

Agreed Terms:	Definitions:
TOMs	Themes, Outcomes & Measures. These act as a 'menu' of the different ways suppliers can fulfil their social value obligations whilst directly supporting our corporate objectives
Social Value Matrix	The table on page 3. It guides bidders to produce clearly defined commitments where crucial information such as the offer, quantity, milestones, and responsible person(s) are stated.
Monetary Values	These are values that enable bidders to quantify their social value commitments to reach the 5% minimum expectation (this minimum expectation only applies to contracts that are £100,000 or above). Each TOM has been assigned a monetary value.
Proxy Values	These are average sums that correlate to the yearly uplift in life satisfaction for individuals, the government, and the community. They are established using public sector data. When reporting, we will use proxy values to calculate how much social value has been created by a supplier.
Social Value Impact Fund	The Social Value Impact Fund (SVIF) consists of financial contributions and liquidated damages from suppliers, and it is used to support community initiatives, primarily those that aim to reduce poverty in the borough.
FTE	Full-time Equivalent (37.5 hours)
Local	Resident or business with a London Borough of Barnet postcode.
Day	Working day which equates to 7.5 hours
Closed Recruitment	A selective process where job opportunities are available only to specific group of people.

BARNET COUNCIL TOMS

Barnet Plan theme	Theme outcomes	Ref	Measure	Unit to measure Social Value	Proxy Value	Monetary Value of TOM	How to evidence outcomes
Caring for our Places	Communities that are thriving and well-funded	BT1a	Support our Borough of Fun ambition by sponsoring local culture, arts and heritage events, public speaking , or by setting up exciting activities that tackle isolation and loneliness, particularly with the elderly and young people. *Can only amount up to 10% of the total contributions.	£ Value	£1	£ pledged	<ol style="list-style-type: none"> 1. A written statement detailing activity 2. Written feedback from recipients 3. If funds have been pledged, please provide proof of transaction.
		BT1b	Financial or in-kind material contributions to support local community projects and VCSEs across the borough. *Financial contributions can only amount up to 10% of the total contributions.	£ Value	£1	£ in contributions NB: Equipment donations will be valued at their current market value	<ol style="list-style-type: none"> 1. Proof of transaction. 2. For in-kind material donations, please provide quote and written feedback from the beneficiary.
		BT1c	Labour provided to help maintain, refurbish or redevelop community assets.	£ Staff hourly wage X number of hours of labour		1 Day = £200	<ol style="list-style-type: none"> 1. A written statement detailing activity and the number of days spent. 2. Feedback from person responsible for the community asset.
		BT2	No hours volunteering time provided to support local community projects and priorities.	Staff volunteering hours	£16.93	1 Day = £150	<ol style="list-style-type: none"> 1. A written statement of what a member(s) of staff participated in. 2. Feedback from recipients of said support.
Caring for People	More local people in employment	BT3a	No. of full-time equivalent direct local employees (Barnet postcode & FTE) hired on the contract for one year or the whole duration of the contract, whichever one is shorter. Employee must be paid a London Living Wage (£11.95 per hour) or above.	No. of people X average FTE	£35,716	1 FTE contract = £8000	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. A copy of offer of employment detailing contract length and employment status (e.g. full-time or part-time). 3. Confirmation letter or statement from employer following six-months minimum employment (qualifying period).
		BT3b	No. of full-time equivalent local employees (Barnet postcode & FTE) hired on the contract for one year or the whole duration of the contract, whichever one is shorter, paid less than the London Living Wage (£11.95 per hour). Barnet Council is a "fair pay employer" paying all staff a London Living Wage or above. We want our supply chain to be likeminded, but we understand it is not possible for all businesses. Therefore, if you select this TOM, please provide reasoning as to why you are unable to pay the London Living Wage.	No. of people X average FTE	£27,756	1 FTE contract = £6000	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. A copy of offer of employment detailing contract length and employment status (e.g. full-time or part-time). 3. Confirmation letter or statement from employer following six-months minimum employment (qualifying period).
		BT4a	No. of part-time local employees (Barnet postcode & 0.5 FTE) hired on the contract paid a London Living Wage (£11.95 per hour) or above.	No. of people X average 0.5 FTE	£17,858	0.5 FTE contract = £4000	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. A copy of offer of employment detailing contract length and employment status (e.g. full-time or part-time). 3. Confirmation letter or statement from employer following six-months minimum employment (qualifying period).
		BT4b	No. of part-time local employees (Barnet postcode & 0.5 FTE) hired on the contract for one year or the whole duration of the contract, whichever one is shorter, paid less than the London Living Wage (£11.95 per hour). Barnet Council is a "fair pay employer" paying all staff a London Living Wage or above. We want our supply chain to be likeminded, but we understand it is not possible for all businesses. Therefore, if you select this TOM, please provide reasoning as to why you are unable to pay the London Living Wage.	No. of people X average 0.5 FTE	£13,878	0.5 FTE contract = £3000	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. A copy of offer of employment detailing contract length and employment status (e.g. full-time or part-time). 3. Confirmation letter or statement from employer following six-months minimum employment (qualifying period).
		BT5	No. of direct local employees (Barnet postcode & FTE) hired on the contract for one year or the whole duration of the contract, who are registered as unemployed . This can be added on to BT3a, BT3b, BT4a, BT4b, BT17 or BT18a.	No. of people X average FTE	£2,899	1 person = £1000	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. A copy of offer of employment detailing contract length and employment status (e.g. full-time or part-time). 3. Confirmation letter or statement from employer following six-months minimum employment (qualifying period).
		BT0a	No. of closed recruitment – offer opportunity to a pool of candidates identified by Barnet Council commissioned Employment teams (i.e. BELS and BOOST) first. If there are no suitable candidates, open to the wider public. This can be added on to BT3a, BT3b, BT4a, BT4b, BT17 or BT18a.	No. of closed recruitments		1 closed recruitment = £1000	<ol style="list-style-type: none"> 1. Notification of vacancy sent to the team leaders of the commissioned services via email (contacts will be provided when contract is awarded).
		BT0b	Contract of the hired person is permanent . This can be added on to BT3a, BT3b, BT4a, BT4b, BT17 or BT18a.	No. of permanent contract		1 permanent contract = £1000	<ol style="list-style-type: none"> 1. A copy of offer of employment detailing contract length and employment status (e.g. full-time or part-time). 2. Confirmation letter or statement from the employer following six-months minimum employment (qualifying period).
		BT6	No. of employees (Barnet postcode & FTE) hired on the contract who are local residents who are long-term unemployed (unemployed for a year or longer). This can be added on to BT3a, BT3b, BT4a, BT4b, BT17 or BT18a.	No. of people X average FTE	£20,429	1 FTE = £2000	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. A copy of offer of employment detailing contract length and employment status (e.g. full-time or part-time). 3. Confirmation letter or statement from the employer following six-months minimum employment (qualifying period).

More opportunities for people who are disadvantaged	BT7	No. of employees (Barnet postcode & FTE) hired on the contract who are armed forces veterans and facing specific barriers to transitioning to civilian employment that do not qualify them as disabled (e.g. long-term service). This can be added on to BT3a, BT3b, BT4a, BT4b, BT17 or BT18a.	No. of people X average FTE	£20,429	1 FTE = £2000	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. A copy of offer of employment detailing contract length and employment status (e.g. full-time or part-time). 3. Confirmation letter or statement from employer following six-months minimum employment (qualifying period).
	BT8	No. of homeless employees who are local residents (Barnet postcode & FTE) hired on the contract. This can be added on to BT3a, BT3b, BT4a, BT4b, BT17 or BT18a.	No. of people X average FTE	£20,429	1 FTE = £2000	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. A copy of offer of employment detailing contract length and employment status (e.g. full-time or part-time). 3. Confirmation letter or statement from employer following six-months minimum employment (qualifying period).
	BT9	No. of full-time equivalent employees (Barnet postcode & FTE) hired on the contract that are survivors of modern slavery . This can be added on to BT3a, BT3b, BT4a, BT4b, BT17 or BT18a.	No. of people X average FTE	£20,429	1 FTE = £2000	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. A copy of offer of employment detailing contract length and employment status (e.g. full-time or part-time). 3. Confirmation letter or statement from employer following six-months minimum employment (qualifying period).
	BT10	No. of full-time equivalent employees (Barnet postcode & FTE) hired on the contract that are single parents/lone parents . This can be added on to BT3a, BT3b, BT4a, BT4b, BT17 or BT18a.	No. of people X average FTE	£20,429	1 FTE = £2000	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. A copy of offer of employment detailing contract length and employment status (e.g. full-time or part-time). 3. Confirmation letter or statement from employer following six-months minimum employment (qualifying period).
	BT11	No. of employees (Barnet postcode & FTE) hired on the contract who are local residents who are Not in Employment, Education, or Training (NEETs). This can be added on to BT3a, BT3b, BT4a, BT4b, BT17 or BT18a.	No. of people X average FTE	£20,429	1 FTE = £2000	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. A copy of offer of employment detailing contract length and employment status (e.g. full-time or part-time). 3. Confirmation letter or statement from employer following six-months minimum employment (qualifying period).
	BT12	No. of Full Time Equivalent (Barnet postcode & FTE) local 16–25-year-old care leavers hired on the contract. This can be added on to BT3a, BT3b, BT4a, BT4b, BT17 or BT18a.	No. of people X average FTE	£15,382	1 FTE = £1500	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. A copy of offer of employment detailing contract length and employment status (e.g. full-time or part-time). 3. Confirmation letter or statement from employer following six-months minimum employment (qualifying period).
	BT13	No. of local 18+ year old employees (Barnet postcode & FTE) hired on the contract who are due to be released from a custodial sentence into the borough, who are rehabilitating or are ex-offenders . This can be added on to BT3a, BT3b, BT4a, BT4b, BT17 or BT18a.	No. of people X average FTE	£24,269	1 FTE = £2500	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. A copy of offer of employment detailing contract length and employment status (e.g. full-time or part-time). 3. Confirmation letter or statement from employer following six-months minimum employment (qualifying period).
	BT14	No. of disabled employees (Barnet postcode & FTE) who are local residents hired on the contract. This can be added on to BT3a, BT3b, BT4a, BT4b, BT17 or BT18a.	No. of people X average FTE	£16,605	1 FTE = £2000	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. A copy of offer of employment detailing contract length and employment status (e.g. full-time or part-time). 3. Confirmation letter or statement from employer following six-months minimum employment (qualifying period).
Improved Skills	BT15	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).	Staff hours	£16.93	1 session/day = £150	<ol style="list-style-type: none"> 1. Post-session feedback from the school or college. 2. Completed documentation detailing activity delivered and numbers attended
	BT16	No. of Level 2 of above training (BTEC, City & Guilds, NVQ, HNC) that have either been completed by local residents (Barnet postcode) during the year, or that will be supported by the organisation until completion.	Weeks	£317.82	1 qualification = £2000	<ol style="list-style-type: none"> 1. Registration documents/written confirmation from the training provider detailing course of study, duration and qualification. 2. Or completion certificates.
	BT17	No. apprenticeships on the contract that have either been completed during the year by local residents (Barnet postcode), or that will be supported by the organisation until completion in the following years.	Weeks	£251.79	1 apprenticeship = £8000	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. A copy of offer of employment detailing contract length and employment status (e.g. full-time or part-time). 3. Confirmation letter or statement from employer following six-months minimum employment (qualifying period).
	BT18a	No. of supported internships (26 weeks minimum) on the contract that have either been completed during the year by local residents (Barnet postcode), or that will be supported by the organisation until completion in the following years.	Weeks	£251.79	1 SEN = £6000	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. Written confirmation from a Human Resources representative of the resident's participation at the end of activity.

	BT18b	No. of T-Levels (45 weeks) on the contract that have either been completed during the year by local residents (Barnet postcode), or that will be supported by the organisation until completion in the following years.	Weeks	£251.79	1 T-Level pm = £2000	<ol style="list-style-type: none"> 1. A copy of consent form which includes EDI and personal data of the employee (form will be provided by Barnet Council when contract is awarded). 2. A copy of agreement with the college. 3. Written confirmation from the employer of the resident's participation at the end of activity.
	BT19	Support a 'just transition' for local residents employed in traditional high carbon industries to retrain .	hrs (total session duration) *no. attendees	£105.58	1 session = £500	<ol style="list-style-type: none"> 1. A copy of the registration form. 2. A written statement of what was delivered.
	BT20	No. of weeks spent by local residents (Barnet postcode) on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)	weeks	£194.50	1 week = £500	<ol style="list-style-type: none"> 1. Written confirmation from the employer of the resident's participation in the activity.
	BT21	Meaningful work placements completed by local residents (Barnet postcode) that pay London Living wage according to eligibility - 6 weeks+	weeks	£194.50	1 week = £800	<ol style="list-style-type: none"> 1. Written confirmation from the employer of the resident's participation in the activity.
Reduced Digital Exclusion	BT22	No of digital champions (DC) placed in the community and/or digital workshops, webinars or training for residents and/or staff delivered to reduce digital deprivation.	No. of sessions	£101.00	1 Session = £200 1 DC = £200	<ol style="list-style-type: none"> 1. Description of the event/sessions. 2. Copy of the registration or monitoring sheet.
	BT23	Provision of software, data packages, digital networks or recycled devices to residents or our VCFS partners.	No. of units	£101.00	1Unit = £200	<ol style="list-style-type: none"> 1. Description of the activity. 2. Copy of the monitoring sheet.
	BT24	Increased no of homes with high-speed fibre broadband installed and other activities supporting digital connectivity within our communities.	No. of homes	£101.00	1Home = £200	<ol style="list-style-type: none"> 1. Description of the activity. 2. Copy of the monitoring sheet.
More opportunities for local SMEs and VCSEs	BT25	Provision of expert business advice to VCSEs, MSMEs community projects and council services and properties based in the borough (e.g. financial, legal, HR and HSE advice, bid writing, how to achieve net zero carbon, built environment and development).	staff expert hours	£101.00	1 session/day = £500	<ol style="list-style-type: none"> 1. A copy of the registration form. 2. A written statement of what was delivered.
	BT26	Total amount spent contracting businesses based in the borough into the supply chain through the contract. *Can only amount up-to 10% of the total contributions.	£	£2.25	£1	<ol style="list-style-type: none"> 1. Proof of transactions (e.g. receipts).
Carbon emissions are reduced	BT27	Savings in CO2 emissions on contract achieved through de-carbonisation (i.e. a reduction of the carbon intensity of processes and operations) against a specific benchmark.	tonnes CO2e	£244.63	1 tonne = £2000	<ol style="list-style-type: none"> 1. Details of embodied carbon emissions reduced against a specific benchmark or baseline and copy of carbon assessment carried out.
	BT28	Carbon emissions reductions through reduced energy use and energy efficiency measures in places of work in the borough.	tonnes CO2e	£244.63	1 tonne = £2000	<ol style="list-style-type: none"> 1. Details of energy efficiency measures put in place including total number of buildings and the total number of buildings reaching energy saving targets. 2. Provide details of the emissions/energy use reduction target and how it has been reached against the baseline.
	BT29	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	£0.06	1 mile = £1	<ol style="list-style-type: none"> 1. Provide details of corporate green transport program implemented to reduce passenger car miles drive, including a breakdown of the number of car miles saved and how they have been saved. 2. Specify the baseline that is used (i.e. car miles driven before the program was implemented)
	BT30	Car miles driven using low or no emission staff vehicles included on project as a result of a green transport programme.	miles driven	£0.03	1 mile = £1	<ol style="list-style-type: none"> 1. Baseline fleet report and mileage log. 2. Annual fleet report and mileage log to compare to baseline.
	BT31	Freight miles saved as a result of a green logistics plan (e.g. reduced trips to site).	miles saved	£0.06	1 mile = £1	<ol style="list-style-type: none"> 1. Provide details of the green logistics place. 2. Provide breakdown of freight miles saved, including the baseline that is used.
	BT32	Resources dedicated to creating green spaces, improving biodiversity and/or helping ecosystems in the borough (e.g. planting trees). *Can only amount up-to 10% of the total contributions.	£ invested	£1.00	£ pledged	<ol style="list-style-type: none"> 1. Provide a list of donations and projects supported on the contract, together with the information on what the anticipated impacts were and the explanation of the monitoring and evaluation process in place.
Safeguarding the natural environment	BT33	Volunteering time for environmental conservation and sustainable ecosystem management initiatives in the borough.	staff volunteering hours	£16.93	1 day = £150	<ol style="list-style-type: none"> 1. For each initiative supported, provide a breakdown of volunteering and staff time invested, alongside other investment.
	BT34	Total volume of reduced plastics used on the contract against a relevant benchmark.	Kilograms	£158.02	1 kg = £20	<ol style="list-style-type: none"> 1. Provide a breakdown of the total amount of plastic used on the contract and the total amount that has been recycled 2. Provide details of any plastic-reduction measures against a baseline. 3. Provide baseline and methodology.
	BT35	Activities to influence staff, suppliers and customers on the contract as well as residents of the borough to support environmental protection and improvement .	staff expert hours	£101.00	1 day = £250	<ol style="list-style-type: none"> 1. Breakdown of staff hours aspect providing expert advice to staff, suppliers, customers and residents, including details of who the advice has been provided to.
	BT36	Support provided internally and to SMEs and VCSEs in the supply chain of the contract to adopt circular economy solutions.	staff expert hours	£101.00	1 day = £250	<ol style="list-style-type: none"> 1. Breakdown of staff hours aspect providing expert advice VCSEs/MSMEs, including the names that have been supported. 2. Specify the number of expert staff hours spent with each VCSE, MSME and the type of expert advice given. Information provided should be GDPR compliant.
Resource efficiency and circular economy solutions promoted	BT37	In-kind contributions to circular economy initiatives in the borough. *Can only amount up-to 10% of the total contributions.	£ value	£1.00	Per £	<ol style="list-style-type: none"> 1. Details of the initiative that has been supported and how it encourages or contributes to the circular economy in the borough. 2. Breakdown of financial equivalent of contribution.
	BT38	Hard-to-recycle waste created in the contract diverted from landfill or incineration through recycling partnerships (e.g. Terracycle or equivalent).	tonnes	£96.70	1 tonne = £2000	<ol style="list-style-type: none"> 1. Report the total amount of hard to recycle waste on the contract that has been diverted through a dedicated scheme. 2. Provide details of any partner organization on the contract for the programme. 3. Provide information on the nature of the waste recycled to evidence the nature of recycling difficulties.
	BT39	Reduce waste created on the contract through reuse of products and materials .	tonnes	£96.70	1 tonne = £2000	<ol style="list-style-type: none"> 1. Provide evidence on the adopted benchmark/baseline and indicate how much of
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							<p>your total waste has been diverted from landfill. Provide both your waste diverted and your waste diverted above the benchmark/baseline.</p> <p>2. Provide a breakdown of the waste diverted and describe the measures you have implemented to achieve this. Include supporting evidence such as waste certificates.</p>
	Sustainable procurement is promoted	BT40	Requirements or support for suppliers in the supply chain of the contract to demonstrate climate change and carbon reduction training e.g. SDG Academy courses and Supply Chain Sustainability School bronze or higher, or equivalent.	hrs (total session duration) *no. attendees	£105.58	1 session = £500	<p>1. 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 including training.</p> <p>3. Provide a copy of your sustainable procurement policy or equivalent statement.</p>