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Am unrhyw ymholiad yn ymwneud â'r agenda hwn cysylltwch â Sharon Hughes  
(Rhif Ffôn: 01443 864281 E-bost: [hughesj@caerphilly.gov.uk](mailto:hughesj@caerphilly.gov.uk))

**Dyddiad: Dydd Mercher, 19 Mai 2021**

Annwyl Syr/Fadam,

Bydd cyfarfod o'r **Pwyllgor Craffu Polisi ac Adnoddau** yn cael ei gynnal trwy Microsoft Teams ar **Dydd Mawrth, 25ain Mai, 2021** am **5.30 pm** i ystyried materion a gynhwysir yn yr agenda canlynol. Gall cynghorwyr a'r cyhoedd sy'n dymuno siarad am unrhyw eitem wneud hynny drwy wneud cais i'r Cadeirydd. Mae croeso i chi ddefnyddio'r iaith Gymraeg yn y cyfarfod, a dylid rhoi cyfnod rhybudd o 3 diwrnod gwaith os ydych yn dymuno gwneud hynny.

Bydd y cyfarfod hwn yn cael ei recordio a bydd ar gael i'w weld trwy wefan y Cyngor, ac eithrio trafodaethau sy'n ymwneud ag eitemau cyfrinachol neu eithriedig. Felly, bydd delweddau/sain yr unigolion sy'n bresennol ac/neu sy'n siarad yn ystod ar gael i'r cyhoedd trwy'r recordiad ar wefan y Cyngor yn [www.caerffili.gov.uk](http://www.caerffili.gov.uk)

Yr eiddoch yn gywir,

A handwritten signature in black ink, appearing to read 'Christina Harrhy'.

**Christina Harrhy**  
PRIF WEITHREDWR

## A G E N D A

Tudalennau

- 1 I dderbyn ymddiheuriadau am absenoldeb
- 2 Datganiadau o Ddiddordeb.

Atgoffi'r Cynghorwyr a Swyddogion o'u cyfrifoldeb personol i ddatgan unrhyw fuddiannau personol a/neu niweidiol mewn perthynas ag unrhyw eitem o fusnes ar yr agenda hwn yn unol â Deddf Llywodraeth Leol 2000, Cyfansoddiad y Cyngor a'r Cod Ymddygiad ar gyfer Cynghorwyr a Swyddogion.

A greener place Man gwyrddach



I gymeradwyo a llofnodi'r cofnodion canlynol:-

- 3 Pwyllgor Craffu Polisi ac Adnoddau a gynhaliwyd ar 6 Ebrill 2021. 1 - 4
- 4 Ystyried unrhyw fater a gyfeiriwyd at y Pwyllgor hwn yn unol â'r drefn galw i mewn.
- 5 Rhaglen Waith y Dyfodol Pwyllgor Craffu Polisi ac Adnoddau. 5 - 14
- 6 I dderbyn ac ystyried yr adroddiadau\* Cabinet canlynol:-
1. Gweithio Hyblyg – Adroddiad Diweddarau – 7fed Ebrill 2021;
  2. Diweddariad 6-mis Strategaeth Drawsnewid Tîm Caerffili –Yn Well Gyda'n Gilydd – 21ain Ebrill 2021;
  3. Diweddariad Chwe Mis Asesiad Perfformiad Corfforaethol 2020 – 21ain Ebrill 2021.

*\* Os oes aelod o'r Pwyllgor Craffu yn dymuno i unrhyw un o'r adroddiadau Cabinet uchod i gael eu dwyn ymlaen ar gyfer adolygiad yn y cyfarfod, cysylltwch â Sharon Hughes 01443 864281, erbyn 10.00 a.m. ar Ddydd Llun, 24ain Mai 2021.*

- 7 Rhybudd o Gynnig - Cwestiynau i Arweinydd y Cyngor. 15 - 18

I dderbyn ac ystyried yr adroddiadau Craffu canlynol:-

- 8 Cynllun Gwirfoddoli Gweithwyr. 19 - 54
- 9 Polisi Gwerth Cymdeithasol a Mabwysiadu'r Fframwaith Themâu, Canlyniadau a Mesurau. 55 - 92

## **Cylchrediad:**

**Cynghorwyr** M.A. Adams, Mrs E.M. Aldworth, C.J. Cuss, Mrs C. Forehead, Miss E. Forehead, L. Harding, G. Johnston, G. Kirby (Is Gadeirydd), C.P. Mann, B. Miles, J. Pritchard (Cadeirydd), R. Saralis, Mrs M.E. Sargent, G. Simmonds, J. Taylor a L.G. Whittle

A Swyddogion Priodol

## **SUT FYDDWN YN DEFNYDDIO EICH GWYBODAETH**

Bydd yr unigolion hynny sy'n mynychu cyfarfodydd pwyllgor i siarad/roi tystiolaeth yn cael eu henwi yng nghofnodion y cyfarfod hynny, weithiau bydd hyn yn cynnwys eu man gweithio neu fusnes a'r barnau a fynegir. Bydd cofnodion o'r cyfarfod gan gynnwys manylion y siaradwyr ar gael i'r cyhoedd ar wefan y Cyngor ar [www.caerffili.gov.uk](http://www.caerffili.gov.uk). ac eithrio am drafodaethau sy'n ymwneud ag eitemau cyfrinachol neu eithriedig.

Mae gennych nifer o hawliau mewn perthynas â'r wybodaeth, gan gynnwys yr hawl i gael mynediad at wybodaeth sydd gennym amdanoch a'r hawl i gwyno os ydych yn anhapus gyda'r modd y mae eich gwybodaeth yn cael ei brosesu.

Am wybodaeth bellach ar sut rydym yn prosesu eich gwybodaeth a'ch hawliau, ewch i'r Hysbysiad Preifatrwydd Cyfarfodydd Pwyllgor Llawn ar ein gwefan <http://www.caerffili.gov.uk/Pwyllgor/Preifatrwydd> neu cysylltwch â Gwasanaethau Cyfreithiol drwy e-bostio [griffd2@caerffili.gov.uk](mailto:griffd2@caerffili.gov.uk) neu ffoniwch 01443 863028.



## POLICY AND RESOURCES SCRUTINY COMMITTEE

MINUTES OF THE DIGITAL MEETING HELD VIA MICROSOFT TEAMS ON TUESDAY,  
6TH APRIL 2021 AT 5.30 P.M.

PRESENT:

Councillor J. Pritchard - Chair  
Councillor G. Kirby - Vice Chair

Councillors:

Councillors: M. A. Adams, Mrs E. M. Aldworth, Mrs C. Forehead, Miss E. Forehead, L. Harding, G. Johnston, C. P. Mann, B. Miles, R. Saralis, Mrs M. E. Sargent, G. Simmonds and L. G. Whittle.

Cabinet Members:

Cllr. C. Gordon (Corporate Services) and Cllr. Mrs E. Stenner (Finance, Performance and Customer Services).

Together with:

R. Edmunds (Corporate Director for Education and Corporate Services), S. Harris (Head of Financial Services & S151 Officer), L. Donovan (Head of People Services), S. Richards (Head of Education, Planning and Strategy), K. Peters (Corporate Policy Manager), K. Williams (Customer Services Digital Hub Manager), G. Jenkins (Assistant Director, Head of Children's Services), V. Camp (Transformation Manager), J. Penfold (Transformation Manager), H. Lancaster (Senior Communications Officer), M. Jacques (Scrutiny Officer), S. Hughes (Committee Services Officer) and M. Harris (Committee Services Support Officer).

### RECORDING ARRANGEMENTS

The Chairperson reminded those present that the meeting was being recorded and would be made available to view via the Council's website, except for discussions involving confidential or exempt items. [Click here to view.](#)

#### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs D. Price, J. Taylor and L. Phipps (Cabinet Member for Housing and Property).

#### 2. DECLARATIONS OF INTEREST

There were no declarations received at the commencement or during the course of the meeting.

**3. MINUTES – 23RD FEBRUARY 2021**

RESOLVED that the minutes of the Policy and Resources Scrutiny Committee held on 23rd February 2021 (minute nos. 1 – 10) be approved as a correct record and signed by the Chair.

**4. CALL-IN PROCEDURE**

There had been no matters referred to the Scrutiny Committee in accordance with the call-in procedure.

**5. POLICY AND RESOURCES SCRUTINY COMMITTEE FORWARD WORK PROGRAMME**

The Scrutiny Officer presented the report which outlined the reports planned for the period April 2021 to February 2022 and included all reports that were identified at the Policy and Resources Scrutiny Committee meeting held on Tuesday 23rd February 2021. Members were asked to consider the Forward Work Programme, alongside the Cabinet Forward Work Programme, prior to publication on the Council's website.

It was proposed that the report on the Employee Volunteering Scheme be brought forward to the Policy and Resources Scrutiny Committee meeting to be held on 25th May 2021. It was also proposed that the Workforce Development Strategy and the Wellbeing Strategy be added to the Forward Work Programme for the meeting to be held on 6th July 2021.

Following consideration of the report, and subject to the amendments proposed, it was moved and seconded that the recommendations be approved. By way of Microsoft Forms voting this was unanimously agreed.

RESOLVED that the Policy and Resources Scrutiny Committee Forward Work Programme be published on the Councils' website.

**6. CABINET REPORTS**

There had been no requests for any of the Cabinet reports to be brought forward for discussion at the meeting.

**REPORTS OF OFFICERS**

Consideration was given to the following reports.

**7. TEAM CAERPHILLY-BETTER TOGETHER TRANSFORMATION STRATEGY 6-MONTH UPDATE**

The Cabinet Member for Finance, Performance and Customer Services introduced the report to update the Scrutiny Committee on progress under the Team Caerphilly-Better Together Transformation Strategy and to allow Members the opportunity to scrutinise and make comments on the progress against the strategy prior to its presentation to Cabinet. Reference was made to the report which provided Members with details on how the ten Corporate Reviews are progressing and a summary of progress against the strategic actions, including the well-being and place-shaping framework. The Scrutiny Committee was asked to note the Members Seminar, which will be delivered on 19th April 2021, where Members will be presented with the progress that has been made on the Transformation Strategy.

The Corporate Policy Manager advised Members that the report was one of the regular updates for the Scrutiny Committee on the Team Caerphilly-Better Together Transformation Strategy, as part of the programme management arrangements. It was highlighted that the purpose of the report was to provide an update on actions to deliver the strategy to date and, in particular, to give some more information on the current series of Corporate Reviews. Members were advised that relevant Officers and Project Leads were in attendance at the meeting to answer any questions on the Corporate Reviews.

The Corporate Policy Manager and Officers delivered a presentation on Team Caerphilly-Better Together, which provided Members with an outline of the Corporate Reviews, a summary of the Audit Wales involvement in the transformation programme, the Wellbeing and Place-shaping Framework and links between the governance of the various programmes, the Commercial and Investment Strategy as part of the overall transformation, and community engagement with staff, residents and the Trade Unions.

Points of clarification were requested on various aspects of the report and Officers responded to the points raised.

A Member requested an update on the Flexible Working Review. The Head of People Services advised Members that a revised report is going to Cabinet on the 7th April with an update following the Flexible Working Update report presented at the Policy and Resources Scrutiny Committee in January 2021. Members were informed that Heads of Service have carried out preliminary work on categorisation and a further staff survey will be circulated imminently. Members stressed the importance of adequate technology to allow agile working and were assured that discussions were ongoing to ensure that adequate equipment was distributed to staff. It was also highlighted that senior IT staff were part of the Flexible Working Group. In response to a Member's request for the number of staff that are members of a Trade Union, it was agreed that this information would be provided after the meeting.

Concerns were raised regarding the Remote Contact Review in relation to options for a single contact number for all telephone enquiries. In response, the Scrutiny Committee was informed that positive feedback has been received from staff and customers. The Customer Services Digital Hub Manager advised that this review relates to the high transactional calls received by the Council and a single contact number service would not cover other more bespoke services. Members heard how feedback from the pilot scheme was showing greater efficiency and fewer abandoned calls. In response to a query regarding best practice, Members were advised that as part of the Customer Focus Wales group, best practice was assessed with other local authorities. It was highlighted that Caerphilly County Borough Council was one of the few local authorities in Wales that does not have a centralised approach. In response to a query regarding the Walk-in Services Review, Members were advised that the Council is considering different models but a final decision would not be made until all the data has been analysed.

A question was raised on the 'Destination Caerphilly' aims in relation to the aim to reduce subsidy by £0.5m over the next 3-5 years. The Transformation Manager outlined that the subsidy is currently £1.2m and that the aim was to reduce this to £700,000 per year. One Member observed that it was important to ensure that assets identified for Community Asset Transfer were in a reasonable condition prior to the transfer. The Corporate Policy Manager advised Members that assets would be assessed on a case-by-case basis but at this stage there is no list of assets associated with the policy. It was highlighted to Members that the Policy Framework was in place should assets be identified in the future. Reference was made to the Transformation Capacity Update and Members were provided with an update on the current situation.

Members noted the contents of the report and made comments on the progress against the strategy prior to the update being provided to Cabinet.

The meeting closed at 6.55 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 25th May 2021, they were signed by the Chair.

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CHAIR



## **POLICY AND RESOURCES SCRUTINY COMMITTEE – 25TH MAY 2021**

**SUBJECT: POLICY AND RESOURCES SCRUTINY COMMITTEE  
FORWARD WORK PROGRAMME**

**REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND  
CORPORATE SERVICES**

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### **1. PURPOSE OF REPORT**

1.1 To report the Policy and Resources Scrutiny Committee Forward Work Programme.

### **2. SUMMARY**

2.1 Forward Work Programmes are essential to ensure that Scrutiny Committee agendas reflect the strategic issues facing the Council and other priorities raised by Members, the public or stakeholder.

### **3. RECOMMENDATIONS**

3.1 That Members consider any changes and agree the final forward work programme prior to publication.

### **4. REASONS FOR THE RECOMMENDATIONS**

4.1 To improve the operation of scrutiny.

### **5. THE REPORT**

5.1 The Policy and Resources Scrutiny Committee forward work programme includes all reports that were identified at the scrutiny committee meeting on Tuesday 6<sup>th</sup> April 2021. The work programme outlines the reports planned for the period May 2021 to February 2022.

5.2 The forward Work Programme is made up of reports identified by officers and members. Members are asked to consider the work programme alongside the cabinet work programme and suggest any changes before it is published on the

council website. Scrutiny committee will review this work programme at every meeting going forward alongside any changes to the cabinet work programme or report requests.

5.3 The Policy and Resources Scrutiny Committee Forward Work Programme is attached at Appendix 1, which presents the current status as at 4<sup>th</sup> May 2021. The Cabinet Work Programme is attached at Appendix 2. A copy of the prioritisation flowchart is attached at appendix 3 to assist the scrutiny committee to determine what items should be added to the forward work programme.

#### 5.4 **Conclusion**

The work programme is for consideration and amendment by the scrutiny committee prior to publication on the council website.

### 6. **ASSUMPTIONS**

6.1 No assumptions are necessary.

### 7. **SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

7.1 As this report is for information only an Integrated Impact Assessment is not necessary.

### 8. **FINANCIAL IMPLICATIONS**

8.1 There are no specific financial implications arising as a result of this report.

### 9. **PERSONNEL IMPLICATIONS**

9.1 There are no specific personnel implications arising as a result of this report.

### 10. **CONSULTATIONS**

10.1 There are no consultation responses that have not been included in this report.

### 11. **STATUTORY POWER**

11.1 The Local Government Act 2000.

Author: Mark Jacques, Scrutiny Officer jacqum@carphilly.gov.uk

Consultees: Richard Edmunds, Corporate Director for Education and Corporate Services  
Robert Tranter, Head of Legal Services/ Monitoring Officer  
Lisa Lane, Head of Democratic Services and Deputy Monitoring Officer, Legal Services



Councillor James Pritchard, Chair Policy and Resources Scrutiny  
Committee  
Councillor Gez Kirby, Vice Chair Policy and Resources Scrutiny  
Committee

Appendices:

- Appendix 1 Policy and Resources Scrutiny Committee Forward Work Programme
- Appendix 2 Cabinet Forward Work Programme
- Appendix 3 Forward Work Programme Prioritisation Flowchart

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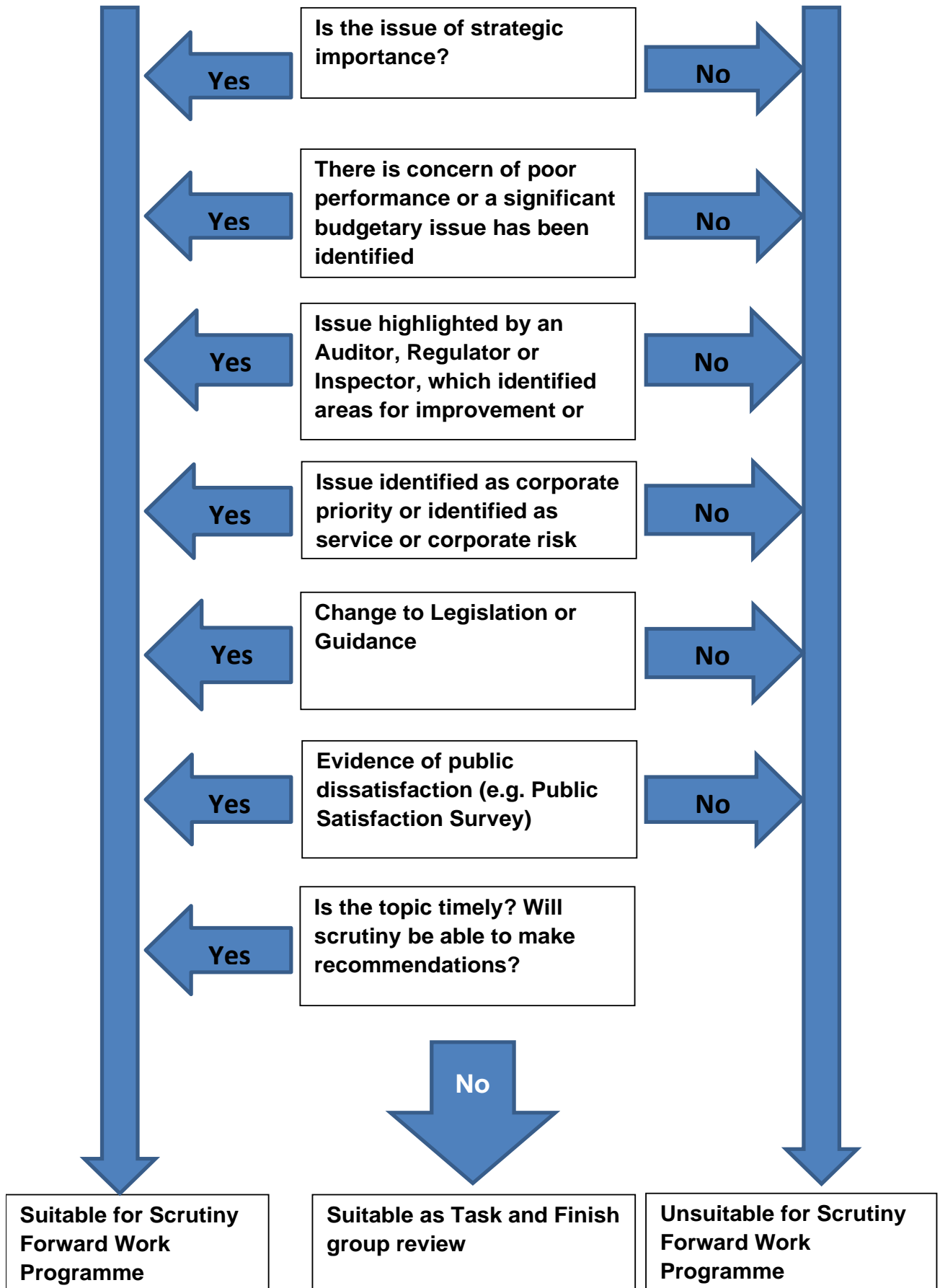
Forward Work Programme - Policy & Resources				APPENDIX 1
Date	Title	Key Issues	Author	Cabinet Member
25/05/21 17:30	Social Value Policy	Approval of Social Value Policy and the adoption of the Themes, Outcomes and Measures Framework.	Evans, Ian;	Cllr. Gordon, Colin J;
25/05/21 17:30	Notice of Motion - Questions to the Leader of Council	To present the Notice of motion submitted by Councillor Kevin Etheridge in line with the requirements of the Council's Constitution prior to its consideration by Council	Sullivan, Emma;	Cllr. Marsden, Philippa;
25/05/21 17:30	Employee Volunteering Scheme	To seek the views of Cabinet on a proposed Employee Volunteering Scheme. To seek Cabinet approval to implement the Scheme with a review carried out at 12 months on the uptake and benefits of the Scheme. To seek the view of Scrutiny members on the development of an Employee Volunteering Scheme prior to consideration by Cabinet on 09/06/21	Foley, Sonya;	Cllr. Stenner, Eluned;
06/07/21 17:30	Workforce Development Strategy		Richards, Sue;	
06/07/21 00:00	Well-Being Strategy		Richards, Sue;	
28/09/21 17:30	Directorate Performance Report – Corporate Services Year End Report 2020/21		Edmunds, Richard (Ed);	Cllr. Gordon, Colin J;
28/09/21 17:30	DPA'S/CPA (Linked to APR timeline)		Richards, Sue;	Cllr. Stenner, Eluned;
28/09/21 17:30	Annual Performance Report		Richards, Sue; Roberts, Ros;	Cllr. Stenner, Eluned;
09/11/21 17:30	Team Caerphilly – 6 Month Update			

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19/05/2021 10:30	Levelling Up fund	To outline the opportunities and constraints for the Council presented by the new UK funding programmes and initiatives including eligibility criteria, funding allocations and development timescales and propose an initial pipeline list of Council projects eligible for submission to the new funding programmes	Kyte, Rhian; Williams, Mark S;	Cllr. Morgan, Sean;
19/05/2021 10:30	A469 Troedriwfuwch Highway Improvement Scheme	Seeking the views of Cabinet on Capital funding of £300k being made available to allow progression and development of the outline design and detailed budget estimate for the next phase of the A469 Troedriwfuwch highway improvement scheme.”	Lloyd, Marcus; Williams, Mark S;	Cllr. Ridgewell, John;
09/06/2021 10:30	ITC Strategy	To consider the strategy which is the road map proposal on how we take forward ICT in the Authority to enable Digital advancement	Lucas, Liz; Williams, Gwyn;	Cllr. Stenner, Eluned;
09/06/2021 10:30	Employee Volunteering Scheme	To seek the views of Cabinet on a proposed Employee Volunteering Scheme. To seek Cabinet approval to implement the Scheme with a review carried out at 12 months on the uptake and benefits of the Scheme. To seek the view of Scrutiny members on the development of an Employee Volunteering Scheme prior to consideration by Cabinet on 09/06/21	Foley, Sonya;	Cllr. Stenner, Eluned;
09/06/2021 10:30	Welsh Language Standards Annual Report	To inform members and seek their endorsement of the progress made during the financial year 2020-2021 against four specific areas of Welsh language work, as required under the regulatory framework for implementing the Welsh Language Standards. The report will then be published online by the deadline date of 30 June 2021, as required by Welsh Language Standard 158.	Cullinane, Anwen; Peters, Kathryn;	Cllr. Stenner, Eluned;

09/06/2021 10:30	Investment at Virginia Park/ 2nd Satellite at St Cenydd for Trinity	Recommendation to utilise Capital Earmarked Reserves for investment in Virginia Park (Youth Service & EOTAS provision); and at St Cenydd Comprehensive for a 2nd Satellite Class on this site for Trinity Fields.	Southcombe, Jane;	Cllr. Whiting, Ross;
09/06/2021 10:30	Crumlin Institute	Recommendation to give notice to the Landlords to vacate this site in line with a lease break clause late June 2021.	Southcombe, Jane;	Cllr. Whiting, Ross;
09/06/2021 10:30	Options for the reopening of Customer Services and Cash Handling	The report will outline options for the potential reopening of Customer Services and the future arrangements for cash handling.	Harris, Stephen R;	Cllr. Stenner, Eluned;
23/06/2021 10:30	Financial Sustainability Assessment 2020/21 – Caerphilly County Borough Council.	To present the Audit Wales report on the findings of the 2020/21 Financial Sustainability Assessment for Caerphilly CBC. Presenting Officer – Gareth Jones (Audit Wales).	Harris, Stephen R;	Cllr. Stenner, Eluned;
23/06/2021 10:30	Provisional Revenue Outturn for 2020/21	To provide Cabinet with details of the provisional revenue budget outturn for the 2020/21 financial year prior to the annual external audit of the accounts by Audit Wales.	Harris, Stephen R;	Cllr. Stenner, Eluned;
23/06/2021 10:30	Provisional Capital Outturn for 2020/21	To provide Cabinet with details of the provisional capital outturn for the 2020/21 financial year prior to the annual external audit of the accounts by Audit Wales.	Harris, Stephen R;	Cllr. Stenner, Eluned;
23/06/2021 10:30	Delivering Good Governance – Caerphilly County Borough Council	To present the Audit Wales report on the findings of the Delivering Good Governance review for Caerphilly CBC. Presenting Officer – Gareth Jones (Audit Wales).	Harris, Stephen R;	Cllr. Stenner, Eluned;

**Scrutiny Committee Forward Work Programme Prioritisation**



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## **POLICY AND RESOURCES SCRUTINY COMMITTEE – 25TH MAY 2021**

**SUBJECT: NOTICE OF MOTION – QUESTIONS TO THE LEADER OF  
COUNCIL**

**REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND  
CORPORATE SERVICES**

### **1. PURPOSE OF REPORT**

- 1.1 The Policy and Resources Scrutiny Committee is asked to consider the Notice of Motion as set out in paragraph 5.1 of the report and make an appropriate recommendation to Council.

### **2. SUMMARY**

- 2.1 A Notice of Motion has been received from Councillor Kevin Etheridge and is supported by Councillors R. Gough, G. Simmonds, A. Farina-Childs and R. Owen.
- 2.2 The Notice of Motion meets the criteria set out in the Council's Constitution and in accordance with the Council's Rules of Procedure is referred to the Policy and Resources Scrutiny Committee prior to its consideration by Council

### **3. RECOMMENDATION**

- 3.1 The Policy and Resources Scrutiny Committee are asked to consider the Notice of Motion as outlined in paragraph 5.1 and make an appropriate recommendation to Council.

### **4. REASONS FOR THE RECOMMENDATION**

- 4.1 In accordance with the Council's Constitution.

### **5. THE REPORT**

#### **5.1 Notice of Motion**

Councillor Etheridge requests in his notice of motion that a definition of the appropriate rule where a question to the Leader at Full Council with a supplementary question on policy is refused by Officers and the Leader. And is then told it must be

tabled to the Cabinet Member only without a supplementary question (reference to Rule 10, Council Procedural Rules).

*10 (2) A member of the Council may ask the Leader any question on any matter in relation to which the Council has powers or duties or which affects the area of the council or any part of it or the inhabitants of the area or any part of it if at least five clear working days' notice in writing of the question has been given to the Chief Executive.*

We call on the Council to ensure in the future elected members are allowed to table questions to the Leader and ask a supplementary question without recourse to the Cabinet Member as defined in the above rule.

## **6. ASSUMPTIONS**

- 6.1 As a notice of motion is a procedural matter and must be dealt with in accordance with Council's Constitution, no assumptions have been made.

## **7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

- 7.1 This report does not require an Integrated Impact Assessment as it relates to a procedural matter under the Councils Constitution.
- 7.2 The procedural rules regarding a Notice of Motion are contained within Council's Constitution as adopted in May 2002. The Council's Constitution sets out the framework for the decision-making roles and responsibilities.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 There are no financial implications associated with this report.

## **9. PERSONNEL IMPLICATIONS**

- 9.1 There are no personnel implications associated with this report.

## **10. CONSULTATIONS**

- 10.1 There has been no consultation undertaken.

## **11. STATUTORY POWER**

- 11.1 Local Government Act 2000

Author: Emma Sullivan (Senior Committee Services Officer)

Appendices: Appendix 1 Signed copy of Notice of Motion.

**NOTICE OF MOTION – QUESTIONS TO THE LEADER OF COUNCIL**

To consider the undersigned Notice of Motion standing in the name of County Borough Councillor Kevin Etheridge and supported by the Members listed.

We the undersigned elected members request a definition of the appropriate rule where a question to the Leader at Full Council with a supplementary question on policy is refused by Officers and the Leader. And is then told it must be tabled to the Cabinet Member only without a supplementary question (reference to Rule 10 Council Procedural Rules).

*(2) A member of the Council may ask the Leader any question on any matter in relation to which the Council has powers or duties or which affects the area of the council or any part of it or the inhabitants of the area or any part of it if at least five clear working days' notice in writing of the question has been given to the Chief Executive.*

We call on the Council to ensure in the future elected members are allowed to table questions to the Leader and ask a supplementary question without recourse to the Cabinet Member as defined in the above rule.

Signed:

A solid black rectangular box redacting the signature of Cllr Kevin Etheridge.

Cllr Kevin Etheridge

Confirmation of support sent by email: Cllr Robert Gough, Cllr Graham Simmonds, Cllr Andrew Farina Childs and Cllr Robert Owen.

March 1<sup>st</sup> 2021

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## POLICY AND RESOURCES SCRUTINY COMMITTEE – 25TH MAY 2021

**SUBJECT: EMPLOYEE VOLUNTEERING SCHEME**

**REPORT BY: CORPORATE DIRECTOR - EDUCATION AND CORPORATE SERVICES**

### **1. PURPOSE OF REPORT**

- 1.1 To seek the views of the Policy and Resources Scrutiny Committee on a proposed Employee Volunteering Scheme, prior to consideration at Cabinet.

### **2. SUMMARY**

- 2.1 The Employee Volunteering Scheme aims to increase volunteering opportunities for employees of Caerphilly County Borough Council, with the benefit of releasing the capacity of employees in supporting local communities and the associated benefits to employee well-being.
- 2.2 The proposed Scheme includes two types of volunteering:
- Day/part day event – Employees are released during work time to take part in volunteering events from an agreed programme.
  - Longer-term volunteering - Employees volunteer in their own time over at least a 12 month period on an approved scheme. Employees will be eligible to apply for a maximum of two days leave of absence per year in recognition of their volunteering commitment.

### **3. RECOMMENDATIONS**

- 3.1 Policy and Resources Scrutiny Committee are asked to note the contents of this report and make comments on the Employee Volunteering Scheme (**attached at appendix 1**) and the proposal to implement the Scheme with a review to be carried out in 12 months on the uptake and benefits of the Scheme, prior to consideration at Cabinet.

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 To strengthen relationships with residents, voluntary and community sectors, and to deliver on our commitment set out in the new whole-authority operating model –

'Team Caerphilly – Better Together' strategy and support the 'social heart' ethos of the Council.

- 4.2 To release the capacity of employees in supporting local communities.
- 4.3 To demonstrate a commitment and support to employees by encouraging them to play a more active role in building a more robust and resilient society.
- 4.4 To contribute to improved employee job satisfaction, health and wellbeing, morale, commitment and performance.
- 4.5 To encourage individual development, with opportunities for employees that would not otherwise be met through the usual training routes.

## 5. THE REPORT

### 5.1 Employee Volunteering Scheme

This work has come out of the corporate review process and links directly to the cabinet outcomes agreed on 22nd July 2020 in relation to Strengthening Team Caerphilly and the ten Corporate Reviews. This project is part of the Corporate Volunteering and Community Partnerships review – outcomes details below.

- Council has an approved Volunteering Strategy that creates and sustains volunteering capacity across the Communities of Caerphilly
- Council staff are able to volunteer and have their contributions recognised
- Community resources are nurtured in order to provide additional capacity and support to key areas of need
- The 'Community spirit' seen through COVID-19 becomes the backbone of the Borough

The project to deliver this Scheme has followed a set project management pattern based on the agreed Corporate Review framework and governance model reviewed by Scrutiny on 10<sup>th</sup> November 2020.

The Scheme has been developed after research carried out on other public sector schemes operating in Wales and the rest of the UK (**attached as Appendix 2**). A cross departmental group worked on developing the Scheme with representation from GAVO. Extensive consultation was carried out with front line services, HR, Unions, employees who currently volunteer on the Council's Buddy Scheme and managers of those employees who currently volunteer on the Council's Buddy Scheme.

The proposed Scheme has been drafted to meet the objective of the Team-Caerphilly Better Together strategy and the 'social heart' ethos of the Council by allowing the release of employees to volunteer and support the local community. Employee volunteering has numerous benefits which are set out in the draft Scheme (**attached as Appendix 1**). In addition, employee volunteering supports corporate social responsibility.

- 5.2 Volunteering can be undertaken with voluntary or community organisations that meet the criteria set out in the Scheme. The Scheme is intended to support voluntary organisations and activity that contributes to well-being in the Caerphilly county borough area.

- 5.3 Activities should benefit the environment, economy, individuals (other than close relatives), charities and voluntary/ community groups within Caerphilly County Borough, or regional charities where there is a benefit to Caerphilly.

#### **Day or part day Volunteering**

- 5.4 Employees can register to volunteer for an organised whole or part of a day community event and subject to manager's approval they may be released to take part in these events.
- 5.5 Volunteering events will be available from a list of options decided by the Council, in partnership with voluntary organisations. The limited number of events will be available to employees on a first come basis.
- 5.6 The Scheme is intended to create additional capacity in communities and allow employees to take part in different opportunities to develop skills.
- 5.7 Examples of day/part day event volunteering could be marshalling a fun run in Caerphilly or painting a community centre.

#### **Long-term Volunteering**

- 5.8 Longer-term volunteering involves a commitment of a minimum of 12 months with regular volunteering and engagement taking place at least once a month. Longer-term volunteering will be carried out in employee's own time and outside working hours.
- 5.9 In some cases, employees may volunteer more regularly over a shorter period in line with demand from services, for example, employees may support night shelters over the winter months which run more regularly over a shorter period. These volunteering opportunities will be considered as providing an appropriate commitment and considered as long-term volunteering.
- 5.10 Employees who undertake longer-term volunteering will be able to apply for two days leave of absence which equates to 14.48 hours for fulltime employees or equivalent in hours depending on individual work pattern per calendar year. Examples of longer-term volunteering could be a trustee for a voluntary organisation, a telephone befriender, or social media support volunteer or volunteer as a buddy on the Caerphilly Cares Buddy Scheme.
- 5.11 Volunteering time will be managed through the Volunteering Wales Website.
- 5.12 Employee volunteering will be supported and monitored by managers and the experience will be discussed during My Time sessions. Employees will complete pre and post volunteering forms which will be discussed and signed off by managers during My Time sessions.

#### **CONCLUSION**

- 5.13 An increasing number of councils, other public sector bodies and businesses, recognise the positive contribution that an Employee Volunteering Scheme can make in encouraging employees to take an active role in their communities. The Scheme

provides the opportunity for employees to share skills, knowledge and experience within the local community.

- 5.14 Employee volunteering can strengthen relationships with residents, voluntary and community sectors and help to deliver on the commitments set out in the new whole-authority operating model – ‘Team Caerphilly – Better Together’. The Scheme is also consistent with the Caerphilly Cares strategy and the ‘social heart’ ethos of the Council.

## **6. ASSUMPTIONS**

- 6.1 The Scheme assumes that employees will propose themselves for volunteering opportunities. Managers should support any requests subject to the exigencies of service delivery which will take precedence.

## **7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

- 7.1 An Integrated Impact Assessment (**Attached as appendix 3**) has been carried out by the group working on the development and implementation of the Scheme and most areas have been recorded as neutral or having positive impacts. Any negative impacts identified will be mitigated through risk assessments. The Scheme has been developed to ensure employees across all contracts and departments can participate in volunteering. The day or part day events will cover a variety of opportunities and employees can participate during working hours. The long-term volunteering option can be carried out during the employees own time and leave of absence can be arranged with managers. An employee will participate in a minimum of 12 days volunteering which for full time staff will qualify them for two days leave of absence which demonstrates the economic benefit to the community. Employees have been positive about the Scheme and the benefits of volunteering in general.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 Employees taking part in the day/part day volunteering events will receive their normal pay, therefore any costs associated to this will be covered by the service area. There is a cost when employees undertake longer-term volunteering as they can apply for additional leave of absence days or hours. This policy will be as per the other allowances (e.g., electoral duty, caring responsibilities etc) under the leave of absence policy.
- 8.2 Further research is required regarding any extra costs for additional resources required to set up and monitor the Scheme. A report will be prepared in due course with additional financial information.

## **9. PERSONNEL IMPLICATIONS**

- 9.1 Releasing employees to undertake volunteering activities will have implications on employee resources within service areas, which managers will need to consider against the guidance. The proposal will have positive personnel implications with employees potentially benefiting from improved job satisfaction, health and wellbeing, morale, commitment and performance as a result of volunteering.



## 10. CONSULTATIONS

### 10.1

Response	Reply
<p>The GMB recognise that volunteering is the commitment of time by an individual to engage in events and activities in society and within the community to support others.</p> <p>For those staff who wish to be involved in volunteering the GMB believe that it could help with their wellbeing and provide valuable skills and experience to the member of staff, this will also build confidence to deal with people and organisations in the community and this will in turn build an individual's self-esteem.</p> <p>We are pleased to see how the council will support the member of staff when undertaking their volunteering commitments, we believe the report sets out all the support clearly and the GMB are happy to support the document.</p>	
<p>UNISON asked that the distinction between day/part day and long-term volunteer is clarified. UNISON sought clarification that volunteering would not be used to replace paid employment opportunities. UNISON wanted confirmation that a review would take place at the end of the year to capture numbers of employees who participated and the type of volunteering that was required.</p>	<p>An email response and a meeting were arranged with UNISON and the requested amendments have been made to the Employee Volunteering Scheme.</p>
<p>Social Services - asked questions regarding managing requests from employees who want to volunteer and demands from service provision.</p>	<p>The policy frequently refers to the importance of employees discussing all volunteering opportunities with their manager and that service provision will be a consideration. Discussions with managers demonstrated that management of volunteering could be carried out in the same way managers arrange training or cover sickness. Managers can also plan and agree several employees who can take part in a volunteering opportunity in any given year.</p>
<p>HR Strategy Group – several</p>	<p>All recommendations were accepted</p>

recommendations to wording and liability were suggested.	and made. Liability was confirmed with insurance and amended to reflect the advice from the Council's insurers.
Education Services – questions regarding managing employee demand for volunteering.	An email response was provided explaining the process.

## 11. STATUTORY POWER

11.1 There are no enabling statutory power(s) for the decision under consideration.

Author Sonya Foley, Policy Officer FoleyS1@Caerphilly.gov.uk

Consultees: Cllr. Eluned Stenner - Cabinet Member for Finance, Performance & Planning  
Christina Harrhy, Chief Executive  
Richard Edmunds, Corporate Director, Education & Corporate Services  
Mark S Williams, Corporate Director for Economy and Environment  
Dave Street, Corporate Director Social Services and Housing  
Rob Tranter, Head of Legal Services/ Monitoring Officer  
Stephen Harris, Head of Finance Services & S.151 Officer  
Sue Richards, Head of Education Planning & Strategy  
Lynne Donovan, Head of People Services  
Kathryn Peters, Corporate Policy Manager  
HR Strategy Group  
Employee Volunteering Corporate Review Group  
Unions

Background Papers:

Appendices:

Appendix 1 Draft Employee Volunteering Scheme  
Appendix 2 Background and supporting information  
Appendix 3 Integrated Impact Assessment

## Employee Volunteering Scheme – Appendix 1

### Introduction

Volunteering is the commitment of time and energy for the benefit of society and the community and can take many forms. It is undertaken freely and by choice, without concern for financial gain. This is the definition commonly accepted across the UK and used by the Welsh Government.

Caerphilly County Borough Council (CCBC) recognises that many of its employees already volunteer in their local communities and believe that volunteering is a great way for employees to develop new skills and support an event or project in the local community.

### Purpose of this Scheme

This Scheme outlines how CCBC will support employees in formal volunteering which takes place in the County Borough. The Council believes that volunteering can increase staff satisfaction and well-being. **(Volunteering and Public Services in Wales, January 2018)**

CCBC is working with partners to achieve a better Wales and volunteering is crucial to the Wellbeing of Future Generations Act 2015.

This Scheme aims to increase volunteering opportunities for employees by releasing employees from work to support the local community and by offering the opportunity to apply for up to two days leave of absence to employees who commit to long-term volunteering projects. The release of employee capacity will support the Team Caerphilly- Better Together strategy and supports the 'social heart' ethos of the Council. This Scheme is consistent with the Caerphilly Cares strategy.

This Scheme is intended to create additional capacity in communities by releasing employees to volunteer for a whole or part of a day event and encouraging volunteering on a long-term basis in the employees own time. This Scheme will not be used to support individual employee events, such as coaching one's children's football team. Even though this is classed as volunteering, it is not supported under this Scheme because it could create a conflict of interest. This Scheme is for CCBC employees only and the volunteering events will not be used to replace employment opportunities.

### How the Scheme works

The Scheme is made up of two options:

- **Day or part of a day organised volunteering event**  
Employees can register to volunteer for an organised whole or part of a day community event and the Council will, subject to manager's approval, release the employee to take part in these events.

Volunteering events will be available from a list of options decided by the Council, in partnership with voluntary organisations. The limited number of

events will be available to employees on a first come basis.

Examples of day/part day event volunteering could be marshalling a fun run in Caerphilly, or painting a community centre

- **Longer-term volunteering commitment**

Longer-term volunteering involves a commitment of a minimum of 12 months with regular volunteering and engagement taking place at least once a month. Longer-term volunteering will be carried out in the employee's own time and outside working hours.

In some cases, employees may volunteer more regularly over a shorter period in line with demand from services, for example, employees may support night shelters over the winter months which run more regularly over a shorter period. These volunteering opportunities will be considered as providing an appropriate commitment and considered as long-term volunteering.

Employees who undertake longer-term volunteering will be able to apply for **two days leave of absence** which equates to **14.48 hours for fulltime employees or equivalent in hours depending on individual work pattern per calendar year**. The leave of absence must be taken within the calendar year and cannot be carried over. Employees who work on a term-time only contract must discuss leave of absence requests with their manager.

Examples of longer-term volunteering could be a trustee for a voluntary organisation, a telephone befriender, social media support volunteer supporting a summer scheme or volunteer as a buddy on the Caerphilly Cares Buddy Scheme.

### **How to apply for the day/part of a day event volunteering:**

- Employees should speak with their manager to ensure they can be released from their job role for the time required for the event.
- Complete the online booking form on the Volunteering Wales Website, selecting the event they would like to participate in.
- Enter the request to attend the event using the appropriate drop-down option in iTrent
- If an employee decides to volunteer on a day/part of a day that they are not scheduled to work, then this is in their own time and time cannot be claimed back for this.
- 

The employee will receive a confirmation appointment or email with details of:

- Meeting point for the event
- Times required for the event
- Additional equipment required (wellington boots/waterproof coat etc)
- A reminder to bring their own lunch and drinks

The employee is agreeing to:

- Volunteer to the best of their ability
- Attend the project on time for the total hours agreed
- Notify the organisation and their manager with as much warning as possible if they are unable to attend the event.
- Complete a pre and post volunteering form to record their volunteering experience
- Demonstrate partnership working and accountability for their work while being part of the community project and a willingness to try new opportunities

### **How to apply for the longer-term volunteering:**

- Employees should speak with their manager about the volunteering opportunity and the commitment they will be able to give. Long term volunteering is a commitment of a minimum of 12 months which can be given weekly, monthly or more frequently. In some cases, employees may volunteer more regularly over a shorter period in line with demand from services, for example, employees may support summer schemes which run regularly over a shorter period. These volunteering opportunities will be considered as providing an appropriate commitment. This volunteering will take place in the employees own time, outside of paid working hours.
- Complete the online booking form on the Volunteering Wales Website, selecting the project they would like to participate in and agree to give a long-term commitment.

The employee is agreeing to:

- Volunteer to the best of their ability
- Attend the project on an ongoing long- term basis. This can be a weekly or monthly commitment. **It will not be a one-off commitment or for a short period of time unless you are participating in a short-term scheme with regular commitment. Long-term commitment is anything from 12 months onwards and requires giving your time once a month as a minimum.**
- Notify the organisation that they are volunteering with as much notice as possible if they are unable to keep up the commitment. The employee must also notify their line manager if they are unable to fulfil the commitment – this may mean they are no longer eligible to apply for the two days leave of absence. The employee may have to pay the leave back if it has been used but they have been unable to fulfil the volunteering commitment or when an employee leaves the Council's employment.
- The employee should record the hours spent volunteering on the project on the Volunteering Wales website
- Demonstrate partnership working and accountability for their work while being part of the community project and a willingness to try opportunities.

### **Day/part day and long-term volunteering distinctions:**

There is no limit on how many day/part day events employees can apply for, release from work depends on service provision and discussion with a line manager. It is possible that some employees may take part in multiple events during the year.

Long-term volunteering takes place in the employees own time and the leave of absence is an acknowledgment of the commitment. The leave of absence is capped at two days or equivalent in hours depending on the individual work pattern. Employees can take part in both long-term and day/part day events and all arrangements will be dependent on service provision and discussions with their manager.

### **Schools**

The scheme applies to all Caerphilly employees except employees directly employed by Schools unless the School Governing Body has adopted the Policy

### **Types of volunteering that are covered**

This Scheme is intended to support and encourage employees to volunteer; the Scheme can also be used to support volunteering activity that employees may already be engaged in, provided that the project is registered on the Volunteering Wales website and that the employee applies using the process set out above. Employees can suggest day or half day events which can be considered and potentially added to the list for that year. Employees who currently volunteer on a long-term basis may be eligible to apply for two days leave of absence as long as their volunteering meets the criteria for longer-term volunteering i.e., it is for 12 months, at least once per month, is recorded via the Volunteering Wales Website, benefits the Caerphilly area and is not for any personal gain.

### **Disclosure Barring Service (DBS) Checks and Volunteering**

Certain activities that involve volunteering with young people in need of care and support or other at-risk groups may require employees to have a Disclose and Barring Service (DBS) check. If day or part day events organised by this Council require DBS checks these should be provided by the department organising the event.

For longer-term volunteering the organisation that the employee is volunteering with will indicate if this is necessary. Caerphilly County Borough Council will not facilitate DBS checks unless it is related to a volunteering opportunity through this Council. Where required the DBS check required for Council run volunteering will be paid for from a central fund within Caerphilly County Borough Council as it is a corporate initiative.

### **Subsistence and travel expenses**

For day or part of a day volunteering events, parking, travel and mileage whilst the employee is volunteering may be claimed in the normal way.

For longer term volunteering these costs must be met by the employee, and if eligible, claimed back from the voluntary organisation they are volunteering for.

### **Monitoring**

Following manager's approval and prior to volunteering, employees will complete a pre-volunteering form and upon completion of volunteering a post-volunteering form will be completed. This will assist managers and employees in supporting volunteering and capturing the benefits of the Scheme for employees and the community.

Managers will need to see proof of hours from the Volunteering Wales database to authorise the leave of absence for employees engaging in long term volunteering. All volunteering will be registered with Volunteering Wales and volunteering data will be captured to help with reviews of the Scheme.

### **Recording volunteering time**

Prior to volunteering, employees will need to register on the Volunteering Wales website. All volunteering hours can be recorded using this link:  
<https://volunteering-wales.net/vk/volunteers/index.htm>

This website may be accessed via a link on the Council's Intranet pages or via [volunteering-wales.net](https://volunteering-wales.net).

Both day and longer-term volunteering events will be recorded on the Volunteering Wales website.

### **Discussing Volunteering with managers**

Managers will prioritise the needs of the service before authorising day/part day volunteering; decisions can be recorded in the employees My Time notes or on the pre-volunteering form which will have a section to record management agreement or reasons why volunteering cannot be supported.

Operational requirements will be considered by managers before supporting long-term volunteering as this involves agreement on leave of absence days or hours. Managers will need to balance requests from employees and service delivery. This discussion can be recorded in the employees My Time notes or on the pre-volunteering form which will have a section to record management agreement or reasons why volunteering cannot be supported.

### **Liability**

The Voluntary organisations must have their own health and safety policy and appropriate insurance cover. Where a person is volunteering/working on behalf of a third party, there is an expectation that the third party will have appropriate insurance in place/assume responsibility and liability. All volunteering events will need to provide proof of insurance before they can register on the Volunteering Wales Website. If an employee is injured whilst volunteering, a claim should be made against the organisation for sick pay in the same way that people do for third party accidents.

## **Training requirements (including health and safety) to perform volunteering activities**

The organisation for which employees volunteer is responsible for providing any induction, health and safety, or other training to allow them to perform their volunteering role and remain safe.

If the employee is involved in community transport volunteering and using their own car, they are advised to check that their own motor insurance policy is suitable.

## **Clothing and equipment**

For day or half day events, employees will be advised of any clothing requirements. All specialist equipment will be provided. For longer term volunteering, if the volunteering activity requires specialist clothing or equipment, this will need to be provided either by the voluntary organisation or by the employee themselves. The organisation should provide details of what is required.

## **Volunteering principles**

When volunteering, the employee agrees to:

- respect the privacy, property and confidentiality of others. Be aware that any safeguarding concerns supersede confidentiality and must be reported to the relevant department.
- report any problems they experience to their manager and the Gwent Association of Voluntary Organisations' Volunteer Centre (where it has acted as a broker)
- aim to fulfil the commitment they have made and inform their named contact in the voluntary organisation and their line manager if they are unable to attend
- act in a professional way, recognising that they are representing the Council while carrying out the volunteering activities.
- Ensure they are aware of their safeguarding obligations and report any concerns.
- The employee should ensure that they do not behave in any way that brings the Council into disrepute.

For quality assurance purposes, the organisation for which employees volunteer must be registered on Volunteering Wales, the Welsh Government funded national platform for volunteering. The website can be found here:

<https://volunteering-wales.net/vk/volunteers/index.htm>

## **Declaration of Interests**

Employees are required to complete a Register of Employees Interests Form which will need to be authorised by their Head of Service prior to commencing all volunteering opportunities.



## **Post volunteering**

Employees should discuss their volunteering activity with their manager and share the experience with colleagues. Employees must complete a post-volunteering form which will be signed off by their manager and uploaded to the relevant local system.

## **Five easy steps to get volunteering**

1. Look at the intranet where volunteering projects will be updated on a yearly basis. There will be an option to volunteer on a one-off project or apply for a longer-term volunteering commitment.

2. The employee should discuss and agree the volunteering activity with their line manager and once they have agreement from their line manager, they can register on the Volunteering Wales website. The Register of Employees Interests form should also be signed off at this stage.

3. The employees volunteering hours will be recorded on the Volunteering Wales Website.

4. Get volunteering and tell colleagues about the experience

5. After employees have volunteered, they should discuss the experience with their manager at their next 'My Time' discussion.

Any questions or requests for more information about the Employee Volunteering Scheme, please contact Caerphilly Cares.

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# Employee Volunteering Scheme

## Background and Supporting Evidence

February 2021

### Background

Volunteering is the commitment of time and energy for the benefit of society and the community and can take many forms. It is undertaken freely and by choice, without concern for financial gain. This is the definition commonly accepted across the UK and used by the Welsh Government. CCBC recognises many of its employees already volunteer in their local communities and believe that volunteering is a great way for employees to develop new skills and support a worthwhile event or project and build local communities.

The Employee Volunteering Scheme was developed after research into other public sector schemes operating in Wales and the UK. The draft Scheme is based on research into schemes operating in Pembrokeshire, Newport Gwent, Monmouthshire, Warwickshire, Wigan, Liverpool, Cambridge, Comhairle, Scottish Borders and Welsh Government.

The development of the Scheme forms part of the corporate review of Corporate Volunteering and Community Partnerships. A Review Group was set up to co-ordinate the development of the Scheme. The group consists of representatives from HR, Voluntary Sector, Leisure Services, Regeneration Team, Transformation Team, Housing and Policy Team.

Consultation has been undertaken with:

- The Regeneration Team who held focus groups with staff who volunteered as buddy's and managers of the buddies.
- Voluntary sector organisations including the Parent Network
- Frontline managers including Waste Management
- GAVO (Gwent Association of Voluntary Organisations) who held virtual consultation groups with volunteers

### Quotes from GAVO consultations

*'Volunteering on the Buddy Scheme had come in handy for my work and has been an added string to my bow. It has led to me applying for a better job within the council and has been a great benefit to me. It helped me secure another position which is more community based. This volunteering role has given me the taste for a more fulfilling job role, more community focused, more community spirited and it has really helped me'.*

*'I do have increased satisfaction when helping people that are not able to go out and about due to Covid. It has made me realise I want to do more for the community, not just during Covid but moving forward when the country eases out of lockdowns.'*

*'I have never volunteered before but since April 2020 I have been a Community Buddy after responding to an email at work. I wasn't sure what I had signed up for initially and thought it was something different. I was volunteering 8 hours a week, then 4 hours and now I volunteer between 2 and 4 hours a week'.*

### **Quotes from The Regeneration Team consultations**

*'It's great to see CCBC adopting a forward-thinking policy like this. I have friends who work in the private sector, in banking, and this is a benefit they get to have a half day to volunteer to paint a community centre or something and get released from their day job'.*

*'I accept what was said in that the line manager would have to check on the Volunteer Wales website to verify hours but surely this is not a problem as most staff volunteer hours far in excess of the 2 days leave available and I cannot see anyone who gets involved in volunteering fictionalising hours to get extra days leave'.*

*'At present, no impact as volunteering duties undertaken in Officers own time. If we return to office working, we will have to ensure volunteering role doesn't impact significantly on our service. However, the opportunity to claim an additional 2 days annual leave may impact on cover at times etc. Also. If there were to be more than 1 volunteer within a team then this could impact on the service delivery'.*

Participants were very enthusiastic about the principles of the Employee Volunteering Scheme. The recognition, acknowledgment and reward element for civic minded activities featured very highly amongst the group. This resulted in praise for their employer for proposing this policy.

### **Conclusion**

The above case studies and discussion groups are important in supporting the Employee Volunteering Scheme and ensuring that it will be accepted and work in practice. A FAQ's for managers will be developed to answer any questions regarding supporting staff on the Scheme. When the Scheme is live, data and feedback will be collated, and a report will be submitted on the Employee Volunteering Scheme after a period of 12 months.

This integrated impact assessment (IIA) has been designed to help support the Council in making informed and effective decisions whilst ensuring compliance with a range of relevant legislation, including:

- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- Welsh Language (Wales) Measure 2011
- Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- Well-being of Future Generations (Wales) Act 2015
- Statutory Consultation v Doctrine of Legitimate Expectation and Gunning Principles

**PLEASE NOTE: Section 3 Socio-economic Duty only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.**

<b>1. Proposal Details</b>			
<b>Lead Officer</b>	<b>Head of Service</b>	<b>Service Area &amp; Department</b>	<b>Date</b>
Paul Cooke	Sue Richards		08 March 2021

**What is the proposal to be assessed?** *Provide brief details of the proposal and provide a link to any relevant report or documents.*

This scheme outlines how CCBC will support employees in formal volunteering which takes place in the County Borough. The Council believes that volunteering can increase staff satisfaction and well-being. **(Volunteering and Public Services in Wales, January 2018)**  
 CCBC is working with partners to achieve a better Wales and volunteering is crucial to the Wellbeing of Future Generations Act 2015.

This Scheme aims to increase volunteering opportunities for employees by releasing employees from work to support local communities and by offering the opportunity to apply for up to 2 days leave of absence to employees who commit to long-term volunteering projects. The release of employee capacity will support the Team Caerphilly- Better Together strategy and supports the ‘social heart’ ethos of the local authority. This Scheme is consistent with the Caerphilly Cares strategy.

This Scheme is intended to create additional capacity in communities by releasing employees to volunteer for a whole or part of a day event and encouraging volunteering on a long-term basis in the employees own time.

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## 2. Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

*(The Public Sector Equality Duty requires the Council to have “due regard” to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups). Please note that an individual may have more than one protected characteristic.*

<u>Protected Characteristics</u>	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
<b>Age</b> ( <i>people of all ages</i> )	Neutral for employees, however positive impacts for the community as people of all ages may benefit.		Based on equalities legislation.
<b>Disability</b> ( <i>people with disabilities/ long term conditions</i> )	There may be a negative impact as some of the volunteering opportunities may not be suitable for some employees. This is dependent on the available opportunity and the needs of the individual employee.	This will be mitigated by carrying out a risk assessment and by ensuring that volunteering opportunities are varied and accessible to ensure that disabled people can participate.	Based on volunteering opportunities that employees have participated in during the buddy system and by considering Equality legislation and the Disability Act.
<b>Gender Reassignment</b> ( <i>anybody who’s gender identity or gender expression is different to the sex they were assigned at birth</i> )	Neutral impact for employees, however positive impacts for the community as volunteering options will seek to benefit those within the protected characteristics group.		Based on equalities legislation.
<b>Marriage or Civil Partnership</b> ( <i>people who are married or in a civil partnership</i> )	Neutral impact for employees, however positive impacts for the community as volunteering options will seek to benefit those within the protected characteristics group.		Based on equalities legislation.

<b>Pregnancy and Maternity</b> <i>(women who are pregnant and/or on maternity leave)</i>	<b>There may be a negative impact as some volunteering opportunities may not be suitable.</b>	<b>This will be mitigated by carrying out a risk assessment and by ensuring that volunteering opportunities are varied to ensure that women who are pregnant or on maternity leave can participate.</b>	<b>Based on equalities legislation.</b>
<b>Race</b> <i>(people from black, Asian and minority ethnic communities and different racial backgrounds)</i>	<b>Neutral impact for employees, however positive impacts for the community as volunteering options will seek to benefit those within the protected characteristics group.</b>		<b>Based on equalities legislation.</b>

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<b><u>Protected Characteristics</u></b>	<b>Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?</b>	<b>If there are negative impacts how will these be mitigated?</b>	<b>What evidence has been used to support this view?</b>
<b>Religion or Belief</b> ( <i>people with different religions and beliefs including people with no beliefs</i> )	<b>There may be a negative impact as people may be precluded from some volunteering due to their religion and/or beliefs.</b>	<b>A range of volunteering opportunities will be available throughout the year to allow flexibility to all employees.</b>	<b>Equality legislation.</b>
<b>Sex</b> ( <i>women and men, girls and boys and those who self-identify their gender</i> )	<b>There may be a negative impact for women who predominantly work reduced hours or must prioritise childcare. This may impact on their availability to volunteer. Men can also be impacted by childcare.</b>	<b>The scheme has been amended in recognition of childcare duties and availability of employees which is why we have included day or part day events and changed the criteria for the long-term volunteering.</b>	<b>Research about gender equalities at work and equality legislation.</b>
<b>Sexual Orientation</b> ( <i>lesbian, gay, bisexual, heterosexual, other</i> )	<b>Neutral impact for employees, however positive impacts for the community as volunteering options will seek to benefit those within the protected characteristics group.</b>		<b>Based on equalities legislation.</b>

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### **3. Socio-economic Duty (Strategic Decisions Only)**

*(The Socio-economic Duty gives us an opportunity to do things differently and put tackling inequality genuinely at the heart of key decision making. Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services)*

**Please consider these additional vulnerable groups and the impact your proposal may or may not have on them:**



<ul style="list-style-type: none"> <li>➤ Single parents and vulnerable families</li> <li>➤ People with low literacy/numeracy</li> <li>➤ Pensioners</li> <li>➤ Looked after children</li> <li>➤ Homeless people</li> </ul>	<ul style="list-style-type: none"> <li>➤ Carers</li> <li>➤ Armed Forces Community</li> <li>➤ Students</li> <li>➤ Single adult households</li> <li>➤ People misusing substances</li> </ul>	<ul style="list-style-type: none"> <li>➤ People who have experienced the asylum system</li> <li>➤ People of all ages leaving a care setting</li> <li>➤ People living in the most deprived areas in Wales (WIMD)</li> <li>➤ People involved in the criminal justice system</li> </ul>
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<b><u>Socio-economic Disadvantage</u></b>	<b>Does the proposal have any positive, negative or neutral impacts on the following and how?</b>	<b>If there are negative impacts how will these be mitigated?</b>	<b>What evidence has been used to support this view?</b>
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<p><b>Low Income / Income Poverty</b> <i>(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)</i></p>	<p><b>Neutral impact for employees,</b></p> <p><b>A positive impact on people who will benefit from the range of volunteering opportunities going to be undertaken, e.g supporting people who require food banks and support with managing their income.</b></p>		<p><b>Buddy scheme data and Caerphilly Cares.</b></p>
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<b><u>Socio-economic Disadvantage</u></b>	<b>Does the proposal have any positive, negative or neutral impacts on the following and how?</b>	<b>If there are negative impacts how will these be mitigated?</b>	<b>What evidence has been used to support this view?</b>
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<p><b>Low and/or No Wealth</b> <i>(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)</i></p>	<p><b>There may be a negative impact for employees who cannot afford additional childcare to volunteer. Mileage expenses should be covered through the volunteering organisation.</b></p> <p><b>There may be positive impacts for residents who are supported through volunteering opportunities with financial support.</b></p>	<p><b>This has been mitigated by ensuring that volunteering is available during working hours and by allowing a more flexible approach for volunteering in employees own time.</b></p>	<p><b>This change was based on consultation with employees.</b></p>
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<b>Material Deprivation</b> ( <i>unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.</i> )	<b>Neutral impact for employees, however the volunteering opportunities may support the community in this area.</b>		<b>Buddy scheme data and Caerphilly Cares.</b>
<b>Area Deprivation</b> ( <i>where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?</i> )	<p><b>There may be a negative impact for employees who live outside of Caerphilly as this volunteering must take place in the Caerphilly area or benefit the Caerphilly area.</b></p> <p><b>Positive impact for the community as volunteering opportunities will support area deprivation and some volunteering opportunities undertaken could benefit the environment.</b></p>	<b>Employees can apply to volunteer during working hours as the scheme caters for day events and long-term volunteering.</b>	<p><b>Based on consultations with employees.</b></p> <p><b>Area deprivation – based on community assessments.</b></p>
<b>Socio-economic Background</b> ( <i>social class i.e. parents education, employment and income</i> )	<p><b>There may be a negative impact for employees working on variable contracts and those in lower paid roles.</b></p> <p><b>Positive impact for the community as volunteering opportunities will</b></p>	<b>The policy has been amended to ensure that volunteering can take place for a day or part of a day in recognition of employees on varied contracts and those in lower paid roles.</b>	<b>Based on consultations with employees.</b>

	<p>support people experiencing social deprivation.</p>		
<p><b>Socio-economic Disadvantage</b>  <i>(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)</i></p>	<p><b>This policy will have a positive impact on vulnerable residents in Caerphilly as volunteering supports food banks, buddy scheme, isolation, night shelters and befriending.</b></p> <p><b>The policy is equally positive for all employees as they can avail of different opportunities and learn new skills.</b></p> <p><b>Groups could include older people, disabled people, and single parents who are on low incomes, having retired or are unable to work.</b></p>		<p><b>Based on consultation with employees and feedback from the buddy scheme.</b></p>

2020/21

#### 4. Corporate Plan – Council’s Well-being Objectives

*(How does your proposal deliver against any/all of the Council’s Well-being Objectives? Which in turn support the national well-being goals for Wales as outlined in the Well-being of Future Generations (Wales) Act 2015. Are there any impacts (positive, negative or neutral? If there are negative impacts how have these been mitigated?) [Well-being Objectives](#)*

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<p><b>Objective 1</b> - Improve education opportunities for all</p>	<p>Volunteering will support employees to gain knowledge and skills that they may not currently have in their jobs. This informal training will also have positive impacts for the authority, and employees will be able to bring these new skills back into the workplace</p>
<p><b>Objective 2</b> - Enabling employment</p>	<p>Volunteering provides development opportunities for employees which would not otherwise be met through usual opportunities or training routes, empowering employees to achieve their own potential, raising confidence and benefitting their local community and the Council.</p>
<p><b>Objective 3</b> - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people’s well-being</p>	<p>There may be positive impacts as some of the volunteering opportunities may support housing tenants with mental health and wellbeing, accessing foodbanks and income maximisation. Volunteering opportunities may include supporting people to live independently in their homes.</p>
<p><b>Objective 4</b> - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impact on the environment</p>	<p>Neutral impact</p>
<p><b>Objective 5</b> - Creating a county borough that supports healthy lifestyle in accordance with the Sustainable Development principle with in the Well-being of Future Generations (Wales) Act 2015</p>	<p>Creating a county borough that supports a healthy lifestyle in accordance with the sustainable development principle within the Well-being of Future Generations (Wales) Act 2015. Volunteering will contribute to the physical and mental well-being of employees, as they may have an opportunity to take part in physical activities which will help keep them fit and healthy. Also, it may help their mental well-being to give something back to communities which is of</p>

	value, thereby improving self-confidence and helping employees to feel part of the community.
<b>Objective 6</b> - Support citizens to remain independent and improve their well-being	Volunteering can support vulnerable people living within our communities and improve the emotional well-being of older people by reducing loneliness and social isolation. Volunteering can support services on building community resilience. Volunteers will gain valuable skills and build personal resilience.

#### 4a. Links to any other relevant Council Policy

*(How does your proposal deliver against any other relevant Council Policy?)*

##### Corporate Plan 2018-2023

This scheme contributes towards the Corporate Well-being Objectives:

##### Team Caerphilly – Better Together

Deliver on our commitment set out in the new whole-authority operating model – ‘Team Caerphilly – Better Together’. In particular:





- **Enhancing relationships with communities and partners**
- **Developing proud and trusted staff**


##### Caerphilly Cares

This scheme supports the work of Caerphilly Cares.

## 5. Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)

*(Also known as the sustainable development principles. The Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)*

<u>Ways of Working</u>	How have you used the Sustainable Development Principles in forming the proposal?
<p><b>Long Term</b></p> 	<p>Some of the volunteering opportunities will be supporting residents to live independently and enable them to access support. Some opportunities will support local community buildings and outdoor space. The benefits to employees may include developing skills and support retaining employees within the Council.</p>
<p><b>Prevention</b></p> 	<p>Allowing employees to volunteer in social care support has the potential to alleviate issues faced by an aging population, and for those vulnerable people living within our communities. Volunteers will gain valuable skills and build personal resilience.</p>
<p><b>Integration</b></p> 	<p>The scheme will work in collaboration with other organisations and expand provision on existing services.</p>
<p><b>Collaboration</b></p> 	<p>Employee volunteering is an agreed strand of the Caerphilly Public Services Board (PSB) Well-being Plan which intends to implement employee volunteering across all partners.</p>

<p><b>Involvement</b></p> 	<p>Staff are likely to have an interest in achieving the well-being goals for future generations.</p>
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## 6. Well-being of Future Generations (Wales) Act 2015

<u>Well-being Goals</u>	Does the proposal maximise our contribution to the Well-being Goal and how?
<p><b>A Prosperous Wales</b>  <i>An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work</i></p>	<p>Volunteering helps develop a well-skilled and educated population, utilising our greatest asset – our employees. Building a highly skilled population able to secure decent work, will improve local wealth and thereby create opportunities for local jobs and business growth.</p>
<p><b>A Resilient Wales</b>  <i>A nation which maintains and enhances a biodiverse natural environment healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for climate change)</i></p>	<p>Volunteering has the potential to contribute to improving the local environment. Environmental organisations will be eligible organisations for volunteers.</p>
<p><b>A Healthier Wales</b>  <i>A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood</i></p>	<p>Volunteering can equip individuals with the skills and knowledge needed to improve their own mental health and well-being. Volunteering can improve confidence, encourage social interactions outside of the usual place of work, reduce loneliness and social isolation and build community resilience. Volunteers can aid in creating accessible green spaces enhancing well-being in the community.</p>

<p><b>A More Equal Wales</b> <i>A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances)</i></p>	<p>Volunteering provides the opportunity for individuals to fulfil their full potential regardless of their circumstances, providing life skills and ongoing development benefitting the council, the individual, and future generations.</p>



<u>Well-being Goals</u>	Does the proposal maximise our contribution to the Well-being Goal and how?
<p><b>A Wales of Cohesive Communities</b>  <i>Attractive, viable, safe and well-connected communities</i></p>	<p>Volunteering encourages participation in community initiatives, fostering a sense of belonging, community pride and respect.  Volunteering can improve and connect communities, create accessible green spaces enhancing communities and making them a better place to live, work and raise families.</p>
<p><b>A Wales of Vibrant Culture and Thriving Welsh Language</b>  <i>A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation</i></p>	<p>Volunteering can encourage local interaction within the community allowing individuals to take advantage of the sports, arts and cultural opportunities within the borough.</p>
<p><b>A Globally Responsible Wales</b>  <i>A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being</i></p>	<p>Volunteering can support individuals to look after the local environment and understand the impact our actions have on the global obligations and demonstrate corporate social responsibility.</p>

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## 7. Welsh Language (Wales) Measure 2011 and Welsh Language Standards

*(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact a proposal may have on opportunities to use the Welsh language and ensuring the Welsh language is treated no less favourably than the English language) [Policy Making Standards - Good Practice Advice Document](#)*



Requirement	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view? <i>e.g the WESP, TAN20, LDP, Pupil Level Annual School Census</i>
<b>Links with Welsh Government's <a href="#">Cymraeg 2050 Strategy</a> and CCBC's <a href="#">Five Year Welsh Language Strategy 2017-2022</a> and the <a href="#">Language Profile</a></b>	Neutral		
<b>Compliance with the <a href="#">Welsh Language Standards</a>.</b> <i>Specifically Standards 88 - 93</i>	There will be options to volunteer using the Welsh language for example use befrienders who can communicate in Welsh to residents who would like to speak Welsh.		
<b>Opportunities to promote the Welsh language</b> <i>e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community</i>	Actively encourage and promote the use of our services in Welsh.		
<b>Opportunities for persons to use the Welsh language</b> <i>e.g. staff, residents and visitors</i>	There will be options to volunteer using the Welsh language for example use befrienders who can communicate in Welsh to residents who would like to speak Welsh.		Supports the Five-Year Welsh Language Strategy and the Cymraeg 2050 Strategy.
<b>Treating the Welsh language, no less favourably than the English language</b>	Actively encourage and promote the use of our services in Welsh.		

**7a. Having considered the impacts above, how has the proposal been developed so that there are positive effects, or increased positive effects on (a) opportunities for persons to use the Welsh language, and b) treating the Welsh language no less favourably than the English language.**

Positive impact as the scheme will promote Welsh language events and ensure communication is available in Welsh which promotes the scheme. The buddy scheme and any befriending opportunities will actively promote Welsh speakers.

**8. Data and Information**

*(What data or other evidence has been used to inform the development of the proposal? Evidence may include the outcome of previous consultations, existing databases, pilot projects, review of customer complaints and compliments and or other service user feedback, national and regional data, academic publications and consultants' reports etc.)*

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Data/evidence <i>(Please provide link to report if appropriate)</i>	Key relevant findings	How has the data/evidence informed this proposal?
<p>Consultation has been undertaken with:</p> <ul style="list-style-type: none"> <li>• The Regeneration Team who held focus groups with staff who volunteered as buddy's and managers of the buddies.</li> <li>• Voluntary sector organisations including the Parent Network</li> <li>• Frontline managers including Waste Management</li> <li>• GAVO (Gwent Association of Voluntary Organisations) who held virtual consultation groups with volunteers</li> </ul>	<p>All departments and management groups have provided feedback to the employee volunteering scheme which has led to changes and amendments to ensure that it is clear and accessible to all employees.</p> <p>Below are some comments from employees regarding volunteering and the scheme.</p> <p><i>'It's great to see CCBC adopting a forward-thinking policy like this. I have friends who work in the private sector, in banking, and this is a benefit they get to have a half day to volunteer to paint a community centre or something and get released from their day job'.</i></p> <p><i>'I accept what was said in that the line manager would have to check on the Volunteer Wales website to verify hours but surely this is not a problem as most staff volunteer hours far in excess of the 2 days leave available and I cannot see anyone who gets involved in volunteering fictionalising hours to get extra days leave'.</i></p>	<p>The Employee Volunteering Scheme was developed after research into other public sector schemes operating in Wales and the UK. The draft scheme is based on research into schemes operating in Pembrokeshire, Newport Gwent, Monmouthshire, Warwickshire, Wigan, Liverpool, Cambridge, Comhairle, Scottish Borders and Welsh Government.</p> <p>The development of the scheme forms part of the corporate review of Corporate Volunteering and Community Partnerships. A review group was set up to co-ordinate the development of the scheme. The group consists of representatives from HR, Voluntary Sector, Leisure Services, Regeneration Team, Transformation Team, Housing and Policy Team.</p> <p>Extensive feedback was provided from various internal departments and amendments were made accordingly to ensure the scheme is clear and accessible to all employees.</p>

**Were there any gaps identified in the evidence and data used to develop this proposal and how will these gaps be filled?**

*Details of further consultation can be included in Section 9.*

No gaps identified.

**9. Consultation**

*(In some instances, there is a legal requirement to consult. In others, even where there is no legal obligation, there may be a legitimate expectation from people that a consultation will take place. Where it has been determined that consultation is required, [The Gunning Principles](#) must be adhered to. Consider the [Consultation and Engagement Framework](#). Please note that this may need to be updated as the proposal develops and to strengthen the assessment.*

**Briefly describe any recent or planned consultations paying particular attention to evidencing the Gunning Principles.**

Employees who volunteer, managers of employees who volunteer and managers at service and strategic level were consulted. The unions and other partners such as GAVO and other local authorities were consulted. Feedback from the household survey and the buddy scheme data was considered.

There was a lot of time for consultation and the group working on the scheme identified stakeholders and ensured that views from all departments and agencies were considered.

The Cabinet Report and appendices were sent to agencies and internal departments to allow for feedback and amendments.

The key findings focused on ensuring fairness and availability to employees who work in different areas and on a variety of contracts. Managers wanted reassurance about managing employee expectations which was given as all feedback was responded to with explanations.

The scheme has been amended to ensure all employees can avail of the scheme, sections have been changed to ensure managers have confidence about managing expectations and supporting employees to volunteer.

## 10. Monitoring and Review

<p><b>How will the implementation and the impact of the proposal be monitored, including implementation of any amendments?</b></p>	<p>The scheme will be monitored on Volunteering Wales Website. The leave of absence will have a code connected to the scheme to monitor how many employees have availed of the days. The group working on the scheme will monitor the data and feedback from employees and a report will be published at the end of the first year of the scheme.</p>
<p><b>What are the practical arrangements for monitoring?</b></p>	<p>The group working on the scheme will work on putting monitoring structures in place and the scheme will sit in the Caerphilly Cares team who will also monitor data based on employees who volunteer.</p>
<p><b>How will the results of the monitoring be used to develop future proposals?</b></p>	<p>The monitoring will be used to develop the scheme and the end of year report will identify any changes or developments.</p>
<p><b>When is the proposal due to be reviewed?</b></p>	<p>At the end of the first 12 months.</p>
<p><b>Who is responsible for ensuring this happens?</b></p>	<p>The policy team will work with Caerphilly Cares on this scheme.</p>

## 11. Recommendation and Reasoning

- Implement proposal with no amendments
- Implement proposal taking account of the mitigating actions outlined
- Reject the proposal due to disproportionate impact on equality, poverty and socio-economic disadvantage

Have you contacted relevant officers for advice and guidance?

Yes

No



## 12. Reason(s) for Recommendation

*(Provide below a summary of the Integrated Impact Assessment. This summary should be included in the "Summary of Integrated Impact Assessment" section of the Corporate Report Template. The Integrated Impact Assessment should be published alongside the Report proposal).*

An Integrated Impact Assessment has been carried out by the group working on the development and implementation of the scheme and most areas have been recorded as neutral or having positive impacts. Any negative impacts identified can be mitigated through risk assessments. The scheme has been developed to ensure employees across all contracts and departments can participate in volunteering. The day or part day events will cover a variety of opportunities and employees can participate during working hours. The long-term volunteering option can be carried out during the employees own time and leave of absence can be arranged with managers. An employee will participate in a minimum of 12 days volunteering which for full time staff will qualify them for 2 days leave of absence which demonstrates the benefit to the community. Employees have been positive about the scheme and the benefits of volunteering in general.

## 13. Version Control

*(The IIA should be used in the early stages of the proposal development process. The IIA can be strengthened as time progresses to help shape the proposal. The Version Control section will act as an audit trail to evidence how the IIA has been developed over time)*

Version No.	Author	Brief description of the amendments/update	Revision Date
1	Sonya Foley and Employee Volunteering Scheme Group		September 2022

## Integrated Impact Assessment Author

Name:	Sonya Foley and Employee Volunteering Scheme Group
Job Title:	Policy Officer
Date:	April 10 2021

## Head of Service Approval

Name:	Sue Richards		
Job Title:	Head of Education and Planning		
Signature:		Date:	





## **POLICY AND RESOURCES SCRUTINY COMMITTEE – 25TH MAY 2021**

**SUBJECT: SOCIAL VALUE POLICY AND THE ADOPTION OF THE THEMES, OUTCOMES AND MEASURES FRAMEWORK**

**REPORT BY: CORPORATE DIRECTOR EDUCATION & CORPORATE SERVICES**

### **1. PURPOSE OF REPORT**

- 1.1 To present to Members of the Scrutiny Committee the draft Caerphilly CBC ('Council') Social Value Policy ('SV Policy') and the proposed adoption of the Themes, Outcomes and Measures Framework ('TOMs Framework').
- 1.2 To seek the views from the Committee's Members on the draft SV Policy and on the proposed adoption of the TOMs Framework prior to submitting and presenting the information to Cabinet for endorsement.

### **2. SUMMARY**

- 2.1 The Council's SV Policy which includes the TOMs Framework is attached at Appendix 1.
- 2.2 The SV Policy sets out a proposed approach to further enhance and build upon the successes that have been achieved to date by the Council in relation to Social Value. The SV Policy brings together a number of different legislative requirements, policy initiatives and aspirations into a single coherent framework underpinned by five key objectives with 'Caerphilly Cares' at the centre.
- 2.3 The five key objectives are:
  - Promote Social Innovation;
  - Promote Local Skills, Employment & Training;
  - Protecting & Improving the Environment;
  - Education Initiatives;
  - Healthier, Safer and Resilience with Partners in Communities.
- 2.4 The TOMs Framework is an effective and efficient mechanism in measuring, recording and monitoring Social Value and Community Benefits. It is proposed that the TOMs Framework is adopted and incorporated in appropriate Council procurement processes and procedures moving forward.

### **3. RECOMMENDATIONS**

- 3.1 Members of the Scrutiny Committee are asked to consider and comment on the content of the SV Policy and the TOMs Framework prior to submitting and presenting the information to Cabinet for endorsement.

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 To ensure that the views of the Scrutiny Committee Members are considered prior to the SV Policy and the proposed TOMs Framework being submitted and presented to Cabinet.

### **5. THE REPORT**

- 5.1 The Council's Corporate Plan and Well-being Objectives clearly demonstrates the Council's commitment to prioritising social, economic and environmental wellbeing for the County Borough and our partners. The Council recognises that the way in which we manage our annual spend of circa £230 million with suppliers, service providers and contractors can make a significant contribution to this priority.
- 5.2 The Council has a responsibility to manage public money with probity, to ensure that Value for Money is achieved and to manage it in such a way that wider Council objectives can be supported. The Council's Programme for Procurement (2018-2023) set an increased focus on the delivery recognising the value of using procurement to support its wider Cultural, Social, Economic and Environmental objectives, in ways that offer real long-term benefits to the community it serves and the people of Wales, whilst balancing the issues of Value for Money.
- 5.3 Value for Money is the optimum combination of whole-of-life costs in terms of not only generating efficiency savings and good quality outcomes for the Council, but also benefit to society, the economy, and the environment, both now and in the future.
- 5.4 Social Value is "a broad term used to describe the social, environmental and economic impacts of actions taken by communities, organisations, governments and individuals" (as defined in Social Value for Commercial Success eLearning, Government Commercial College, 2020).
- 5.5 The Council has increasingly sought to incorporate Social Value initiatives into our procurement processes and procedures, however it is acknowledged that it is an area we can improve upon by being more joined up in terms of matching opportunities with those most in need. The Council are striving to deliver the maximum value for the Caerphilly pound and continue to demonstrate that Caerphilly cares.
- 5.6 The draft SV Policy brings together a number of different legislative requirements, national & local policy drivers, initiatives and aspirations into a single coherent framework underpinned by five key objectives with 'Caerphilly Cares' at the centre.

The draft SV Policy places a particular focus on the following policy drivers and initiatives:

- The Wellbeing of Future Generations (Wales) Act 2015;
- The Social Services and Well-being (Wales) Act 2014;
- Caerphilly CBC, Corporate Plan 2018-2023;
- Caerphilly Public Services Board;

- Decarbonisation Strategy and Action Plan Reduce, Produce, Offset, Buy;
- Cardiff Capital Region City Deal;
- Programme for Procurement 2018-2023;
- Themes, Outcomes and Measurement (TOMs) Framework;
- Circular Economy;
- Code of Practice Ethical Employment in Supply Chains;
- Community Wealth Building;
- Foundational Economy;
- Support of Local Businesses and SMEs.

- 5.7 The SV Policy aims to provide an overarching framework for the delivery of the above-mentioned policy drivers and initiatives and importantly delivery of the Council's own commitments and initiatives. This will ensure that the Council maximises Cultural, Social, Economic and Environmental objectives that we deliver through our procurement activity.
- 5.8 TOMs is a measurement framework that allows for an unlocking of Social Value through its integration into procurement and project management. The TOMs Framework had initially been developed in conjunction with the National Social Value Task Force, which is a cross-sector organisation combining both public and private sector organisations. This was the result of extensive consultation across Local Authorities and public-sector organisations, including the Local Government Association, Office of Civil Society and Crown Commercial Services. The TOMs framework had been designed around 5 principal issues, 20 Core Outcomes and 48 Core Measures:
- Themes – The overarching strategic themes that an organisation is looking to pursue;
  - Outcomes – The objectives or goals that an organisation is looking to achieve that will contribute to the Theme;
  - Measures – The measures that can be used to assess whether these Outcomes have been achieved. For the TOMs Framework, these are action based and represent activities that a supplier, service provider and contractor could complete to support a particular desired outcome.
- 5.9 In March 2020 the Council formally engaged with the Social Value Portal (SVP) to act as our Social Value procurement and measurement partner for a period of three years. In conjunction with SVP the Council initially developed a bespoke Social Value Measurement Framework with the aim to measure and monitor Social Value against Local and National Plans, Policies and Objectives. This approach allowed Officers within procurement to have a more in depth understanding of the TOMs Framework, which included specific training and support from representatives of SVP.
- 5.10 The SVP solution provides a clear, simple to use, auditable and secure process built on a well-established IT platform, with access and account management capabilities that allow projects with multiple bidders that will allow the Council to consolidate and report on Social Value outcomes across all projects and present the data in an engaging format.
- 5.11 There are costs associated for successful bidders only for utilising the SVP solution this includes the ongoing contract management of each project. It is free to all bidders to submit tenders and technical support is provided by SVP. It is important to highlight that this information is published as part of any procurement process and that the use of the SVP solution is only considered for contract opportunities in excess of £75,000 and subject to the appropriateness of the potential bidders involved in any given procurement procedure.

- 5.12 In November 2020 the National TOMs Framework for Wales was launched on behalf of Welsh Local Government Association, supported by the National Social Value Taskforce Wales (NSVT Wales). The NSVT Wales is a stakeholder forum comprising of public sector bodies including Caerphilly CBC and other entities such as Welsh Government, The Office of The Future Generations Officer, Transport for Wales as well as a number of other Councils and Housing Associations. It should also be noted that representatives of Social Value Portal are an integral part of the NSVT Wales.
- 5.13 The National TOMs Framework for Wales has now been adapted and bespoke to the Council and will provide a way of measuring and reporting on Social Value aligned to the WBFG Act (Wales) 2015 thus allowing the Council to report specifically against the objectives of the Act.
- 5.14 The principal benefits of a minimum and consistent reporting standard for Social Value are that it:
- Provides a consistent approach to measuring and reporting Social Value;
  - Flexible, adaptable and bespoke which is fundamental in order to demonstrate that the methodology can succeed;
  - Allows for continuous improvement;
  - Provides a robust, transparent and defensible solution for assessing and awarding tenders;
  - Allows organisations to compare their own performance by sector and industry benchmarks and understand what good looks like;
  - Based on non-financial performance but allow £ value to be reported;
  - Reduces the uncertainty surrounding Social Value measurement for businesses, allowing them to make informed decisions based on robust quantitative assessments and hence embed social value into their corporate strategies.
- 5.15 The Council has created two sets of the TOMs Framework, a light set, comprising of thirty-eight measures and a master set comprising of an additional forty measures so seventy eight measures in total. The majority of contract opportunities will use the Council's Light set of TOMs, which contains the measures that suppliers, service providers and contractors will be asked to set targets against or respond too at the bid stage of the process. Certain opportunities, including larger value contract opportunities or are sector specific and where the suppliers, service providers and contractors are more mature, the Council's Master Set of TOMs will be used.
- 5.16 The use of the TOMs Framework is not solely predicated on utilising the SVP solution. The Framework is an 'open source' product, which essentially means that the methodology can be used via other means, such as but not limited to an EXCEL spreadsheet. As we further develop and increase our knowledge, understanding and confidence in using the TOMs Framework there will be opportunities to use the Framework without the SVP solution and for contract opportunities below £75,000. Importantly the TOMs Framework is flexible and adaptable thus allowing new TOMs to be considered and if deemed acceptable added to the Framework.

## **Conclusion**

- 5.17 The SV Policy aims to provide an overarching framework to ensure a joined up consistent approach to the delivery of Social Value that encapsulates national and local policy drivers. The SV policy sets out the Council's ambition and commitment in respect of these key priorities and to support its delivery the Council will:
- Publicise and raise awareness of our SV Policy and associated objectives to ensure that our employees, suppliers, service providers and contractors are clear about what we want them to deliver.

- Incorporate the TOMs Framework within contracts to ensure that our employees, suppliers, service providers and contractors are clear on how they will support implementation of the SV Policy and the delivery of the objectives.
- Manage delivery of Social Value through effective contract management arrangements and ensure that suppliers, service providers and contractors utilise the Social Value Portal to measure delivery on appropriate contract opportunities over £75,000.

5.18 Successful suppliers, service providers and contractors will be required to provide regular monitoring information outlining Social Value delivery progress. The Council's Contract Managers will:

- Ensure that and the supplier, service provider and contractor are aware of the social value requirements, in line with the TOMs Framework, any associated KPIs, and the chosen reporting mechanisms;
- Make tracking of the delivery against the social value requirements, as far down supply chains as is reasonably practicable, a feature of regular contract management meetings and track delivery by both KPIs and by referral to your chosen reporting mechanism; and
- Feed any lessons learned in the preparations for subsequent contract opportunities across the Council so others learn from their experience.

5.19 The Council's Corporate Management Team (CMT) will oversee the delivery of the SV Policy.

## **6. ASSUMPTIONS**

6.1 All details stated within the report, SV Policy and TOMs Framework are reflective of all issues known as of May 2021.

6.2 Any amendments to the SV Policy and TOMs Framework due to changes in legislation or procurement best practice will be the responsibility of the Head of Customer & Digital Services in consultation with Corporate Director for Education & Corporate Services and Cabinet Member.

## **7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

7.1 The SV Policy and TOMs Framework positively impacts all aspects of the IIA.

7.2 Social Value is "a broad term used to describe the social, environmental and economic impacts of actions taken by communities, organisations, governments and individuals" (as defined in Social Value for Commercial Success eLearning, Government Commercial College, 2020).

7.3 The role of procurement is an important part of how a public body allocates resources to support Social Value. There is now an expectation that all public bodies comply with their existing legal obligations in relation to procurement and the Council clearly supports the Social Value approach. The Council's proposed SV Policy and TOMs Framework places a particular focus on the following legislation, policy drivers and initiatives:

- The Wellbeing of Future Generations (Wales) Act 2015;
- The Social Services and Well-being (Wales) Act 2014;
- Caerphilly CBC, Corporate Plan 2018-2023;
- Caerphilly Public Services Board;

- Decarbonisation Strategy and Action Plan Reduce, Produce, Offset, Buy;
- Cardiff Capital Region City Deal;
- Programme for Procurement 2018-2023;
- Themes, Outcomes and Measurement (TOMs) Framework;
- Circular Economy;
- Code of Practice Ethical Employment in Supply Chains;
- Community Wealth Building;
- Foundational Economy;
- Support of Local Businesses and SMEs.

7.4 The full IIA can be accessed via [IIA SV Policy & TOMs Framework](#).

## **8. FINANCIAL IMPLICATIONS**

8.1 £22,500.00 has been committed as of March 2020 to commission the services of the Social Value Portal (SVP). This was procured and approved in accordance with the Council's Standing Orders for Contracts.

8.2 Annual Fee of 0.15% of contract value with a minimum payment of £500/year up to a maximum of £5,000/year paid by the successful Bidder ONLY. This includes the ongoing contract management of each project. It is free to all bidders to submit tenders and technical support is provided by SVP.

8.3 There are no further costs anticipated in relation to the SV Policy and proposed adoption of the TOMs Framework. However if any further financial investment is needed this will be undertaken in accordance with the relevant Council policies and procedures.

## **9. PERSONNEL IMPLICATIONS**

9.1 There are no personnel implications.

## **10. CONSULTATIONS**

10.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

## **11. STATUTORY POWER**

11.1 The Wellbeing of Future Generations (Wales) Act 2015 and the Social Services and Well-being (Wales) Act 2014.

Author: Ian Evans, Procurement and Information Manager;  
evansi1@caerphilly.gov.uk

Consultees: Cllr, Colin Gordon, Cabinet Member for Corporate Services,  
Christina Harrhy, Chief Executive,  
Richard (Ed) Edmunds, Corporate Director for Education & Corporate Services,  
Elizabeth Lucas, Head of Customer & Digital Services,  
Caerphilly CBC, Leadership Team (includes all CMT & Heads of Service),  
Local Suppliers & Contractors.

Background Papers:

Appendices:

Appendix 1 Social Value Policy including Themes, Outcomes and Measurements Framework (TOMs Framework).

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# Social Value Policy 2021-2023 (Final V1.0)



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# 1 FOREWORD

Caerphilly CBC's **Corporate Plan and Well-being Objectives** clearly demonstrates the Council's commitment to prioritising social, economic and environmental wellbeing for the County Borough and our partners. The Council recognises that the way in which we manage our annual spend of £230 million with suppliers, service providers and contractors can make a significant contribution to this priority.

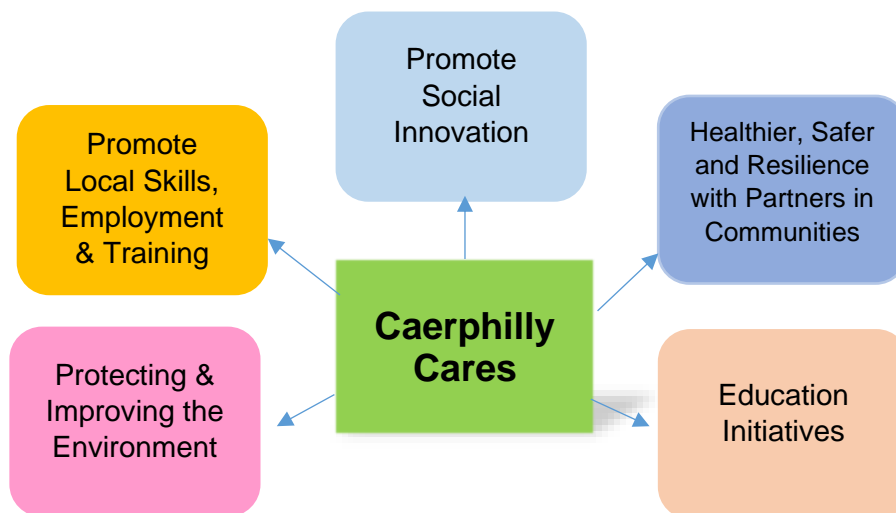
The Council has already demonstrated a clear commitment to this agenda, examples include:

- Appointed the Cabinet Member for Corporate Services as the Council's Anti-Slavery and Ethical Employment Champion in November 2017;
- Radically changed our approach to problematic plastics across the County Borough and appointed the Council's Deputy Leader and Corporate Director as 'Plastic Champions'.
- Achieved surfers against sewage, Plastic Free Accreditation in 2019;
- Crowned winners at the Welsh Go Awards 2020 in the social value category for the excellent work undertaken with our local supply chain.

We have increasingly sought to incorporate social value initiatives into our contracts although we acknowledge it is an area we can improve by being more joined up in terms of matching opportunities with those most in need.

We are striving to deliver the maximum value for the Caerphilly pound and continue to demonstrate that Caerphilly cares.

This policy will look to build upon and consolidate the progress that has been made by drawing together a number of different legislative requirements, policy initiatives and aspirations into a single coherent framework underpinned by **five key objectives with 'Caerphilly Cares' at the centre**.



**Cllr Phillipa Marsden**  
Leader of Council



**Christina HARRY**  
Chief Executive

# 2 INTRODUCTION

Caerphilly CBC is responsible for the delivery of a wide range of statutory and discretionary public services. The Council delivers its services directly through its own workforce and through private and third sector organisations, spending in excess of £230million a year on a diverse range of goods, services and works from over 4600 suppliers, service providers and contractors.

The Council has a responsibility to manage public money with probity, to ensure that value for money is achieved and to manage it in such a way that wider Council objectives can be supported. The Council's Programme for Procurement (2018-2023) set an increased focus on the delivery recognising the value of using procurement to support its wider Cultural, Social, Economic and Environmental objectives, in ways that offer real long-term benefits to the community it serves and the people of Wales, whilst balancing the issues of value for money.

**Value for Money** – is “the optimum combination of whole-of-life costs in terms of not only generating efficiency savings and good quality outcomes for the organisation, but also benefit to society, the economy, and the environment, both now and in the future” (as defined in the Wales Procurement Policy Statements 2012 and 2015).

**Social Value** - is “a broad term used to describe the social, environmental and economic impacts of actions taken by communities, organisations, governments and individuals” (as defined in Social Value for Commercial Success eLearning, Government Commercial College, 2020).

This policy places a particular focus on the following initiatives:

**Themes, Outcomes and Measurement (TOMs)** – an effective and efficient mechanism in measuring, recording and monitoring social value and community benefits in our procurement procedures.

**Code of Practice Ethical Employment in Supply Chains** – focuses on ensuring a high standard of ethical employment practices by our suppliers, service providers and contractors.

**Circular Economy** – a systemic approach to economic development designed to benefit businesses, society, and the environment.

**Community Wealth Building** – seen as an important driver of social value, the concept aims to reorganise and control the local economy so that wealth is not automatically extracted but broadly held and generative, with local roots, so that income is recirculated as much as possible, communities are put first and people are provided with quality of opportunity, dignity and well-being.

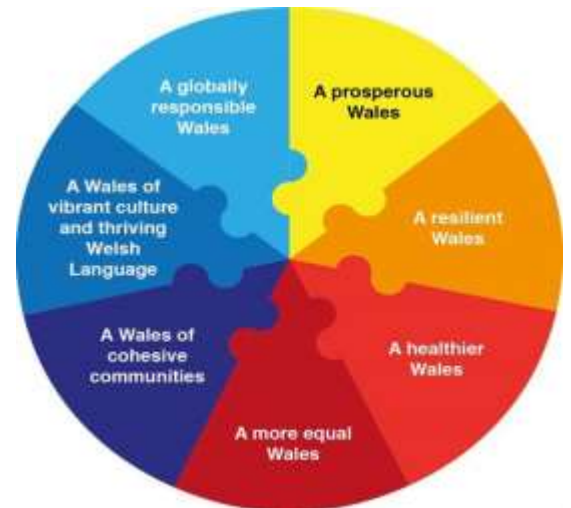
**Foundational Economy** – activities which provide the essential goods and services for everyday life, regardless of the social status of consumers. These include, for example, health, education and welfare services; infrastructure; utilities; food processing; and retailing and distribution.

**Support of Local Businesses and SMEs** – engagement of the local supply chain in order to have the ability to bid for Council contract opportunities and where possible promote innovation for the redesign of service delivery in line with the community wealth building and foundational economy initiatives.

This policy aims to provide an overarching framework for the delivery of these initiatives, the wider associated legislative and policy driven requirements and importantly delivery of the Council's own commitments as set out in the Corporate Plan. This will ensure that the Council maximises Cultural, Social, Economic and Environmental objectives that we deliver through our procurement activity.

# 3 WELSH POLICY DRIVERS

**The Wellbeing of Future Generations (Wales) Act 2015** (WBFG Act (Wales) 2015) focuses on improving the social, economic, environmental and cultural well-being of Wales. The aim of the Act is to help create a Wales that we all want to live in, now and in the future. To make sure we are all working towards the same purpose, the Act puts in place seven well-being goals.



**The Social Services and Well-being (Wales) Act 2014** introduces a duty on local authorities and local health boards to promote the development (in their area) of not for profit organisations to provide care and support for carers, and preventative services. These models include services across the range that make up the third sector - social enterprises, co-operative organisations, co-operative arrangements, and user-led services.

**The Welsh Government Social Value Clauses/ Community Benefits Policy** requires where possible social value requirements proportionate to the value and related to the subject matter of the contract should be considered for inclusion in public sector tender opportunities. In all cases where a contracting authority determines that social value requirements are to be included:

- Links between social value requirements and WBFG Act (Wales) 2015 and
- A minimum weighting of 10% of the total award criteria should be applied to social value in the tender to ensure that it carries a heavy enough score to be a differentiating factor in bid evaluation.



# 4 CAERPHILLY'S POLICY DRIVERS

## Corporate Plan 2018-2023

The Corporate Plan includes our six Well-being Objectives, the Council has a statutory duty to set Well-being Objectives using the five sustainable development principles under the WBFG Act (Wales) 2015. This is the first time the Council has set objectives over a five year planning period and our Well-being Objectives are:

- Improve education for all;
- Enabling employment;
- Address the supply, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's health and well-being;
- Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment;
- Creating a County Borough that supports a Healthy Lifestyle in accordance with the Sustainable Development Principle within the WBFG Act (Wales) 2015;
- Support citizens to remain independent and improve their well-being.



## Caerphilly Public Services Board (PSB)

The Caerphilly PSB brings public bodies together to work to improve the economic, social, environmental and cultural well-being of Caerphilly County Borough. They are responsible, under the WBFG Act (Wales) 2015, for overseeing the development of a Local Wellbeing Plan which is a long-term vision for the area by being responsible for, assessing the state of the economic, social, environmental and cultural well-being of the County Borough by setting objectives that are designed to improve the county borough for its residents.

Caerphilly PSB has four statutory member organisations responsible for carrying out their well-being duties under the Act.

- Aneurin Bevan University Health Board
- Caerphilly County Borough Council
- Natural Resources Wales
- South Wales Fire and Rescue Service



# Decarbonisation Strategy and Action Plan Reduce, Produce, Offset, Buy

On the 4th June 2019 the Council formally declared a climate emergency as a Notice of Motion, with full support from all political parties. The subsequent strategy and action plan focuses on reducing the Council's own carbon footprint and sets out the overarching objective of being a net carbon neutral authority by 2030. The Council will dramatically REDUCE consumption levels, PRODUCE its own green clean electricity, OFFSET carbon emissions and look to limit its carbon impact through the goods and services that the Council authority BUYS. There are a number of benefits associated with the Council working towards a net carbon neutral agenda, examples include:

- It will help towards tackling the climate emergency by reducing the amount of carbon going into the atmosphere;
- It has social benefits – by making homes more energy efficient it will reduce bills and help tackle fuel poverty;
- It will bring the Council direct financial benefits by reducing our energy bills and our carbon tax;
- It will help us comply with legislation which is likely to become more stringent over time;
- It will help future proof the Council and protect us from sharp price increase in fuel in a volatile market; and
- Comply with Welsh Government requirements.



## Cardiff Capital Region City Deal

The overarching goal of the City Deal is to improve the economic conditions in the area, however the specific aims of the Cardiff City Region can be summarised as “Improve productivity; tackle worklessness; build on foundations of innovation; invest in physical and digital infrastructure; provide support for business and ensure that any economic benefits are felt across the region”.



## Programme for Procurement 2018-2023

The Council's 5 year 'Programme for Procurement' was approved and formally adopted by the Council in May 2018. The programme sets out how the Council's procurement objectives will be achieved through prioritised action plans, effective procurement and operational management. Recognising the value of using procurement to support its wider '*Cultural, Social, Economic and Environmental*' objectives, in ways that offer real long-term benefits to the community it serves and the people of Wales, whilst balancing the issues of value for money. The approach being flexible and adaptable with continuous improvement to bring about real change and to improve the lives of those who live and work within our borough.



# Caerphilly CBC, Themes, Outcomes and Measurements (TOMs) and Social Value Portal

In March 2020 the Council formally engaged with the Social Value Portal (SVP) to act as our social value procurement and measurement partner. In conjunction with SVP the Council has developed a bespoke social value measurement framework with the aim and objective to measure and monitor social value in line with the overarching TOMs framework, WCFG Act (Wales) 2015 and against Local and National Plans, Policies and Objectives.

The Council's specific TOMs framework has been developed, however importantly the TOMs framework is flexible and adaptable thus allowing new themes, outcomes and measurements to be considered and if deemed acceptable added to the framework. It is planned that social value will be included and measured in conjunction with the Council's existing and future contract opportunity pipelines.



## 5 WHAT ARE THEMES, OUTCOMES AND MEASURES (TOMs)?

The TOMs for social value is a measurement framework that allows for an unlocking of social value through its integration into procurement and project management. The methodology has been developed in conjunction with the National Social Value Task Force (including SVP), which is a cross-sector organisation combining both public and private sector organisations. The TOMs framework was the result of extensive consultation across local authorities and public-sector organisations, including the Local Government Association, Office of Civil Society and Crown Commercial Services. The TOMs framework has been designed around 5 principal issues, 20 Core Outcomes and 48 Core Measures:

- Themes – The overarching strategic themes that an organisation is looking to pursue;
- Outcomes – The objectives or goals that an organisation is looking to achieve that will contribute to the Theme;
- Measures – The measures that can be used to assess whether these Outcomes have been achieved. For the TOMs Framework, these are action based and represent activities that a supplier, service provider and contractor could complete to support a particular desired outcome.



In November 2020 the National TOMs Framework for Wales was launched on behalf of Welsh Local Government Association, supported by the National Social Value Taskforce Wales (NSVT Wales). The NSVT Wales is a stakeholder forum comprising of public sector bodies and entities including Welsh Government (Community Benefits Team), The Office of The Future Generations Officer, Transport for Wales as well as a number of Councils and Housing Associations.

The National TOMs Framework for Wales has been adapted and bespoke to the Council will provide a way of measuring and reporting on social value and community benefits aligned to the WCFG Act (Wales) 2015 thus allowing the Council to report specifically against the objectives of the Act.



The principal benefits of a minimum and consistent reporting standard for social value are that it:

- Provides a consistent approach to measuring and reporting social value;
- Flexible, adaptable and bespoke which is fundamental in order to demonstrate that the methodology can succeed;
- Allows for continuous improvement;
- Provides a robust, transparent and defensible solution for assessing and awarding tenders;
- Allows organisations to compare their own performance by sector and industry benchmarks and understand what good looks like;
- Based on non-financial performance but allow £ value to be reported;
- Reduces the uncertainty surrounding social value measurement for businesses, allowing them to make informed decisions based on robust quantitative assessments and hence embed social value into their corporate strategies.

## 6 WHAT IS ETHICAL EMPLOYMENT?

The 'Ethical Employment in Supply Chains' Code of Practice (Code) was launched in 2017 by the Welsh Government it aims to support the development of more ethical supply chains delivering contracts for the Welsh Public Sector, All organisations are encouraged to sign up to the Code and businesses in public sector supply chains are expected to adopt it. The Code is to ensure that workers in public sector supply chains are employed ethically and in compliance with both the letter and spirit of UK, EU and international laws. The Code has twelve commitments which covers issues such as those listed in the diagram.



The Council signed up to the Code in November 2017 and is actively working towards implementing policies and processes to meet the Code commitments.

## 7 WHAT IS A CIRCULAR ECONOMY?

A circular economy is a systemic approach to economic development designed to benefit businesses, society, and the environment. The Waste and Resources Action Programme (WRAP) states "a circular economy is an alternative to a traditional linear economy (make, use, dispose) in which we keep resources in use for as long as possible, extract the maximum value from them while in use, then recover and regenerate products and materials at the end of each service life.



### Why a circular economy is important?

As well as creating new opportunities for growth, a more circular economy will:

- reduce waste,
- drive greater resource productivity,
- deliver a more competitive economy,
- better address emerging resource security/scarcity issues in the future, and
- help reduce the environmental impacts of our production and consumption.”

## 8 WHAT IS COMMUNITY WEALTH BUILDING?

Community wealth building is seen as a fundamental driver of social value. Its aim and objective is to reorganise and control the local economy so that wealth is not automatically extracted but broadly held and generative, with local roots, so that income is recirculated as much as possible, communities are put first and people are provided with quality of opportunity, dignity and well-being.

At the heart of the Community Wealth building approach, there are five strategies for harnessing existing resources, one being progressive procurement, to enable local economies to grow and develop from within the progressive procurement of goods and services. Progressive procurement can develop dense local supply chain of local enterprises, SMEs, employee owned businesses, social enterprises, cooperatives and other forms of local ownership.

This type of procurement is locally enriching because these types of businesses are more likely to support local employment and have greater propensity to retain wealth and surplus locally.

## 9 WHAT IS FOUNDATIONAL ECONOMY?

Foundational Economy is built from the activities which provide the essential goods and services for everyday life, regardless of the social status of consumers. These include, for example, health, education and welfare services; infrastructure; utilities; food processing; and retailing and distribution.

Work undertaken by the Welsh Government on the foundational economy is taking a particular national focus on the eight core ‘sectors’ of the foundational economy. These are; care; food; retail; tourism; construction; energy; childcare; and health. In addition, the developing foundational economy approach includes emphasis on growing the ‘missing middle’ to increase the number of ground firms and joining up the value of procurement to maximise wellbeing of this expenditure. The Welsh Government has also created a Foundational Economy Network to drive this work forward.

## 10 SUPPORTING LOCAL BUSINESSES AND SMEs

For a number of years the Council has led the way on a number of innovative and productive steps to develop support mechanisms for local businesses and SMEs to supply the Council with goods, services and works. Initiatives include:

- One to one procurement clinics where our local suppliers can attend and gain advice and guidance on aspects of procurement this also includes support on bidding for tender opportunities;

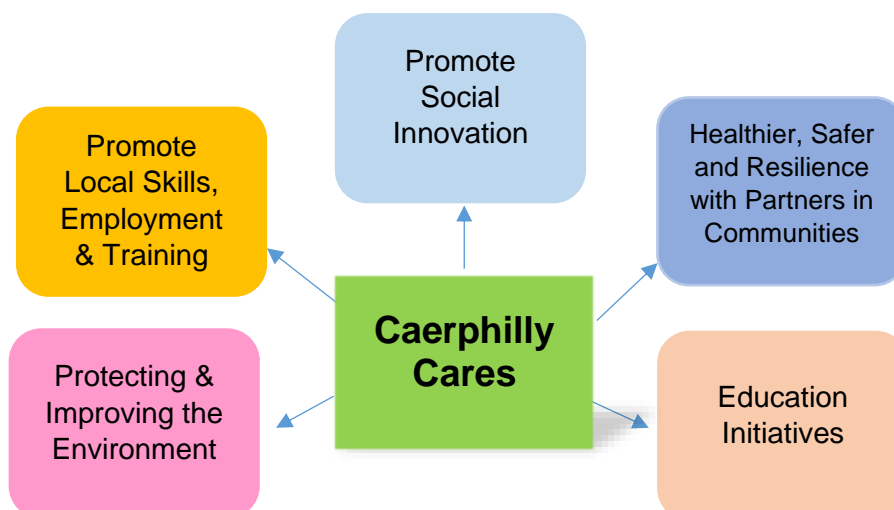
- Publishing the 'Selling to the Council' guide;
- Publication of the Council's contract opportunities (forward work programme);
- Developing a number of 'Dynamic Purchasing' agreements to allow suppliers to join at any time, encouraging suppliers, service providers and contractors to submit consortia or collaborative bids for Council work;
- Leading and participating in regular 'Meet the Buyer' and 'Meet the Supplier' events;
- Applying the Squid approach to tenders developed by Welsh Government.

The Council has dedicated Supplier Relationship Officers, who continuously work with local businesses (including Voluntary Sector organisations, Social Firms and Supported Factories) by encouraging them to tender for Council contracts.

# 11 OBJECTIVES AND DELIVERY

This policy aims to provide an overarching framework to ensure a joined up consistent approach to the delivery of social value that encapsulates national and local policy drivers. This policy sets out the Council's ambition and commitment in respect of these key priorities and to support its delivery the Council will:

- Publicise and raise awareness of our 'Social Value Policy and associated Objectives' to ensure that our employees, suppliers, service providers and contractors are clear about what we want them to deliver.
- Incorporate the TOMs framework within contracts to ensure that our employees, suppliers, service providers and contractors are clear on how they will support implementation of this policy and the delivery of the objectives.
- Manage delivery of social value through effective contract management arrangements and ensure that suppliers, service providers and contractors utilise the social value portal to measure delivery on appropriate contract opportunities over £75,000.



# 12 DELIVERING SOCIAL VALUE via THEMES, OUTCOMES AND MEASURES (TOMs)

Attached, are the current version of the Council's specific TOMs framework that have been aligned to the five key objectives with 'Caerphilly Cares' at the centre. It is important to note that the TOMs framework is flexible and adaptable thus allowing new themes, outcomes and measurements to be considered and if deemed acceptable included within the framework.

# 13 Reporting, Monitoring & Contract Management

Successful suppliers, service providers and contractors will be required to provide regular monitoring information outlining social value delivery progress. The Council's Contract Managers will:

- Ensure that the supplier, service provider and contractor are aware of the social value requirements, in line with the TOMs methodology, any associated KPIs, and the chosen reporting mechanisms
- Make tracking of the delivery against the social value requirements, as far down supply chains as is reasonably practicable, a feature of regular contract management meetings and track delivery by both KPIs and by referral to your chosen reporting mechanism, and
- Feed any lessons learned in the preparations for subsequent contract opportunities across the Council so others learn from their experience.



Please refer to the Council's Procurement Code of Practice for more specific information in relation to Contract Management.

# 14 Governance and Management

The Council's Corporate Management Team (CMT) will oversee the delivery of this policy. CMT includes Chief Executive and Corporate Directors and other key stakeholders can be invited to attend CMT as required. Quarterly updates will be provided to CMT detailing the outcomes and measures being recorded via the TOMs methodology. ***Help and assistance on the implementation of this policy can be sought from Procurement and Information Services.***

# 15 CONTACT US



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**Website:** [Business/Tenders and Procurement](#)



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## Caerphilly County Borough Council - Welsh Themes Outcomes & Measures (TOMs)

Caerphilly CBC has committed to including Social Value as a weighted criteria for procurements in excess of £75,000. This document contains the draft bespoke sets of TOMs created for the Council, predicated on the National TOMs for Wales, which have been devised for procurement and contract management.

The council has created two sets of TOMs:

- A **Light Set**, comprising 38 measures for procurement - Tab 2.
- A **Master Set** comprising an additional 40 measures for procurement (total of 78 measures) - Tab 3.
- Guidance for all measures included can be found on Tab 4

Most contract opportunities will use the Council's **Light set** of TOMs - Tab 2 - which contains the measures that bidders will be asked to set targets against during the bid phase. Certain tenders - including larger value contracts, sector specific contracts and those where the bidders are more mature, will use the Council's **Master Set** of TOMs - Tab 3.

Both sets of TOMs have been retained the Themes outlined in the National TOMs for Wales but have been mapped to the five key objectives outlined within Caerphilly CBC's Social Value Policy 2020-2023. Additionally, both tabs contain a 'Feedback' column to collate any feedback on the measure selection and its inclusion in either the Light or Master Set.

If there are Social Value measures that would benefit existing programmes that services are providing to residents e.g. employability support schemes for people with disabilities and/or are funding community programmes that would benefit from volunteering support please include this as part of your feedback against the relevant measures in the TOMs framework.

As the TOMs sets are still currently in draft, there is an opportunity to add additional measures that reflect the Council's needs or reporting requirements that are not already addressed within the TOMs measures selected. However, please note that these measures would be added as 'Record Only' measures with a proxy value of £0.00. This would mean that they are still social value indicators that suppliers can report against, but, in absence of a rationale for a proxy value, as developed for all other measure in the TOMs, we could not attribute a financial value to the initiative.

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## Caerphilly CBC TOMs (Light Set)

Theme	Caerphilly SV Policy 5 Key Objectives	FG#	Ref	Measure	Unit	Proxy	Feedback	
<b>A Prosperous Wales</b> An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.	Promote Local Skills, Employment & Training	21	NTW1	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	£27,500.00		
		21	NTW1b	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 "LISTNTW1b")	No. people FTE	£27,500.00		
		21	NTW1c	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	£27,500.00		
		21	NTW2	Percent 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	%	Record only		
		20	NTW3	Average level of satisfaction with working conditions with direct and supply chain employees hired or retained (for re-tendered contracts) on contract - based on representative and best practice employee satisfaction survey	%	Record only		
	Healthier, Safer and Resilience with Partners in Communities			NTW4	The Fair Work Wales Standard and related "good" and "fair" employment practices are implemented and facilitated on contract	V/N - Provide relevant documents	Record only	
		Education Initiatives	7a	NTW6	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) e.g. on STEM, social care and social sciences	No. staff hours	£14.63	
	Promote Local Skills, Employment & Training		8	NTW7	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	£285.41	
			8	NTW8	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	£231.45	
			9	NTW14	Total amount (£) spent in LOCAL supply chain through the contract	£	£0.59	
	Healthier, Safer and Resilience with Partners in Communities		9	NTW14a	Total amount (£) spent through the contract in specified sub-localities (e.g. high deprivation areas) - please refer to list NT18a for the qualifying areas	£	£0.59	
			11	NTW15	Total amount (£) spent through contract with MSMEs in TARGET areas (local or areas of deprivation)	£	£0.59	
				NTW16	Percentage of invoices on the contract paid within 30 days	%	Record only	
				CCT31b	Total amount (£) spent in REGIONAL (Cardiff Capital Region - excluding Caerphilly) supply chain through the contract	£	Record Only	
	A Globally Responsible Wales A nation which, when doing anything	Protecting & Improving the Environment	14	NTW21	Savings in CO2 emissions on contract achieved through de-carbonisation (specify how these are to be achieved)	Tonnes CO2e	£69.35	
41			NTW22	Policy and programme to achieve net zero carbon by 2030 including monitoring plan with specific milestones	V/N - Provide relevant documents	Record only		
A Resilient Wales A nation which maintains and enhances a biodiverse natural environment with healthy functioning	Protecting & Improving the Environment	15	NTW31	Plastic recycling rate on the contract (to e.g. reduce microplastics)	%	Record only		
	Protecting & Improving the Environment		NTW35	Percentage of your contracts that include environmental sustainability commitments, including e.g. to reduce the use of environmentally harmful chemical, use local materials or produce, reduce food and general waste, implement circular economy commitments	%	Record only		
A Healthier Wales A society in which people's physical and mental well-being is maximised and in which choices and behaviours	Protecting & Improving the Environment	4	NTW42	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		
	Healthier, Safer and Resilience with Partners in Communities	29	NTW48	Mental Health campaigns for staff on the contract to create community of acceptance, remove stigma around mental health	£	£1.00		
<b>A More Equal Wales</b> A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic circumstances).	Promote Local Skills, Employment & Training	19	NTW50	No. of employees (FTE) hired on the contract as a result of a recruitment programme that have been unemployed for a minimum of 6 to a maximum of 12 MONTHS	No. people FTE	£16,224.00		
		19	NTW50a	No. of employees (FTE) hired on the contract as a result of a recruitment programme that have been long term unemployed for a minimum of 12 to a maximum of 24 MONTHS	No. people FTE	£18,146.00		
		19	NTW50b	No. of employees (FTE) hired on the contract as a result of a recruitment programme that have been long term unemployed for 24 MONTHS or longer	No. people FTE	£19,115.00		
		22	NTW52	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	£12,470.00		
			NTW53	No. of 18-24 y.o. employees (FTE) hired on the contract who are rehabilitating young offenders as a result of a recruitment programme	No. people FTE	£22,162.00		
			NTW54	No. of disabled employees (FTE) hired on the contract as a result of a recruitment programme	No. people FTE	£14,980.00		
		21	NTW55	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.)	No. hrs (total session duration)*no. attendees	£114.33		
	10	NTW56	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	£114.33			
	10	NTW58	Meaningful work placements that pay Minimum or National Living Wage according to eligibility - 6 weeks or more (internships)	No. weeks	£158.23			
	Healthier, Safer and Resilience with Partners in Communities			NTW63	Percentage of your contracts that include commitments to local ethical employment practices, including verification that there is zero tolerance of modern slavery and other relevant requirements such as elimination of false self-employment, unfair zero hours contracts and blacklists. Examples can be drawn from the Welsh Government Code of Practice and managed e.g. through Project Bank Accounts in the supply chain	%	Record only	
			NTW64	Initiatives taken throughout the local supply chain to identify, monitor and manage the risks of modern slavery occurring (i.e. supply chain mapping, staff training, contract management) in relation to the contract	£	£1.00		
<b>A Wales of Cohesive Communities</b> Attractive, safe, vibrant and well...	Healthier, Safer and Resilience with Partners in Communities		NTW66	Equipment or resources donated to third sector and civil society organisations (£ equivalent value)	£ value	£1.00		
			NTW67	Number of voluntary hours donated to support third sector and civil society organisations (excludes expert business advice)	No. staff volunteering hours	£14.63		
		23 & 24 & 26 & 27	NTW70	Equality, diversity and inclusion training provided both for staff and supply chain staff	No. hrs (total session duration)*no. attendees	£87.48		
		24	NTW74	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		

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Attractive, safe, people and well connected.		26	NTW76	Donations or in-kind contributions to local community projects (£ & materials)	£ value	£1.00
		28	NTW77	No. of hours volunteering time provided to support local community projects	No. staff volunteering hours	£14.63
A Wales of Vibrant Shared Culture and Thriving Welsh Language	Education Initiatives	36	NTW80	Support and investment provided for people to learn and use Welsh (e.g. interactions and signage)	£ invested including staff time	£1.00

## Caerphilly TOMs (Master Set)

Theme	Caerphilly SV Policy 5 Key Objectives	FG#	Ref	Measure	Unit	Proxy	Feedback	
<p style="text-align: center;"><b>A Prosperous Wales</b></p> <p>An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p>	<p style="text-align: center;"><b>Promote Local Skills, Employment &amp; Training</b></p>	21	NTW1	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	£27,500.00		
		21	NTW1a	No. of local direct employees (FTE) which are TUPE transfers retained on contract for one year or the whole duration of the contract, whichever is shorter (re-tendered contracts only - to be used as Measurement)	No. people FTE	£27,500.00		
		21	NTW1b	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 'LISTNTW1b')	No. people FTE	£27,500.00		
		21	NTW1c	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	£27,500.00		
	<p style="text-align: center;"><b>Healthier, Safer and Resilience with Partners in Communities</b></p>	<p style="text-align: center;"><b>Education Initiatives</b></p>	20	NTW2	Percent 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	%	Record only	
			20	NTW3	Average level of satisfaction with working conditions with direct and supply chain employees hired or retained (for re-tendered contracts) on contract - based on representative and best practice employee satisfaction survey	%	Record only	
	<p style="text-align: center;"><b>Healthier, Safer and Resilience with Partners in Communities</b></p>	<p style="text-align: center;"><b>Promote Local Skills, Employment &amp; Training</b></p>	7a	NTW4	The Fair Work Wales Standard and related "good" and "fair" employment practices are implemented and facilitated on contract	Y/N - Provide relevant documents	Record only	
			7a	NTW6	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) e.g. on STEM, social care and social sciences	No. staff hours	£14.63	
			8	NTW7	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	£285.41	
			8	NTW8	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	£231.45	
			8	NTW9	No. of weeks of staff upskilling (FTE) delivered on contract as part of training opportunities and comprehensive upskilling programmes - only applies to 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	£15.62	
			8	NTW10	No. of weeks of staff upskilling (FTE) delivered on contract as part of apprenticeships and comprehensive upskilling programmes - Only applies for 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	£54.92	
			9	NTW13	Provision of expert business advice to MSMEs (e.g. financial advice / legal advice / HR advice/HSE)	No. staff expert hours	£87.48	
			9	NTW14	Total amount (£) spent in LOCAL supply chain through the contract	£	£0.59	
			9	NTW14a	Total amount (£) spent through the contract in specified sub-localities (e.g. high deprivation areas) - please refer to list NT18a for the qualifying areas	£	£0.59	
			11	NTW15	Total amount (£) spent through contract with MSMEs in TARGET areas (local or areas of deprivation)	£	£0.59	
				NTW16	Percentage of invoices on the contract paid within 30 days	%	Record only	
				CCT31b	Total amount (£) spent in REGIONAL (Cardiff Capital Region - excluding Caerphilly) supply chain through the contract	£	Record Only	
				CCT34	Meet the buyer' events held to highlight local supply chain opportunities	£	£1.00	
			<p style="text-align: center;"><b>Protecting &amp; Improving the Environment</b></p>	<p style="text-align: center;"><b>Promote Social Innovation</b></p>	14	NTW17	Support provided internally and to MSMEs and third sector and civil society organisations within the supply chain to adopt Circular Economy solutions - business case and leadership for circular economy	No. staff expert hours
	14	NTW18			Value of local partnerships to implement circular economy solutions	£	£1.00	
	15	NTW19			Hard to recycle waste diverted from landfill or incineration through specific recycling partnerships (e.g. Terracycle or equivalent)	Tonnes	£94.15	
		CCT54			Single-use plastic packaging eliminated through reusable packaging solutions or schemes (e.g. Loop or equivalent) on the contract	Kilos	Record only	
	<p style="text-align: center;"><b>Protecting &amp; Improving the Environment</b></p>	<p style="text-align: center;"><b>Protecting &amp; Improving the Environment</b></p>	14	NTW20	Innovative measures relating to "A Prosperous Wales" 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	£1.00	
			14	NTW21	Savings in CO2 emissions on contract achieved through de-carbonisation (specify how these are to be achieved)	Tonnes CO2e	£69.35	
			41	NTW22	Policy and programme to achieve net zero carbon by 2030 including monitoring plan with specific milestones	Y/N - Provide relevant documents	Record only	
			41	NTW23	Contribution made on the contract to own carbon offset fund (when it has been demonstrated said carbon emissions cannot be reduced within the contract's timeframe)	£	£1.00	
			41	NTW24	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	
20			NTW25	Percentage of your contracts that include commitments to ethical employment practices in the global supply chain, including verification that there is zero tolerance of modern slavery, child labour and other relevant requirements such as elimination of false self-employment, unfair zero hours contracts and blacklists	% of contracts	Record only		
20			NTW26	Initiatives taken throughout the global supply chain to identify, monitor and manage the risks of modern slavery occurring in relation to the contract (i.e. supply chain mapping, staff training, contract management)	£	£1.00		
			NTW27	Innovative measures relating to "A Globally Responsible Wales" 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	£1.00		
		43 & 44	NTW28	Volunteering with initiatives working on environmental conservation and sustainable ecosystem management - resources invested including time, funds and in-kind contributions	£ invested including staff time	£1.00		

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### A Resilient Wales

A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change.

### A Healthier Wales

A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

### A More Equal Wales

A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic circumstances).

Protecting & Improving the Environment	15	NTW31	Plastic recycling rate on the contract (to e.g. reduce microplastics)	%	Record only	
	15	NTW32	Rate of Beyond Recycling materials used on contract, such as wood, remanufactured, repaired and recycled content	%	Record only	
	Education Initiatives		NTW33	Investment and support provided to local environmental education initiatives (e.g. Carbon Literacy Wales)	£ invested including staff time	£1.00
		15	NTW34	Investment and support provided to waste management training initiatives	£ invested including staff time	£1.00
	Protecting & Improving the Environment		NTW35	Percentage of your contracts that include environmental sustainability commitments, including e.g. to reduce the use of environmentally harmful chemical, use local materials or produce, reduce food and general waste, implement circular economy commitments	%	Record only
41		NTW36	Percentage of contracts with the supply chain requiring contractors to operate low or zero emission vehicles	%	Record only	
Healthier, Safer and Resilience with Partners in Communities	3 & 5	NTW41	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	
Protecting & Improving the Environment	4	NTW42	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	
	4	NTW43	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	
Healthier, Safer and Resilience with Partners in Communities	3 & 20	NTW47	No. of employees on the contract that have been provided access for at least 12 months to comprehensive and multidimensional wellbeing programmes	No. employees provided access	£124.30	
Promote Social Innovation	29	NTW48	Mental Health campaigns for staff on the contract to create community of acceptance, remove stigma around mental health	£	£1.00	
		NTW49	Innovative measures relating to "A healthier Wales" 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	£1.00	
Promote Local Skills, Employment & Training	19	NTW50	No. of employees (FTE) hired on the contract as a result of a recruitment programme that have been unemployed for a minimum of 6 to a maximum of 12 MONTHS	No. people FTE	£16,224.00	
	19	NTW50a	No. of employees (FTE) hired on the contract as a result of a recruitment programme that have been long term unemployed for a minimum of 12 to a maximum of 24 MONTHS	No. people FTE	£18,146.00	
	19	NTW50b	No. of employees (FTE) hired on the contract as a result of a recruitment programme that have been long term unemployed for 24 MONTHS or longer	No. people FTE	£19,115.00	
	19	NTW51	No. of employees (FTE) from disadvantaged or minority backgrounds hired on the contract as a result of a recruitment programme that have been unemployed for a minimum of 6 to a maximum of 12 MONTHS IMPORTANT NOTE: ONLY enter data here for the following people: * Black, Asian and minority ethnic people (BAME) * People over 50 years old * Single parents * Unrepresented gender group * Veterans * Mothers returning to work * Survivors of modern slavery * Homeless people	No. people FTE	Record only	
	19	NTW51a	No. of employees (FTE) from disadvantaged or minority backgrounds hired on the contract as a result of a recruitment programme that have been long term unemployed for a minimum of 12 to a maximum of 24 MONTHS	No. people FTE	Record only	
	19	NTW51b	No. of employees (FTE) from disadvantaged or minority backgrounds hired on the contract as a result of a recruitment programme that have been long term unemployed for 24 MONTHS or longer	No. people FTE	Record only	
	22	NTW52	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	£12,470.00	
		NTW53	No. of 18-24 y.o. employees (FTE) hired on the contract who are rehabilitating young offenders as a result of a recruitment programme	No. people FTE	£22,162.00	
		NTW54	No. of disabled employees (FTE) hired on the contract as a result of a recruitment programme	No. people FTE	£14,980.00	
	21	NTW55	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.)	No. hrs (total session duration)*no. attendees	£114.33	
	10	NTW56	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	£114.33	
	10	NTW57	No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)	No. weeks	£158.23	
	10	NTW58	Meaningful work placements that pay Minimum or National Living Wage according to eligibility - 6 weeks or more (internships)	No. weeks	£158.23	
	Healthier, Safer and Resilience with Partners in Communities	10	NTW61	Percentage of staff on contract that is paid at least the relevant Real Living wage as specified by Living Wage foundation	%	Record only
		NTW63	Percentage of your contracts that include commitments to local ethical employment practices, including verification that there is zero tolerance of modern slavery and other relevant requirements such as elimination of false self-employment, unfair zero hours contracts and blacklists. Examples can be drawn from the Welsh Government Code of Practice and managed e.g. through Project Bank Accounts in the supply chain	%	Record only	
		NTW64	Initiatives taken throughout the local supply chain to identify, monitor and manage the risks of modern slavery occurring (i.e. supply chain mapping, staff training, contract management) in relation to the contract	£	£1.00	
Promote Social Innovation		NTW65	Innovative measures relating to "A more equal Wales" 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	£1.00	
		NTW66	Equipment or resources donated to third sector and civil society organisations (£ equivalent value)	£ value	£1.00	
		NTW67	Number of voluntary hours donated to support third sector and civil society organisations (excludes expert business advice)	No. staff volunteering hours	£14.63	
		NTW68	Total amount (£) spent with third sector and civil society organisations within your supply chain	£	£0.12	

<b>A Wales of Cohesive Communities</b> Attractive, safe, viable and well-connected.	<b>Healthier, Safer and Resilience with Partners in Communities</b>	<b>23 &amp; 24 &amp; 26 &amp; 27</b>	NTW69	Provision of expert business advice to third sector and civil society organisations (e.g. financial advice / legal advice / HR advice/HSE)	No. staff expert hours	£87.48	
			NTW70	Equality, diversity and inclusion training provided both for staff and supply chain staff	No. hrs (total session duration)*no. attendees	£87.48	
			NTW71	Percentage of employees (FTE) BAME hired on the contract	%	Record only	
		25	NTW73	Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, etc.)	£ invested including staff time	£1.00	
		24	NTW74	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	
		18a	NTW75	Initiatives to be taken to support disadvantaged young people and their families	£ invested including staff time	£1.00	
		26	NTW76	Donations or in-kind contributions to local community projects (£ & materials)	£ value	£1.00	
		28	NTW77	No. of hours volunteering time provided to support local community projects	No. staff volunteering hours	£14.63	
		23	NTW78	Support provided to help local community draw up their own Community Charter or Stakeholder Plan	£ invested including staff time	£1.00	
			<b>Promote Social Innovation</b>		NTW79	Innovative measures relating to "A Wales of cohesive 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
<b>A Wales of Vibrant Shared Culture and Thriving Welsh</b>	<b>Education Initiatives</b>	36	NTW80	Support and investment provided for people to learn and use Welsh (e.g. interactions and signage)	£ invested including staff time	£1.00	
	<b>Healthier, Safer and Resilience with Partners in Communities</b>	35	NTW81	Support and investment provided for people to get involved in Welsh cultural events, arts, sports and heritage activities	£ invested including staff time	£1.00	
	<b>Protecting &amp; Improving the Environment</b>	35	NTW82	Support and investment provided for the protection of native wildlife and biodiversity as well as local heritage sites	£ invested including staff time	£1.00	
	<b>Promote Social Innovation</b>		NTW83	Innovative measures relating to "A Wales of vibrant shared culture and thriving Welsh Language" 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	£1.00	

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REF	Definition	Target Guidance	Evidence	Unit Guidance
NTW1	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 NTW1b). Please check evidence requirements for details on postcode collection.	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).	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. 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. Do not double count direct and supply chain employment for the same areas with other relevant measures.
NTW1a	This measure can be used alternatively to NTW1 at Measurement whenever the contract has been renewed or entails TUPE transfers. Employees that fall within the TUPE transfer and that satisfy the Definition for NTW1 should be recorded.	NB - The measure is designed to be used as an alternative to NTW1 at Measurement. Commitments should be made at procurement against NTW1.	Specify the number of TUPE transfer direct employees retained 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).	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. Do not double count direct and supply chain employment for the same areas with other relevant measures.
NTW1b	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 NTW1b) 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 NTW1b). 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.	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 plan to 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).	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.
NTW1c	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.	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 plan to 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).	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.
NTW2	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 total number of people employed on the contract. Please refer to the definition of local area provided above for NTW1.	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 NTW1, NTW1b or NTW1c 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).	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 - (%)
NTW3	This is the level of satisfaction with working conditions of direct and supply chain employees hired or retained on contract, measured through employee engagement. This could be measured through a questionnaire. A Likert scale (e.g. 0= do not agree at all to 5 completely agree) could be used to ask employees whether they agree that their contract related working conditions are "good" and "fair". Other similar methods can also be used. This measure captures employee satisfaction with contract related working conditions.	Specify your planned approach for engaging with your direct and supply chain employees on contract to assess how they classify their working conditions. Information should be provided on how employees will be engaged (e.g. through the distribution of a short anonymised survey) and how it will be ensured that the collected data captures employee satisfaction in a fair and unbiased way (e.g. by making the survey participation mandatory for all contract related employees and ensuring anonymity).	Specify your approach for engaging with your direct and supply chain employees on contract to assess how they classify their working conditions. Information should be provided on how employees were engaged (e.g. through the distribution of a short anonymised survey) and how it was ensured that the collected data captures employee satisfaction in a fair and unbiased way (e.g. by making the survey participation mandatory for all contract related employees and ensuring anonymity). Please also provide the survey outcome data in a processed and unprocessed format (e.g. excel spreadsheet).	The % value entered for this measure should capture the average level of agreement with a question that assesses whether employees are satisfied with their work and working conditions. If the proposed example method is applied this would mean the following: A Likert scale of 0-5 is used to assess how satisfied employees are with their contract related working conditions. An example question could be: "Do you agree with the statement that the working conditions on this contract are good and fair for employees?" 0 = do not agree at all, 3 = no opinion, 5 = completely agree. All provided answer values from all direct and supply chain employees on contract should be summed up and the value divided by the number of employees that participated. This average score then has to be divided by the maximum possible score (in this case a 5) and multiplied by 100, to provide a 0%-100% average aggregate job satisfaction score for employees on this contract.
NTW4	This is the implementation and facilitation of aspects of the Fair Work Wales Standard standard that related to "good" or "fair" work of employees on the contract. The Fair Work Wales Standard sets out guidelines around what is to be understood as fair work and how it can be facilitated.	Summarise how you plan to reflect and facilitate employment practices guided by ideas of "fair" work outlined in the Fair Work Wales Standard on contract. This includes providing information on any organisations you might want to partner with, as well as an evidencing of how the desired "fair" work practices are expected to be integrated into the relevant contract related operations and how they will impact the workforce on contract.	Summarize how you structured employment practices guided by ideas of "fair" work outlined in the Fair Work Wales Standard on contract. This includes providing information on any organisations you partnered with, as well as an evidencing of how "fair" work practices were integrated into the relevant contract related operations and how they impacted the workforce on contract.	Provide relevant documents
NTW6	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... Example subjects include STEM, social care and social sciences. Please provide a description of the range of activities provided.	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).	Example: if 10 staff have spent 3 hours each, then the total number of hours reported should be 30. 37 hours equal 1 week.
NTW7	Only vocational training opportunities supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: <a href="https://www.gov.uk/what-different-qualification-levels-mean/overview">https://www.gov.uk/what-different-qualification-levels-mean/overview</a> . To find a registered qualification see: <a href="https://gov.wales/credit-and-qualifications-framework-cqfw">https://gov.wales/credit-and-qualifications-framework-cqfw</a> . For further information on qualifications in Wales see: <a href="https://gov.wales/qualifications">https://gov.wales/qualifications</a> . The social value proxy is appropriate for opportunities that are for new employees, not existing employees.	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).	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.
NTW8	Only apprenticeships supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: <a href="https://www.gov.uk/what-different-qualification-levels-mean/overview">https://www.gov.uk/what-different-qualification-levels-mean/overview</a> . To find a registered qualification see: <a href="https://gov.wales/credit-and-qualifications-framework-cqfw">https://gov.wales/credit-and-qualifications-framework-cqfw</a> . For further information on qualifications in Wales see: <a href="https://gov.wales/qualifications">https://gov.wales/qualifications</a> . The social value proxy is appropriate for opportunities that are for new employees, not existing employees.	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 qualification.	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).	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.
NTW9	Only vocational training opportunities that are part of a contract related comprehensive upskilling programme and supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: <a href="https://www.gov.uk/what-different-qualification-levels-mean/overview">https://www.gov.uk/what-different-qualification-levels-mean/overview</a> . To find a registered qualification see: <a href="https://gov.wales/credit-and-qualifications-framework-cqfw">https://gov.wales/credit-and-qualifications-framework-cqfw</a> . For further information on qualifications in Wales see: <a href="https://gov.wales/qualifications">https://gov.wales/qualifications</a> .	Summarise your strategy for providing your target number of weeks of upskilling related 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 upskilling related 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).	Record total number of weeks of upskilling related 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. This should only include training provided as part of comprehensive upskilling programmes.

NTW10	Only apprenticeships that are part of a contract related comprehensive upskilling programme and supported to completion should be counted, even when that completion will occur after the end of the contract. For a description of the qualification levels see: <a href="https://www.gov.uk/what-different-qualification-levels-mean/overview">https://www.gov.uk/what-different-qualification-levels-mean/overview</a> . To find a registered qualification see: <a href="https://gov.wales/credit-and-qualifications-framework-cqfw">https://gov.wales/credit-and-qualifications-framework-cqfw</a> . For further information on qualifications in Wales see: <a href="https://gov.wales/qualifications">https://gov.wales/qualifications</a> .	Summarise your strategy for providing your target number of upskilling related apprenticeships 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 upskilling related apprenticeships on this contract and the number of apprenticeships 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).	Record total number of weeks of upskilling related training for apprenticeships 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. This should only include training provided as part of comprehensive upskilling programmes.
NTW13	This is expert staff time (e.g. financial advice / legal advice / HR advice / HSE) dedicated to supporting 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).	Summarise your strategy for providing expert advice to micro, small and medium enterprises (MSMEs). Provide the names of the MSMEs you will support or a range of options. Describe the number of staff hours to be spent in total and for each 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 micro, small and medium enterprises (MSMEs). Provide the details of the MSMEs you have supported. Specify the number of staff hours spent for each 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).	For example, if 5 staff will spend 2 hours providing expert advice, then the total number of hours reported should be 10.
NTW14	Please refer to the definition of the local area specified for NTW1. 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 Caerphilly CBC 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.	Provide a breakdown in 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 half 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.	Total amount of £ spent with the supply chain within the defined local area for the project
NTW14a	Please refer to the specified sub-localities identified for the contract in list NTW14a. 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 Caerphilly CBC 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.	Provide a breakdown in 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 half of their postcode.	Provide a breakdown of pounds spent with organisations in your local supply chain within the specified sub-localities (LIST NTW14a) 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.	Total amount of £ spent with the supply chain within the defined local area for the project
NTW15	Please refer to the definition of the local area specified for NTW1. 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 Caerphilly CBC 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. Please note that MSME suppliers should be included. Please note that MSMEs are defined as (0-250 employees) - Micro (0-9 employees), Small (10-49 employees), Medium (50-249 employees).	Provide a breakdown in 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 half 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.	Total amount of £ spent with MSMEs (0-249 employees) in the supply chain within the defined local area for the project.
NTW16	As per Measure's phrasing. Such payment terms can alleviate pressures especially on MSMEs and third sector and civil society organisations within the supply chain and help tackle modern slavery issues.	Please specify your payment conditions on the contract and commitments on the percentage of invoices paid within 30 days.	Please specify the total number of invoices paid on the contract and the number of invoices paid within 30 days. Please provide evidence of implemented payment terms.	(Number of invoices paid within 30 days / Number of invoices paid on the contract) * 100 to arrive at a percentage
CCT31b	This should be calculated as the cumulative spend with suppliers that are based within the regional area excluding Caerphilly CBC. Should not be double counted with NT14, NT18a and NT19 and other relevant spend Measures.	Provide a breakdown of pounds to be spent with organisations in your supply chain within the specified regional 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 organisations in your regional supply chain excluding Caerphilly CBC 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.	Total amount of £ spent with the supply chain within the defined local area for the project
CCT34	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 operation. 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: <a href="https://www.cips.org/en-GB/supply-management/opinion/2014/november/how-to-revitalise-your-meet-the-buyer-events/">https://www.cips.org/en-GB/supply-management/opinion/2014/november/how-to-revitalise-your-meet-the-buyer-events/</a>	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).	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)
NTW17	This is expert staff time (e.g. financial advice / legal advice / HR advice / HSE) dedicated to supporting third sector and civil society organisations 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).	Summarise your strategy for providing expert advice to support third sector and civil society organisations/MSMEs to adopt circular economy solutions. Provide the names of the third sector and civil society organisations/MSMEs you will support or a range of options. Describe the number of staff hours to be spent in total and for each third sector and civil society organisations/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 third sector and civil society organisations/MSMEs. Provide the names of the third sector and civil society organisations/MSMEs you have supported. Specify the number of expert staff hours spent with each third sector and civil society organisations/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).	For example, if 5 staff will spend 2 hours providing expert advice, then the total number of hours reported should be 10.
NTW18	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 third sector and civil society organisations, discarded furniture, uniforms or similar to be repurposed by local third sector and civil society organisations, etc.).	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.	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)
NTW19	Difficult or hard to recycle waste encompass all those materials from all waste categories that show low rates of recycling, due to a lack of capacity or capability. This includes e.g. plastic items (straws, bottles), textiles (carpets, mattresses, furniture) or batteries. For further examples of hard or difficult to recycle waste in a household environment, see this WRAP publication: <a href="https://www.wrap.org.uk/sites/files/wrap/Difficult%20to%20recycle%20products.pdf">https://www.wrap.org.uk/sites/files/wrap/Difficult%20to%20recycle%20products.pdf</a> . For relevant programmes see Terracycle ( <a href="https://www.terracycle.com/en-GB/zero_waste_boxes">https://www.terracycle.com/en-GB/zero_waste_boxes</a> ; <a href="https://www.terracycle.com/en-GB/about-terracycle/pre_consumer_programs">https://www.terracycle.com/en-GB/about-terracycle/pre_consumer_programs</a> or equivalent).	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.	Tonnes of waste that would not be recycled through standard recycling but that have been diverted towards a specific recycling programme
CCT54	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).	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.	Kilos of plastic packaging use reduced
NTW20	-	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £14.63 per hour or at £87.48 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 £14.63 per hour), staff time expert advice (valued at £87.48), equipment or equivalent value of other assets should be provided.	£ invested - including staff time (volunteering valued at £14.63 per hour, expert time valued at £87.48 per hour) and materials, equipment or other resources
NTW21	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 - NTW42) or from low emission vehicles - NTW43. Estimated or recorded savings in CO2 emissions must be expressed against a baseline that represents a reasonable scenario of the situation prior to or without the implementation of this measure. Information that shows how the baseline has been developed must be provided. It is expected that these savings will result from a deliberate programme aimed at changing business processes or work to decarbonise assets. 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 ( <a href="https://www.gov.uk/government/publications/valuation-of-energy-use-and-greenhouse-gas-emissions-for-appraisal">https://www.gov.uk/government/publications/valuation-of-energy-use-and-greenhouse-gas-emissions-for-appraisal</a> ).	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.	Measure reductions in tonnes of CO2e against a baseline, which must be provided and evidenced
NTW22	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 of 2020, please provide a statement including scope and expected publication date.	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 of 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.	Provide relevant documents
NTW23	Monetary contributions to offset equivalent tonnes of carbon, where carbon cannot be reduced within the contract's timeframe. Explanation of why carbon emissions cannot be reduced during the contract's timeframe has to be provided.	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.	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
NTW24	See Planet Mark ( <a href="https://theplanetmark.com/certification/">https://theplanetmark.com/certification/</a> ), Carbon Trust (Carbon Neutral Certification, Carbon Standard - <a href="https://www.carbontrust.com/client-services/certification/assurance-certification/">https://www.carbontrust.com/client-services/certification/assurance-certification/</a> ) or equivalent.	List certifications achieved or to be achieved for the reporting year.	Provide achieved certifications and documentation on how these have been achieved.	Provide relevant documents or name the certificate you plan to achieve for the current year.



NTW25	<p>This can include among other things a focus on supply chain sustainability and fairness, fair trade or the use of B Corps. Percentage of contracts within the global supply chain that include requirements to ensure that supply chains are free from slavery and to encourage effective and transparent reporting. Global in this context refers to the international, non Wales and UK supply chain. To record for the local and regional Welsh or UK supply chain please use NTW63. For further information please see: <a href="http://www.antislaverycommissioner.co.uk/priorities/priority-4-private-sector-engagement/">http://www.antislaverycommissioner.co.uk/priorities/priority-4-private-sector-engagement/</a> or <a href="https://gov.wales/sites/default/files/publications/2019-09/code-of-practice-guide-to-tackling-modern-slavery-and-human-rights-abuses.pdf">https://gov.wales/sites/default/files/publications/2019-09/code-of-practice-guide-to-tackling-modern-slavery-and-human-rights-abuses.pdf</a></p> <p>For management insight please see e.g. Project Bank Accounts and how they can be used in the supply chain (<a href="https://gov.wales/sites/default/files/publications/2019-09/guidelines-for-deploying-welsh-government-project-bank-account-policy.pdf">https://gov.wales/sites/default/files/publications/2019-09/guidelines-for-deploying-welsh-government-project-bank-account-policy.pdf</a>).</p>	<p>Specify the total number of procurement contracts on this contract and the total number of those that will include commitments to ethical employment practices in the global supply chain. If possible and applicable, provide a copy of your ethical procurement policy and a copy of your modern slavery statement. This measure focuses explicitly on procurement contracts with a global and thereby international reach.</p>	<p>Specify the total number of procurement contracts on this contract and the total number of those that include commitments to ethical employment practices in the global supply chain. If applicable, provide a copy of your ethical procurement policy and a copy of your modern slavery statement. This measure focuses explicitly on procurement contracts with a global and thereby international reach.</p>	
NTW26	<p>These are initiatives run by your organisation to identify, manage, track and reduce risks of modern slavery within the global 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. Global in this context refers to the international, non Welsh and UK supply chain. To record spend with local and regional Welsh or UK supply chain initiative please use NTW64. For further information and guidance in terms of engagement and process please consult the "Code of Practice Guide to tackling Modern Slavery and Human Rights Abuses" provided by Welsh Government. The guide can be accessed through the following link and provides practical guidelines and examples on how to best engage with this issue: <a href="https://gov.wales/sites/default/files/publications/2019-09/code-of-practice-guide-to-tackling-modern-slavery-and-human-rights-abuses.pdf">https://gov.wales/sites/default/files/publications/2019-09/code-of-practice-guide-to-tackling-modern-slavery-and-human-rights-abuses.pdf</a></p>	<p>Identify and describe planned initiatives, and for each initiative provide a breakdown of expected costs. Please also provide information on how the planned initiatives are going to identify, manage, track and reduce risks of modern slavery in the global supply chain, how monitoring and progression will be managed. If you plan to partner with other organisations for any of the specified initiatives please provide information on those partners.</p>	<p>Describe delivered relevant initiatives, and for each initiative provide a breakdown of the costs. Provide detail of the number of organisations in the global supply chain for the contract involved. Please also provide information on how the undertaken initiatives reduced risks of modern slavery in the global supply chain, how monitoring and progression were managed.</p>	<p>£ invested</p>
NTW27		<p>Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £14.63 per hour or at £87.48 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>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 £14.63 per hour), staff time expert advice (valued at £87.48), equipment or equivalent value of other assets should be provided.</p>	<p>£ invested - including staff time (volunteering valued at £14.63 per hours, expert time valued at £87.48 per hour) and materials, equipment or other resources</p>
NTW28	<p>This can e.g. include an engagement in multi-stakeholder and advocacy initiatives around environmental conservation or sustainable ecosystem management. 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.</p>	<p>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.</p>	<p>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.</p>	<p>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 £14.63 per hour.</p>
NTW31	<p>% of plastic used on the contract that is recycled.</p>	<p>% of plastic used on the contract that is expected to be recycled.</p>	<p>Provide a breakdown of the total amount of plastic used on the contract and the total amount of that that has been recycled.</p>	<p>(Plastics used on the contract that are recycled (tonnes) / total plastic used on the contract (tonnes)) * 100 to arrive at a percentage</p>
NTW32	<p>% of material inputs used on contract that are Beyond Recycling. This includes wood, remanufactured, repaired or recycled content. For further information see: <a href="https://gov.wales/beyond-recycling">https://gov.wales/beyond-recycling</a></p>	<p>Target % of material inputs used on contract that are projected to be Beyond Recycling. This includes wood, remanufactured, repaired or recycled content. Please provide evidence for the proposed materials to be used and why they can be classified as Beyond Recycling. For further information see: <a href="https://gov.wales/beyond-recycling">https://gov.wales/beyond-recycling</a></p>	<p>Provide a breakdown of the total amount of material inputs used on the contract and the total amount of material inputs that can be classified as beyond recycling based on Welsh Government circular economy guidance. Please provide evidence for all material inputs used and for why certain materials can be classified as "Beyond Recycling".</p>	<p>(Beyond Recycling material inputs used on contract (tonnes) / total material inputs used on the contract (tonnes)) * 100 to arrive at a percentage</p>
NTW33	<p>This could be run in partnership with a third sector and civil society organisations 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 £14.63 (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).</p>	<p>Provide a breakdown of pounds to be invested in local environmental education initiatives (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of initiatives you plan to support, including how and where you aim to do so. Details of any organisations you will partner with must be provided. Example initiatives include, but are not limited to Carbon Literacy Wales (<a href="https://carbonliteracy.com/cymru/wales/">https://carbonliteracy.com/cymru/wales/</a>)</p>	<p>Provide a breakdown of pounds invested in initiatives aimed at protecting native wildlife and biodiversity as well as local heritage sites (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of initiatives you supported, 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). Example initiatives include, but are not limited to Carbon Literacy Wales (<a href="https://carbonliteracy.com/cymru/wales/">https://carbonliteracy.com/cymru/wales/</a>)</p>	<p>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 £14.63 per hour)</p>
NTW34	<p>This could be run in partnership with a third sector and civil society organisations 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 £14.63 (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). Example initiatives include, but are not limited to Wrap UK zero waste training (<a href="http://www.wrap.org.uk/">http://www.wrap.org.uk/</a>).</p>	<p>Provide a breakdown of pounds to be invested in waste management training initiatives (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of initiatives you plan to support, including how and where you aim to do so. Details of any organisations you will partner with must be provided. Example initiatives include, but are not limited to Wrap UK zero waste training (<a href="http://www.wrap.org.uk/">http://www.wrap.org.uk/</a>).</p>	<p>Provide a breakdown of pounds invested in waste management training initiatives (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of initiatives you supported, 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). Example initiatives include, but are not limited to Wrap UK zero waste training (<a href="http://www.wrap.org.uk/">http://www.wrap.org.uk/</a>).</p>	<p>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 £14.63 per hour)</p>
NTW35	<p>List requirements and contracts where applied.</p>	<p>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.</p>	<p>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.</p>	<p>(Total contracts including relevant commitments / total contracts) * 100 to arrive at a percentage</p>
NTW36	<p>List requirements and contracts where applied.</p>	<p>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.</p>	<p>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 a breakdown of pounds (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)) 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).</p>	<p>(Total contracts including relevant commitments / total contracts) * 100 to arrive at a percentage</p>
NTW41	<p>This could be run in partnership with a third sector and civil society organisations 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 £14.63 (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).</p>	<p>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 £14.63 per hour - i.e. the general value for volunteering (NTW67)). 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.</p>	<p>Provide a breakdown of pounds 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).</p>	<p>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 £14.63 per hour)</p>
NTW42	<p>These benefits are expected to be delivered as a result of transport programmes. Provide detail on difference programmes including how passenger car miles have been saved, and figures that have been used as a benchmark or baseline. 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. The measure proxy value can be localised for the type of area in which car miles have been saved. 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: <a href="https://www.gov.uk/guidance/air-quality-economic-analysis">https://www.gov.uk/guidance/air-quality-economic-analysis</a>. Please reach out to SVP if you have further questions regarding the localisation of this measure.</p>	<p>Provide details on the programme to be implemented to reduce passenger car miles driven, including a breakdown of the number of car miles to be saved and how the car miles will be saved. Specify the baseline to be used (i.e. car miles driven before a programme is put in place to reduce car miles driven) and full methodology of calculation. This measure can be localised if place specific data for savings in car miles is collected. For further information please see DEFRA "Air quality appraisal: damage cost guidance" (July 2020), which can be accessed through this homepage: <a href="https://www.gov.uk/government/publications/assess-the-impact-of-air-quality/air-quality-appraisal-damage-cost-guidance">https://www.gov.uk/government/publications/assess-the-impact-of-air-quality/air-quality-appraisal-damage-cost-guidance</a>. Please reach out to SVP if you have further questions regarding the localisation of this measure.</p>	<p>Provide details of the corporate green transport programme implemented to reduce passenger car miles driven, including a breakdown of the number of car miles saved and how they have been saved. Specify the baseline that is used (i.e. car miles driven before a programme was put in place to reduce car miles driven) and full methodology of calculation.</p>	<p>Car miles (not hundreds of miles) saved against baseline, which must be provided</p>
NTW43	<p>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, including the definition and evidencing of the baseline used to calculate any savings against.</p>	<p>Provide details on the programme to be implemented. This measure can be localised if place specific data for savings in car miles is collected. For further information please see DEFRA "Air quality appraisal: damage cost guidance" (July 2020), which can be accessed through this homepage: <a href="https://www.gov.uk/government/publications/assess-the-impact-of-air-quality/air-quality-appraisal-damage-cost-guidance">https://www.gov.uk/government/publications/assess-the-impact-of-air-quality/air-quality-appraisal-damage-cost-guidance</a>. Please reach out to SVP if you have further questions regarding the localisation of this measure.</p>	<p>Fleet report and mileage log. There is an expectation for independently assured and audited reports to be provided.</p>	<p>No. miles driven on contract on LEV as part of a specific sustainable transport programme</p>

NTW47	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). The response should take into consideration any contract specificities to reflect specific needs and priorities in terms of workplace wellbeing.	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.	Number of employees on contract that have access to qualifying staff wellbeing programmes.
NTW48	Initiatives to remove stigma and promote mental health organised on the contract for direct staff and supply chain.	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.	Costs incurred (£) -costs of putting on the events including hiring of spaces, stands and staff time (to be valued at 14.63 £ per staff hour)
NTW49	-	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £14.63 per hour or at £87.48 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 £14.63 per hour), staff time expert advice (valued at £87.48), equipment or equivalent value of other assets should be provided.	£ invested - including staff time (volunteering valued at £14.63 per hour, expert time valued at £87.48 per hour) and materials, equipment or other resources
NTW50	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 (JA) or Universal Credit unemployment benefits for 6-12 months preceding the start of the employment contract. The value is additional to NTW1, so that the job can be counted both as NTW1 and in this Measure if the conditions apply. This measure relates to the benefits of employing one person of the relevant background and can only be applied once per person and for a maximum duration of 1 year FTE per person.	Summarise your strategy for employing your target number of 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 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 4 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).	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.
NTW50a	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 (JA) or Universal Credit unemployment benefits for 12-24 months preceding the start of the employment contract. For a definition of long-term unemployment see: <a href="https://www.gov.uk/government/publications/predicting-likelihood-of-long-term-unemployment-the-development-of-a-uk-jobseekers-classification-instrument-wp116">https://www.gov.uk/government/publications/predicting-likelihood-of-long-term-unemployment-the-development-of-a-uk-jobseekers-classification-instrument-wp116</a> . The value is additional to NTW1, so that the job can be counted both as NTW1 and in this Measure if the conditions apply. This measure relates to the benefits of employing one person of the relevant background and can only be applied once per person and for a maximum duration of 1 year FTE per person.	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).	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.
NTW50b	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 (JA) or Universal Credit unemployment benefits for at least the 24 months preceding the start of the employment contract. For a definition of long-term unemployment see: <a href="https://www.gov.uk/government/publications/predicting-likelihood-of-long-term-unemployment-the-development-of-a-uk-jobseekers-classification-instrument-wp116">https://www.gov.uk/government/publications/predicting-likelihood-of-long-term-unemployment-the-development-of-a-uk-jobseekers-classification-instrument-wp116</a> . The value is additional to NTW1, so that the job can be counted both as NTW1 and in this Measure if the conditions apply. This measure relates to the benefits of employing one person of the relevant background and can only be applied once per person and for a maximum duration of 1 year FTE per person.	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).	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.
NTW51	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 (JA) or Universal Credit unemployment benefits for 6-12 months preceding the start of the employment contract.	IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing required  Summarise your strategy for employing your target number of 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.	IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing 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 4 months of unemployment. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).	IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing required  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.
NTW51a	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 (JA) or Universal Credit unemployment benefits for 12-24 months preceding the start of the employment contract. For a definition of long-term unemployment see: <a href="https://www.gov.uk/government/publications/predicting-likelihood-of-long-term-unemployment-the-development-of-a-uk-jobseekers-classification-instrument-wp116">https://www.gov.uk/government/publications/predicting-likelihood-of-long-term-unemployment-the-development-of-a-uk-jobseekers-classification-instrument-wp116</a> .	IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing required  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.	IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing 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 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).	IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing required  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.
NTW51b	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 (JA) or Universal Credit unemployment benefits for at least the 24 months preceding the start of the employment contract. For a definition of long-term unemployment see: <a href="https://www.gov.uk/government/publications/predicting-likelihood-of-long-term-unemployment-the-development-of-a-uk-jobseekers-classification-instrument-wp116">https://www.gov.uk/government/publications/predicting-likelihood-of-long-term-unemployment-the-development-of-a-uk-jobseekers-classification-instrument-wp116</a> .	IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing required  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.	IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing 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 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).	IMPORTANT NOTE: ONLY enter data for this measure for people from disadvantaged or minority backgrounds that fulfil the specified requirements as outlined in the measure text - evidencing required  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.

NTW52	<p>This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of 16-24 yr. old employees taken on as a result of the contract that had not been in employment, education, or training (NEET) before the start of the employment contract. See the following link for a list of categories included: <a href="https://www.ons.gov.uk/employmentandlabourmarket/peoplenotinwork/unemployment/bulletins/youngpeoplenotineducationemploymentortrainingneet/november2019">https://www.ons.gov.uk/employmentandlabourmarket/peoplenotinwork/unemployment/bulletins/youngpeoplenotineducationemploymentortrainingneet/november2019</a>. The value is additional to NTW1, so that the job can be counted both as NTW1 and in this Measure if the conditions apply.</p>	<p>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.</p>	<p>Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) whether this is the first employment experience after having been NEET. For example, Employee 1: 3 months; full-time; 0.25 FTE; this is the first employment experience after being NEET. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>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.</p>
NTW53	<p>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 (<a href="https://www.gov.uk/youth-offending-team">https://www.gov.uk/youth-offending-team</a>), Jobcentre Plus or other agencies carrying out specific programmes may be beneficial in identifying eligible individuals. For guidance about rehabilitation periods see: <a href="https://www.gov.uk/exoffenders-and-employment">https://www.gov.uk/exoffenders-and-employment</a>. The value is additional to NTW1, so that the job can be counted both as NTW1 and in this Measure if the conditions apply.</p>	<p>Summarise your strategy for employing your target number of 18-24 year old rehabilitating offenders on this contract. For example, it is likely you will need to cooperate with job centres or other specialist organisations so please specify which ones and how you will approach working with them.</p>	<p>Specify the number of qualifying employees on this contract (for details on how a qualifying employee is defined please see the Definition box of this Measure). For each qualifying employee, specify: 1.) the duration of employment; 2.) the employment status; 3.) the Full-Time Equivalent (FTE); 4.) that they were a 18-24 year old rehabilitating offender before the start of the employment contract; that this is the first employment experience as an ex-offender. For example, Employee 1: 3 months; full-time; 0.25 FTE; was a 20 years old ex-offender before the start of the employment contract; this is the first employment experience. Provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>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.</p>
NTW54	<p>This is to record people employed as a result of a specific and deliberate employment initiative. Record the full time annual equivalent (FTE) number of employees taken on that are disabled. A disabled person is defined as "someone with a physical or mental impairment that has a 'substantial' and 'long-term' effect on their ability to do normal daily activities" (Equality Act 2010). For guidance about employing disabled people and support programmes for employers please see: <a href="https://www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions/employing-disabled-people-and-people-with-health-conditions">https://www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions/employing-disabled-people-and-people-with-health-conditions</a>. The value is additional to NTW1, so that the job can be counted both as NTW1 and in this Measure if the conditions apply.</p>	<p>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.</p>	<p>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).</p>	<p>The proxy value can be applied to a person working full time for a year, so if you are employing people part-time, or if the duration of the contract is shorter than one year, we ask you to calculate the full time equivalent (FTE) number of employees for the year. Please note that only 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.</p>
NTW55	<p>This is the number of staff hours dedicated to individual or group employment support.</p>	<p>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.</p>	<p>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).</p>	<p>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.</p>
NTW56	<p>This is the number of staff hours dedicated to individual or group employment support specifically for people under 24 years old.</p>	<p>Summarise your strategy for supporting unemployed people into work (including the number of staff hours to be spent and the number of people to be supported). Describe the activity/activities to be carried out and provide details of any partner organisations you will work with.</p>	<p>Specify number of sessions, and for each session the duration, number of staff providing unemployment support and unemployed people supported. Describe the activity/activities delivered and provide details of any organisation partnered with. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>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.</p>
NTW57	<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. For guidance please see: <a href="https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships">https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships</a>. Should not be double counted with other work placement Measures.</p>	<p>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.</p>	<p>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>	<p>Number of total student placement weeks on the contract (only student placements between 1-6 weeks)</p>
NTW58	<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. 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: <a href="https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships">https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships</a> and here <a href="https://www.gov.uk/national-minimum-wage-rates">https://www.gov.uk/national-minimum-wage-rates</a>.</p>	<p>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.</p>	<p>Specify the number of people in student 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).</p>	<p>Number of weeks in total on the contract (note that each placement must be at least 6 weeks).</p>
NTW61	<p>The current Real Living wage for the UK as set by the Living Wage foundation is £9.30 per hour (<a href="https://www.livingwage.org.uk/">https://www.livingwage.org.uk/</a>). Please apply the appropriate rate as the relevant threshold depending on the contract.</p>	<p>Please specify to what percentages of the workforce on the contract you apply the Real Living Wage rate.</p>	<p>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: <a href="https://www.livingwage.org.uk/">https://www.livingwage.org.uk/</a>. All data should be reported in compliance with GDPR requirements.</p>	<p>Apply relevant rates depending on location of the contract.</p>
NTW63	<p>This can include among other things a focus on supply chain sustainability and fairness, fair trade or a use of B Corps. Percentage of contracts within the local supply chain that include requirements to ensure that supply chains are free from slavery and to encourage effective and transparent reporting. Local in this context refers to the Welsh and UK supply chain. To record for the international supply chain please use NTW25. For further information please see: <a href="http://www.antislaverycommissioner.co.uk/priorities/priority-4-private-sector-engagement/">http://www.antislaverycommissioner.co.uk/priorities/priority-4-private-sector-engagement/</a> or <a href="https://gov.wales/sites/default/files/publications/2019-09/code-of-practice-guide-to-tackling-modern-slavery-and-human-rights-abuses.pdf">https://gov.wales/sites/default/files/publications/2019-09/code-of-practice-guide-to-tackling-modern-slavery-and-human-rights-abuses.pdf</a></p> <p>For management insight please see e.g. Project Bank Accounts and how they can be used in the supply chain (<a href="https://gov.wales/sites/default/files/publications/2019-09/guidelines-for-deploying-welsh-government-project-bank-account-policy.pdf">https://gov.wales/sites/default/files/publications/2019-09/guidelines-for-deploying-welsh-government-project-bank-account-policy.pdf</a>).</p>	<p>Specify the total number of procurement contracts on this contract and the total number of those that will include commitments to ethical employment practices in the local supply chain. If possible and applicable, provide a copy of your ethical procurement policy and a copy of your modern slavery statement.</p>	<p>Specify the total number of procurement contracts on this contract and the total number of those that include commitments to ethical employment practices in the local supply chain. If applicable, provide a copy of your ethical procurement policy and a copy of your modern slavery statement.</p>	<p>-</p>
NTW64	<p>These are initiatives run by your organisation to identify, manage, track and reduce risks of modern slavery within the local 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. Local in this context refers to the Welsh and UK supply chain. To record spend with international supply chain initiatives please use NTW26. For further information and guidance in terms of engagement and process please consult the "Code of Practice Guide to tackling Modern Slavery and Human Rights Abuses" provided by Welsh Government. The guide can be accessed through the following link and provides practical guidelines and examples on how to best engage with this issue: <a href="https://gov.wales/sites/default/files/publications/2019-09/code-of-practice-guide-to-tackling-modern-slavery-and-human-rights-abuses.pdf">https://gov.wales/sites/default/files/publications/2019-09/code-of-practice-guide-to-tackling-modern-slavery-and-human-rights-abuses.pdf</a></p>	<p>These are initiatives you are planning to run to identify and manage risks of modern slavery within the local supply chain for the contract. Identify and describe planned initiatives, and for each initiative provide a breakdown of expected costs. Please also provide information on how the planned initiatives are going to reduce risks of modern slavery in the local supply chain, how monitoring and progression will be managed.</p>	<p>Describe delivered relevant initiatives, and for each initiative provide a breakdown of the costs. Provide detail of the number of organisations in the local supply chain for the contract involved. Please also provide information on how the undertaken initiatives reduced risks of modern slavery in the local supply chain, how monitoring and progression were managed.</p>	<p>£ invested</p>
NTW65	<p>-</p>	<p>Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £14.63 per hour or at £87.48 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>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 £14.63 per hour), staff time expert advice (valued at £87.48), equipment or equivalent value of other assets should be provided.</p>	<p>£ invested - including staff time (volunteering valued at £14.63 per hour, expert time valued at £87.48 per hour) and materials, equipment or other resources</p>
NTW66	<p>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.</p>	<p>Provide a list of third sector and civil society organisations 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 third sector and civil society organisations, including the names of the organisations.</p>	<p>Provide a breakdown of the equivalent value of resources and/or equipment donated to each third sector and civil society organisation, including evidence of the donations and the names of the third sector and civil society organisations supported.</p>	<p>Equivalent £ value of the donation</p>

NTW67	<p>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.</p>	<p>Specify the list of third sector and civil society organisations 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 third sector and civil society organisations. For example, if 10 staff volunteer 3 hours, then the total reported should be 30.</p>	<p>Specify the name of the third sector and civil society organisations supported, the volunteering activities delivered and their intended purposes. Provide a breakdown of staff volunteering hours delivered to third sector and civil society organisations. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>Number of staff hours spent on volunteering with third sector and civil society organisations. For example, if 10 staff volunteer 3 hours, then the total reported should be 30.</p>
NTW68	<p>This is the additional SV (SVA) from spending 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 <a href="https://www.socialenterprise.org.uk/members-map">https://www.socialenterprise.org.uk/members-map</a>. You may refer to the local economic development team in the council to identify potential partners. 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 third sector and civil society organisation in the supply chain can be computed by adding the appropriate NTW68 and NTW14 multipliers, when NTW14 or NTW15 are not directly included in the analysis.</p>	<p>Provide a breakdown of the estimated pounds to be spent with third sector and civil society organisations in your supply chain on this contract, including the name of the organisations (or a range of potential names) and the type of goods/services to be procured from each.</p>	<p>Provide a breakdown of pounds spent with third sector and civil society organisations within your supply chain on this contract, including the name of the organisations and the type of goods/services procured from each.</p>	<p>£ spent with third sector and civil society organisations in the supply chain. Note that they do not need to be local organisations. Please see the Rationale for more on double counting.</p>
NTW69	<p>This is expert staff time (e.g. financial advice / legal advice / HR advice / HSE) dedicated to supporting third sector and civil society organisations. 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.</p>	<p>Summarise your strategy for providing expert advice to third sector and civil society organisations. Provide the names of the organisations you will support or a range of options. Describe the number of staff hours to be spent in total and for each organisation. Specify the type of expert advice that will be provided, including the type of qualification/role of the person delivering this advice.</p>	<p>Provide a breakdown of staff hours spent providing expert advice to third sector and civil society organisations. Provide the details of the organisations you have supported. Specify the number of staff hours spent for each third sector and civil society organisation, the type of expert advice given as well as the qualification/role of the person delivering this advice. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>For example, if 5 staff will spend 2 hours providing expert advice, then the total number of hours reported should be 10.</p>
NTW70	<p>This includes training provided to own staff, Tier 1 supply chain and subcontractors specifically around diversity. 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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>
NTW71	<p>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.</p>	<p>Summarize your expected combined % share of BAME (black, asian, minority ethnic) hired on contract (FTE) directly and through the supply chain.</p>	<p>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.</p>	<p>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.</p>
NTW73	<p>This could be run in partnership with a third sector and civil society organisation 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 £14.63 (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).</p>	<p>Provide a breakdown of pounds to be invested in initiatives aimed at reducing crime (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). 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.</p>	<p>Provide a breakdown of pounds invested in initiatives aimed at reducing crime (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of crime you have aimed to reduce, including how and where you have done so. Provide details of any organisations you have partnered with. Where an additional multiplier has been added at Measurement as a result of specific impact assessments for the initiatives reported (e.g. SROI), the reports for each assessment should be provided. There is an expectation for independently assured and audited reports to be provided. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>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 £14.63 per hour)</p>
NTW74	<p>This could be run in partnership with a third sector and civil society organisation 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 £14.63 (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).</p>	<p>Provide a breakdown in 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 £14.63 per hour - i.e. the general value for volunteering (NTW67)). 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.</p>	<p>Provide a breakdown of pounds (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)) 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>	<p>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 £14.63 per hour)</p>
NTW75	<p>This could be run in partnership with a third sector and civil society organisations 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 £14.63 (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). Disadvantaged in this context refers to children suffering from various forms of deprivation and exclusion, including but not limited to economic or food poverty, social or education exclusion or discrimination, etc. The definition of disadvantaged may vary between different contexts. The overall aim of this measure is to reduce structural inequalities and enable and facilitate social and economic participation of those most vulnerable in society. For information on Welsh Government initiatives and policy around working with and supporting disadvantaged children participation around education please see the following link: <a href="https://gov.wales/education-of-disadvantaged-children">https://gov.wales/education-of-disadvantaged-children</a></p>	<p>Provide a breakdown of pounds to be invested in initiatives aimed at supporting disadvantaged young people and their families (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). 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. Example initiatives include, but are not limited to, Action for Children (<a href="https://www.actionforchildren.org.uk/">https://www.actionforchildren.org.uk/</a>) or Children in Wales (<a href="https://www.childrenwales.org.uk/">https://www.childrenwales.org.uk/</a>).</p>	<p>Provide a breakdown of pounds (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)) invested in initiatives aimed at supporting disadvantaged young people and their families. 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). Example initiatives include, but are not limited to, Action for Children (<a href="https://www.actionforchildren.org.uk/">https://www.actionforchildren.org.uk/</a>) or Children in Wales (<a href="https://www.childrenwales.org.uk/">https://www.childrenwales.org.uk/</a>).</p>	<p>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 £14.63 per hour)</p>
NTW76	<p>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.</p>	<p>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>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).</p>	<p>£ donated (or equivalent value in £)</p>
NTW77	<p>Please refer to the definition of the local area specified for NTW1. 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).</p>	<p>Describe the volunteering activity/activities to be delivered and the local community projects to be supported. Provide details of any organisations you will partner with. Provide a breakdown of staff volunteering hours to be delivered to local community projects. Only regular work hours and overtime hours can be counted as volunteering hours. For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.</p>	<p>Describe the volunteering activity/activities you have delivered and the local community projects you have supported. Provide details of any organisations you have partnered with. Provide a breakdown of staff volunteering hours delivered to local community projects. Only regular work hours and paid overtime hours can be counted as volunteering hours. Information provided should be made compliant with data protection requirements (GDPR).</p>	<p>For example, if 10 staff will volunteer 3 hours each, then the total number of hours reported should be 30.</p>

NTW78	Please refer to the definition of the local area specified for NTW1. 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.	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 £14.63 per hour - i.e. the general value for volunteering (NTW67)). 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 £14.63 per hour - i.e. the general value for volunteering (NTW67)). 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).	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 £14.63 per hour)
NTW79	-	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £14.63 per hour or at £87.48 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 £14.63 per hour), staff time expert advice (valued at £87.48), equipment or equivalent value of other assets should be provided.	£ invested - including staff time (volunteering valued at £14.63 per hours, expert time valued at £87.48 per hour) and materials, equipment or other resources
NTW80	Facilitating the use of the Welsh language is part of social value in Wales. This measure is aimed at engaging with this. This could be run in partnership with a third sector and civil society organisation 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 £14.63 (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).	Provide a breakdown of pounds to be invested in initiatives aimed at supporting people to learn the Welsh language (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of activities you plan to support, 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 invested in initiatives aimed at learning the Welsh language (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of initiatives you supported, 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).	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 £14.63 per hour)
NTW81	Enhancing and expanding the knowledge of Welsh culture and facilitating the participation in local arts, sports and heritage activities is part of social value in Wales. This measure is aimed at engaging with this. This could be run in partnership with a third sector and civil society organisation 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 £14.63 (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).	Provide a breakdown of pounds to be invested in initiatives aimed at supporting people to get involved in arts, sport and heritage activities (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of activities you plan to support, 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 invested in initiatives aimed at getting people involved in arts, sport and heritage activities (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of initiatives you supported, 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).	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 £14.63 per hour)
NTW82	Investing in the protection of local wildlife, biodiversity and heritage sites is part of social value in Wales. This measure is aimed at engaging with this. This could be run in partnership with a third sector and civil society organisation 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 £14.63 (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).	Provide a breakdown of pounds to be invested in initiatives aimed at protecting native wildlife and biodiversity as well as local heritage sites (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of initiatives you plan to support, 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 invested in initiatives aimed at protecting native wildlife and biodiversity as well as local heritage sites (including number of staff hours valued at £14.63 per hour - i.e. the general value for volunteering (NTW67)). Describe what type of initiatives you supported, 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).	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 £14.63 per hour)
NTW83	-	Describe the initiatives and their relevance to the Measure. A breakdown of pounds (including number of staff hours valued at £14.63 per hour or at £87.48 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 £14.63 per hour), staff time expert advice (valued at £87.48), equipment or equivalent value of other assets should be provided.	£ invested - including staff time (volunteering valued at £14.63 per hours, expert time valued at £87.48 per hour) and materials, equipment or other resources

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