. Contributions include cash donations or the equivalent value of in-kind contributions e.g. donating a van to an organisation in support of a specific</p>	<p>Target guidance Provide a breakdown of the pound equivalent value of donations and/or in-kind contributions that will be donated to local community projects. Describe the local community projects you will support. Provide details of any organisations you will partner with.</p> <p>Evidence required</p>	<p>Unit guidance £ donated (or equivalent value in £)</p>

Reference	Measure	Requirements	Guidance
	community project - provide details about value calculations including made assumptions (e.g. buying price, age, depreciation age etc.). Excluded are general donations to charity groups, staff donations (unless matched by the organisation), contributions that are not the explicitly linked to the contract (e.g. contributions that would have been made anyway) or donations as a result of a fund raiser (organisation can claim for the money spent to organise the event). Attribution has to be considered if the total contribution results from multiple organisations being involved. This Measure should not be double counted: NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT29, NT30, NT63 and NT69 or other relevant Measures.	Provide a breakdown of the pound equivalent value of donations and/or in-kind contributions donated to local community projects. Describe the local community projects you have supported. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with General Data Protection Regulations (GDPR).	
NT29 Units no. staff volunteering hours Proxy £16.93	No. of hours volunteering time provided to support local community projects Definition 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 staff volunteering hours should only be recorded when time has been allocated for staff to spend on formal volunteering (not for family and friends). In the case of local community projects there might not be a community organisation at the receiving end of the volunteering, but it might be an initiative set up by the company itself based on local intelligence. Time invested in organising such activities must be recorded in this category on	Target guidance 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. Evidence required 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.	Unit guidance For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.

Reference	Measure	Requirements	Guidance
	top of the staff volunteering time itself. Please include only the amount of volunteering that has been provided by staff during working hours or on overtime, or that has been delivered as a direct result of an activity organised by the organisation and agreed with by the employees (please see the toolkit guidance document for worked out examples on attribution). This Measure should not be double counted with NT15, NT16, NT17, NT24, NT25, NT26, NT27, NT28, NT29a, NT29b NT30, NT63 and NT69 or other relevant Measures.	Information provided should be made compliant with data protection requirements (GDPR).	

Environment: Decarbonising and Safeguarding our World: Carbon emissions are reduced

Reference	Measure	Requirements	Guidance
NT82 Units tCO ₂ e Proxy £244.63	Carbon emission reductions through reduced energy use and energy efficiency measures - on site Definition Reductions, baselines and target levels should be recorded in equivalent tonnes of CO ₂ emissions based on standard kWh conversion factors. Reduction should be measured against a pre-existing baseline level of emissions (the level of emission estimated in a given year for the project in the absence of reduction efforts). The measure therefore requires provision of additional metrics including this baseline level of emissions and a baseline year, the target level of emissions on the project (as determined by the reduction commitments), as well as the relevant net zero carbon target year (e.g. net zero carbon by 2030) as relevant at project or corporate level.	Target guidance Specify and evidence the baseline level of emissions used to measure reductions against and the baseline year (e.g. based on 2018 emission levels), as well as the target emissions after reductions (i.e. the level of emissions on the project resulting from your reduction efforts). Also specify relevant emissions reduction policy (e.g. net zero by 2050). This could be a general corporate policy or a specific project policy. Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets. All information provided through this Measure should relate specifically to on site energy use. The purpose of the TOMs is to report added value. This means going above and beyond the minimum required, and to support	Unit guidance Reductions in tonnes of CO ₂ e against the baseline emissions level specified in the accompanying input field. The Measure requires data inputs for additional metrics: a baseline level of emissions (the level of relevant emissions estimated in a given year for the project in the absence of reduction efforts), the year that this estimate is based on (e.g. based on emission levels in 2018), the total level of relevant emissions on the project as determined by the reduction efforts, and the relevant emission reduction policy (e.g. net zero by 2050 or earlier). These data inputs must be provided and evidenced, as they allow for an evidencing of the savings recorded through the main unit

Reference	Measure	Requirements	Guidance
	<p>Targets for reaching net zero carbon should be specified as a minimum to be in line with a net zero greenhouse gas emissions target of 2050. More ambitious targets are strongly encouraged (e.g. net zero by 2030). For further guidance on target setting and related baselining please see the Unit and Target Guidance. Evidence could include metering data or a statement from the Energy Manager (i.e. degree day adjusted average). May include use of energy efficient equipment above required minimum standards, such as a use of LED lighting or of hybrid generators. For further information see: https://tinyurl.com/3hb5wm5b. Should not be double counted with other CO2e reduction measures such as NT31, NT31a, NT32, NT84 or other relevant Measures.</p>	<p>initiatives that help the world to decarbonise as quickly as possible. It also means pushing for a “green normal”, rather than treating environmental outcomes as a bolt-on or an afterthought. This determines how we establish the minimum requirements for carbon reduction measures in the TOMs, which adopts the minimum targets identified by the UN, the UK Government, and the scientific community; namely that to keep global temperature rises as close to 1.5 degrees Celsius as possible, it is necessary to achieve net zero carbon emissions by 2050 (“NZC 2050”). While the TOMs adopts this minimum target to 2050 as the baseline, it follows that “added value” in measurement terms should come from the voluntary adoption of targets that exceed minimum requirements. More ambitious targets such as net zero by 2030, embraced by over 100 local authorities across the UK, are becoming increasingly widespread and provide greater scope to mitigate Climate Change than NZC 2050. In some cases, a more demanding emissions requirement than NZC 2050 may have been set at a localised level with legal / regulatory effect – for example through planning regulations. In which case, this should be adopted.</p> <p>Evidence required Specify and evidence the pre-existing baseline level and year that have been used to measure savings/reductions and the total emissions generated as a result of reduction efforts, as well as the relevant emission reduction policy (e.g. net zero by 2050 or earlier). Include any relevant information on how the targeted or realised reductions relate to this emission reduction policy or net zero targets. Provide a breakdown of your CO2e</p>	

Reference	Measure	Requirements	Guidance
		emissions reductions related to energy savings. Give details of the specific intervention that was undertaken to reduce the energy consumption.	

Environment: Decarbonising and Safeguarding our World: Air pollution is reduced

Reference	Measure	Requirements	Guidance
NT32 Units miles saved Proxy £0.06 Double counting Do not double count with NT82	<p>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.)</p> <p>Definition These benefits are expected to be delivered as a result of transport programmes. Provide detail on different programmes including how passenger car miles have been saved, and figures that have been used as benchmarks. There is an expectation for independently assured and audited reports to be provided. Miles can be saved on contract or through direct contract related commuting/travel. Reasonable assumptions have to be made and evidenced regarding the reduction of car miles travelled. This Measure can be localized if desired, which can lead to a substantial increase in the captured social value. For further information please see DEFRA "Air quality appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage: https://tinyurl.com/58tppd5j Please reach out to SVP if you have further questions regarding the localization of this Measure.</p>	<p>Target guidance 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 DEFRA "Air quality appraisal: damage cost guidance" document (updated March 2021) which can be downloaded from this homepage: https://tinyurl.com/58tppd5j. Please reach out to SVP if you have further questions regarding the localization of this Measure.</p> <p>Evidence required 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</p>	<p>Unit guidance Car miles (not hundreds of miles) saved against baseline, which must be provided</p>

Reference	Measure	Requirements	Guidance
		before a programme was put in place to reduce car miles driven) and full methodology of calculation.	

Environment: Decarbonising and Safeguarding our World: Resource efficiency and circular economy solutions are promoted

Reference	Measure	Requirements	Guidance
NT88 Units tonnes Proxy £96.70	Reduce waste through reuse of products and materials Definition Products and materials reused (e.g. packaging, paper, glass, textiles, waste materials, wooden products, windows, metals, etc.) rather than recycled, scrapped or disposed.	Target guidance Calculate the estimated tonnes of material that has been / will be reused as a result of your initiative. Provide information on the nature of the material to evidence the nature of initiative. Evidence required Report the total amount of reduced waste achieved on the contract through reuse of material. Provide information on the nature of the reused material to evidence the nature of circular economy initiative.	Unit guidance Tonnes of material that would have been recycled or binned that has instead been reused.

Innovation: Promoting Social Innovation: Social innovation to create local skills and employment

Reference	Measure	Requirements	Guidance
NT50 Units £ invested inc. time, materials, equipment etc Proxy £1	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. Definition Innovative Measures to promote local skills and employment to be delivered on the contract.	Target guidance Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 if it is expert time) should be provided. Provide details of any organisations that you will work with and specify whether they will be covering the reported cost with you and how. Evidence required	Unit guidance £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment, or other resources

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

Innovation: Promoting Social Innovation: Social innovation to support responsible business

Reference	Measure	Requirements	Guidance
NT51 Units £ invested inc. time, materials, equipment etc Proxy £1	<p>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.</p> <p>Definition Innovative Measures to promote and support responsible business to be delivered on the contract.</p>	<p>Target guidance Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £16.93 per hour or at £101.00 if it is expert time) should be provided. Provide details of any organisations you will work with and specify whether they will be covering the reported cost with you and how.</p> <p>Evidence required Please provide a project report that evidences the activities carried out during the reporting period, their impact, the range of expert services provided, and a description of partnering organisations if any. A breakdown of pounds invested per type of investment - e.g. cash, staff time volunteering (valued at £16.93 per hour), staff time expert advice (valued at £101.00), equipment or equivalent value of other assets should be provided.</p>	<p>Unit guidance £ invested - including staff time (volunteering valued at £16.93 per hours, expert time valued at £101.00 per hour) and materials, equipment or other resources</p>

Innovation: Promoting Social Innovation: Social innovation to enable healthier safer and more resilient communities

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

Innovation: Promoting Social Innovation: Social innovation to safeguard the environment and respond to the climate emergency

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

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