Ashfield District Council Light TOMs

**Reference Measure Requirements Guidance**

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| **Work**: Creating local employment opportunities  |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT1****Units**no. people FTE**Proxy** Localised by project | **Local people employed or retained Definition**This Measure covers the employment of localpeople. Qualifying employees must live in the local area, have an employment contract that reflects the hours they regularly work with a guaranteed minimum working time of 16 hours per week and at least 4 weeks of notice for shifts in the working pattern. The Full Time Equivalent (FTE) calculation must be derived from the length of the employment contract within the reporting period. The Measure requires a definition of the local area. | **Target requirements**(1) Forecast number of relevant local people to be employed or retained. (2) Expected employment duration and type (full time or part time) per person. (3) Any initiatives or recruitment programmes that will be used to employ local people. (4) Names of any proposed partner organisations if known.**Evidence required**(1) Anonymised list of relevant local staff employed or retained with first part of their home postcode and first number of the second part e.g., (SW8 2), (EH42 1), (N1 2) only, and not their names and addresses. (2) Employment duration and type (full time or part time) per person. | **Unit guidance**No. people (FTE) \* length of contract (in years) where the maximum number of FTE per person per year is 1.0; A full-time equivalent (FTE) of 1.0 corresponds to having one person employed at least 35 hours per week for a period of 12 months. If they are employed for a shorter period, the FTE should be calculated at a proportional rate. |
| **Work**: Creating equal employment opportunities |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT92****Units**%**Proxy**£0 | **Proportion of employees who are women Definition**This Measure covers the proportion ofemployees who are women. Qualifying employees (FTE) can be either direct or supply chain employees. | **Target requirements**(1) Forecast proportion of total workforce who are women (including supply chain).**Evidence required**(1) Total number of employees in the workforce (in FTE; including supply chain). (2) Number of employees in the workforce who | **Unit guidance**Gender employment rate; No. women employed (FTE) / Total no. people employed (FTE). |

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|  |  | are women (in FTE; including supply chain).(3) Copies of supporting documentation (e.g., company employment metrics). |  |
| **Work**: Providing skills and experience for good work |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT10****Units**no. weeks**Proxy**£309.73 | **Employment of new apprentices Definition**This Measure covers the employment of newapprentices at level 2 or higher. Qualifying apprenticeships must follow an established path of progression to ensure timely completion and should be supported by the organisation until complete. This Measure can only be used to record opportunities for new employees and not upskilling for existing employees. | **Target requirements**(1) Forecast number of relevant people (apprentices) to be employed. (2) Expected relevant working time (weeks spent on apprenticeship) per person. (3) Expected qualification level for each apprentice. (4) Name of accredited training provider for each apprentice if known.**Evidence required**(1) Anonymised list of relevant people (apprentices) employed. (2) Relevant working time (weeks spent on apprenticeship) per person. (3) Qualification level for each apprentice. (4) Information on the accredited training provider for each apprentice. | **Unit guidance**Employment Weeks; No. weeks of apprenticeship training per person. |
| **Work**: Developing skills and experience for future work |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT98****Units**no. staff expert hours**Proxy**£106.34 | **Expert curriculum support for universities and colleges****Definition**This Measure covers activities to support the curriculums of higher and further educational institutions through activities delivered by a qualified external expert. Examples are guest | **Target requirements**(1) Forecast number of expert staff hours to be spent by employees delivering the sessions and their relevant qualification/role. (2) Description of expected content. (3) Names of any proposed educational establishments if known. | **Unit guidance**Expert Hours; No. expert hours per employee per event. |

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|  | lectures, specialist workshops, and specific industry talks. They can take place virtually as well as onsite. Recorded hours of staff time can only include time spent preparing and conducting the activities. An employee's expert hours can only be recorded if they have been allocated time during paid working hours or time off in lieu. | **Evidence required**(1) Breakdown of expert hours and their relevant qualification/role. (2) Description of the type of expert advice provided. (3) Dates, locations and the types of relevant initiatives.(4) Names of partner organisations where appropriate. |  |
| **NT99****Units**no. staff volunteering hours**Proxy**£17.48 | **Support for enabling visits of school children or local residents****Definition**This Measure covers educational visits to project sites for local school children and residents. Qualifying sessions must be informative, and organised in conjunction with the educational institution. Recorded hours of staff time can only include time spent preparing and conducting the activities. An employee's volunteering hours can only be recorded if they have been allocated time during paid working hours or time off in lieu. | **Target requirements**(1) Forecast number of staff hours. (2) Description of the types of activities to be delivered. (3) Names of any proposed partner organisations if known.**Evidence required**(1) Breakdown of hours spent by staff volunteering. (2) Breakdown of visited sites, dates and locations. (3) Names of partner organisations where appropriate. | **Unit guidance**Volunteering Hours; No. volunteering hours per employee per event. |
| **Economy**: Promoting a diverse and resilient business community |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT15****Units**no. staff expert hours**Proxy**£106.34 | **Expert support to VCSEs and SMEs Definition**This Measure covers employees providingtheir expertise to Voluntary, Community and Social Enterprises (VCSEs) or Small and Medium Enterprises (SMEs). Qualifying activities include a range of expert-led sessions offering specialist business advice | **Target requirements**(1) Forecast number of employee hours and their relevant qualification/role. (2) Description of the expert support to be provided. (3) Names of organisations to benefit from the advice if known.**Evidence required** | **Unit guidance**Expert Hours; No. expert hours per employee per event. |

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| **Reference** | **Measure** | **Requirements** | **Guidance** |
|  | that builds the capacity of VCSEs and SMEs. Recorded hours of staff time can only include time spent preparing and conducting the activities. An employee's expert hours can only be recorded if they have been allocated time during paid working hours or time off in lieu. | (1) Breakdown of employee hours and their relevant qualification/role. (2) Description of the expert support provided. (3) Identity of organisations benefiting from the advice. (4) Names of partner organisations where appropriate. |  |
| **Economy**: Promoting fair work |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT107****Units**Y/N**Proxy**£0 | **Accredited Living Wage employer Definition**This Measure covers the payment of arelevant Real Living Wage salary (RLW-UK / RLW-London) to all direct employees.Accreditation through a provider such as the Real Living Wage foundation serves as evidence. | **Target requirements**(1) Description or copy of achieved certification.**Evidence required**(1) Description or copy of achieved certification. | **Unit guidance**Yes or No. |
| **NT42****Units**%**Proxy**£0 | **Contractors in the supply chain that are Real Living Wage employers****Definition**This Measure covers the proportion of supply chain organisations that are required to pay contracted employees at least the relevant Real Living Wage (RLW) or that are accredited Real Living Wage employers. Qualifying members of staff are those whose hourly wages are equal to or above the UK RLW set by the Living Wage Foundation, or the London RLW rate. | **Target requirements**(1) Forecast total number of contractors in the supply chain. (2) Forecast number of contractors in the supply chain that are Real Living Wage employers.**Evidence required**(1) Total number of contractors in the supply chain. (2) Number of contractors in the supply chain required to pay Real Living Wage or who are certified Real Living Wage employers. | **Unit guidance**Suppliers Real Living Wage rate; No. suppliers paying relevant Real Living Wage / Total no. suppliers. |
| **Community**: Building resilient communities |

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| **NT24****Units**£ invested inc. time, materials, equipment etc**Proxy**£1 | **Support for community initiatives to reduce crime****Definition**This Measure covers support for community crime reduction and improved safety initiatives. Qualifying activities include a range of collaborative initiatives aimed at improving community safety and the fear and perception of crime in the community, such as support for local youth groups, initiatives to make public spaces safer, etc., and can be run in partnership with a VCSE or as part of a company programme. Recorded hours of staff time can only include time spent preparing and conducting the activities. Each of the types of support offered should be recorded separately. | **Target requirements**(1) Forecast resources to be invested. (2) Description of the types of initiatives planned.(3) Names of any proposed partner organisations if known.**Evidence required**(1) Details and breakdown of resources invested for relevant initiatives. (2) Dates, locations and types of initiatives. (3) Names of partner organisations where appropriate. | **Unit guidance**Total resources invested; Including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate). |
| **Community**: Building community wellbeing |
| **Reference** | **Measure** | **Requirements** | **Guidance** |
| **NT26****Units**£ invested inc. time, materials, equipment etc**Proxy**£1 | **Support for community health or wellbeing interventions****Definition**This Measure covers support for a range of initiatives aimed at promoting and increasing health and wellbeing in a community such as fitness programmes, nutrition support and smoking, alcohol, and drug abuse reduction initiatives, etc. These can be run in partnership with a VCSE or as part of a company programme. Recorded hours of staff time can | **Target requirements**(1) Forecast resources to be invested. (2) Description of the types of initiatives planned.(3) Names of any proposed partner organisations if known.**Evidence required**(1) Details and breakdown of resources invested for relevant initiatives. (2) Dates, locations and types of initiatives. (3) Names of partner organisations where appropriate. | **Unit guidance**Total resources invested; Including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate). |

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

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|  | incinerators. Examples of partners are ProCycle, Terracycle, etc. Examples of hard to recycle waste are UPVC window frames, mattresses, various plastics and certain items made from wood and metal. | waste to be generated. (4) Forecast amount (in tonnes) of hard-to-recycle waste to be diverted from landfill. (5) Names of any proposed partner organisations if known.**Evidence required**(1) Description of the type of waste recycled and the recycling challenges. (2) Description of the dedicated recycling programme. (3) Total amount (in tonnes) of hard-to-recycle waste generated. (4) Amount (in tonnes) ofhard-to-recycle waste diverted from landfill. (5) Names of partner organisations where appropriate. |  |