

# **NORTH OF TYNE**



# **COMBINED AUTHORITY**

**Output guidance,  
investment and  
housing funds**

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## Welcome

Thank you for reading this guidance. We have put much thought into capturing your success whilst you work with us and it is as important to you, as it is to us, to understand your achievements and celebrate them.

NTCA is, by nature, a partnership organisation – we were created by three local authorities: Newcastle, North Tyneside and Northumberland. The ambition is, without question, visionary. We want a dynamic and more inclusive economy, which brings people and opportunities together to create vibrant communities and a high quality of life, narrowing inequalities and ensuring that all residents have a stake in our region's future. It is, therefore, no surprise that we need to understand and record our journey on achieving this.

In the spirit of this partnership we know the benefits of developing shared values. Corporate success and improved economic, social and environmental conditions are inherently linked and, when achieved together, they will dramatically enhance future prosperity in the North of Tyne.

We are committed to fair employment practices and have developed a good work pledge which we expect our partners to sign up to. We have a zero-tolerance approach to modern slavery and a robust social value policy. We have declared a climate emergency and our expectations include an emphasis on reducing carbon emissions. We are committed to acting ethically and with integrity in all our business dealings and relationships, and to implementing and enforcing effective systems and controls to ensure our values are reflected in our own organisation, our supply chains and with our partners.

You will have looked at our investment fund programme and brownfield housing fund and you will know what we expect to achieve. Our values, however, are the way we expect to achieve these outputs and our commitment to climate change, social value, equalities, diversity and economic inclusion are paramount and are reflected in this document – we hope as you share our journey you will also share these values.

If you need any help or assistance or further information about anything in this document, we would like you to contact us at *david.braithwaite.wilson@northoftyne-ca.gov.uk*

## 1. Introduction to outputs

This document is for applicants and delivery partners of the North of Tyne Combined Authority (NTCA) investment fund programme. All our investments will deliver against our priorities. Output measurements are a key accounting tool to make sure this happens and to ensure that we are able to celebrate our success with you, as our partners.

Measures should be put in place by delivery partners to ensure that you:

- collate claim documentation and supporting evidence;
- prepare for audit;
- compile data for statistical analysis or evaluation;
- track progress against contracted output targets.

Output measures need to be defined during both project design and delivery. Care should be taken to:

- understand the resources needed to manage and collate them;
- develop systems and processes that capture project outputs and results.

Listed in this document are the full range of outputs and measures to be considered for NTCA investment. When designing projects, we need delivery partners to consider which outputs are relevant to the type of activity you intend to deliver.

Measures are grouped under the three themes:

- Business;
- People;
- Place.

### 1.1. Value for Money

Value for money is considered as part of the process to approve funds and assessed through appraisal.

Some outputs listed below - and highlighted with a gold star (★) – link to our devolution deal from national government, and our ambition to create an inclusive economy. They are a priority and carry increased weight in terms of value. Where possible, projects are encouraged to explore ways of leveraging private sector investment. This is also a priority linked to our devolution deal. This can be evidenced in a number of ways, so has not been included formally in this guidance.

### 1.2. Reporting and verification evidence

Progress against agreed outputs should be reported on a quarterly basis as part of a monitoring return.

Each year a sample will be selected for verification, and partners must ensure that evidence is maintained for all the agreed outputs that they are reporting on.

The type of evidence will vary depending on output. A description of what verification evidence might include is explained for each output. Examples of reporting templates are included in Appendix A.

### 1.3. Equality and diversity

Effective monitoring of equality and diversity characteristics is a legal requirement under the 2010 Equality Act which sets out our public sector equality duty. This always applies when we invest public money. The protected characteristics are:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

NTCA also include socio-economic disadvantage as a protected characteristic. This duty requires us to adopt transparent and effective measures to address the inequalities that result from differences in occupation, education, place of residence or social class.

For relevant outputs we will ask delivery partners to record and report equality and diversity data to ensure that there is (at a minimum) no inherent bias in NTCA investment but also that we are behaving fairly and equitably. As required delivery partners will be asked to provide basic information on the protected characteristics.

In cases where a project has an objective to work with people with specific characteristics, this will be included in the project specification.

## 1.4 Inclusive Economy

NTCA is seeking new ways to unlock potential, we want to become the national exemplar for showcasing the delivery of an inclusive economy. This is not easy; inequality is a long-term and entrenched problem. We are using the platform of devolution to develop an inclusive economy working with local people and businesses. We know what we need to do; we need to create better opportunities for all. This is about being ambitious for places, people and business. We take a people focused approach to support every individual to succeed.

We believe in opportunity for all, removing the barriers which make it difficult for people to take up opportunities. We want to empower our people with the skills and resources they need to take ownership of their futures and secure good jobs with fair living wages. With every resident owning their economic future and all young people having high aspirations, and the support to enable them to make good choices. We are working to increase the earnings, qualification levels and progression routes accessible to local people so that every resident has the tools and confidence to access higher skilled jobs in the future.

We know, as our partner, you share our vision of prosperity, opportunity and fairness, and we therefore expect all jobs to pay the real living wage and all employment to be supportive, fulfilling and equitable.

## 2. Business

Business outputs help us to understand the impact our investment and projects make on business performance in North of Tyne.

They help measure progress on:

- Growth and prosperity;
- The creation of opportunities and reduction in inequalities;
- Research, business growth and the development of a business culture that creates jobs and new opportunities across a range of sectors.

To be eligible to claim or benefit from NTCA investment, the business supported must be based in the North of Tyne area.

Project specific funding conditions will be specified in the Grant Funding Agreement.

**001****Direct jobs created ★**

Terms	Definitions
<b>Description</b>	Permanent (minimum of a 12-month contract) full time equivalent (minimum 35 hrs a week) jobs created as a result of the NTCA investment. All jobs counted will be additional above the agreed baseline position prior to support.
<b>Verification Evidence</b>	Sign off by a senior representative of the organisation. Information about each job created must be available including the type of job, job titles, minimum level of qualification required for the role, salary level (or pay scale point), duration of contract, contract type. Equality and Diversity information will also be required. Evidence provided will be monitored against the employment baseline figure provided prior to support.
<b>Measurement Unit</b>	FTEs

**002****Indirect jobs created ★**

Terms	Definitions
<b>Description</b>	Jobs created outside of, but linked to, the organisation receiving support where applicants are unable to provide verification evidence as described in 001. Projects are invited to make the case as appropriate.
<b>Verification Evidence</b>	Details setting out where indirect jobs will be created and how these will be evidenced should be included in the application for funding. A process for reporting and verification of this output will be agreed at contracting stage. It is envisaged that verification methods may vary from project to project depending on the type of activity.
<b>Measurement Unit</b>	FTEs

<b>003 Direct jobs safeguarded</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Description</b>	An existing permanent job which is at risk of being lost prior to support. At risk is defined as being forecast to be lost within 1 year had it not been for the intervention.
<b>Verification Evidence</b>	Formal document which confirmed the jobs at risk prior to support and includes information about each safeguarded job as a minimum information on type of job, job title, level of qualification, salary level (or pay scale point), duration of contract, contract type. This must be signed off by senior representative of the organisation
<b>Measurement Unit</b>	FTEs

<b>004 Indirect jobs safeguarded</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Description</b>	Jobs safeguarded outside of, but linked to, the organisation receiving support where applicants are unable to provide verification evidence as described in 003. Projects are invited to make the case as appropriate.
<b>Verification Evidence</b>	Details setting out where indirect jobs safeguarded will be created and how these will be evidenced should be included in the application for funding. A process for reporting and verification of this output will be agreed at contracting stage. It is envisaged that verification methods may vary from project to project depending on the type of activity.
<b>Measurement Unit</b>	FTEs

**005****Number of enterprises receiving support**

Terms	Definitions
<b>Description</b>	<p>An overall figure for the number of enterprises supported or assisted by the project. The following criterion detail what can be counted as part of this output:</p> <ul style="list-style-type: none"> <li>• consultancy, information, diagnostic advice and guidance to individual businesses, as well as financial assistance for investment that results in the production of goods and/or services.</li> <li>• all size of business - sole trader, micro business, small and medium-sized enterprise, large business. It includes social enterprises where these engage in economic activity.</li> <li>• The method for delivering assistance can be face-to-face, telephone or web-based dialogue, through conferences, seminars, meetings, and workshops dependent on the needs of individual businesses.</li> <li>• Assistance can include one-to-one or in groups.</li> <li>• Activities should support the project's objectives and be directed towards ultimately improving the performance of the business.</li> </ul> <p><b>Note:</b> Specific calls for proposals or specific conditions may require contracted projects to work with particular types of businesses. Furthermore, eligibility rules and specifically state aid rules may limit the type of businesses that may be supported.</p>
<b>Verification Evidence</b>	<ul style="list-style-type: none"> <li>• Record of business - Name, address including post code, contact details, company registration number (CRNs) if applicable. Each enterprise should have a unique identifier at operational level during the course of the project.</li> <li>• Support claimed through hours supported or support claimed for direct financial support: A record, electronic or paper, of support meeting the minimum threshold verified and signed by a senior member of staff in the enterprise assisted, including time period claimed.</li> </ul>
<b>Measurement Unit</b>	Business Count

## 005.1 The number of enterprises provided with financial support in the form of a non-repayable grant

Terms	Definitions
<b>Description</b>	The number of enterprises provided with financial support in the form of a non-repayable grant.
<b>Verification Evidence</b>	As described for 005. Full evidence of defrayal should be retained for all payments made to and received from final beneficiaries.
<b>Measurement Unit</b>	Business Count
<b>Subset of</b>	005 - Number of enterprises receiving support

## 005.2 Number of enterprises receiving financial support other than grants

Terms	Definitions
<b>Description</b>	Number of enterprises provided with non-grant financial support such as a repayable loan or risk finance investment (e.g. equity share).
<b>Verification Evidence</b>	As described for 005. Full evidence of defrayal should be retained for all payments made to and received from final beneficiaries.
<b>Measurement Unit</b>	Business Count
<b>Subset of</b>	005 - Number of enterprises receiving support

**005.3****Number of enterprises receiving non-financial support (12+ hours)**

<b>Terms</b>	<b>Definitions</b>
<b>Description</b>	The number of enterprises provided with non-financial support of over 12 hours. This will often be in the form of a service or services either provided or procured by the project.
Verification Evidence	As described for 005. In addition, a paper or electronic record of support, setting out hours of support received and associated gross grant equivalent calculation. This will be signed as true and accurate record by a senior member of staff in the enterprise assisted.
<b>Additional Information</b>	The gross grant equivalent calculation will be agreed with NTCA prior to contracting. Projects must ensure all state aid requirements are met in terms of notifying applicants of support and checking eligibility prior to support. Evidence must be available to be verified as required.
Measurement Unit	Business Count
<b>Subset of</b>	005 - Number of enterprises receiving support

**005.4****Number of enterprises receiving non-financial support (3-12 hours)**

Terms	Definitions
<b>Description</b>	The number of enterprises provided with non-financial support between 3-12 hours. This will often be in the form of a service or services either provided or procured by the project.
Verification Evidence	As described for 005. In addition, a paper or electronic record of support, setting out hours of support received and associated gross grant equivalent associated with it. This will be signed as true and accurate record by a senior member of staff in the enterprise assisted.
<b>Additional Information</b>	The gross grant equivalent calculation will be agreed with NTCA prior to contracting. Projects must ensure all state aid requirements are met in terms of notifying applicants of support and checking eligibility prior to support. Evidence must be available to be verified as required.
Measurement Unit	Business Count
<b>Subset of</b>	005 - Number of enterprises receiving support

**005.5****Number of enterprises supported to introduce new-to-market products**

Terms	Definitions
<b>Description</b>	The number of supported enterprises that successfully introduce a new-to-market product after assistance has been given. The Product should be available for commercial purchase and should be counted up to 3 years following support.
<b>Verification Evidence</b>	<p>Support must be for an enterprise to introduce one of the following:</p> <ul style="list-style-type: none"> <li>• Product - when it is either at pre-launch or launched to the market</li> <li>• Service - when it has been introduced to the market.</li> </ul> <p>This output measures whether an enterprise receives support to develop a 'new to the market' product in any of its markets. A product is new to the market if there is no other product available on a market that offers the same functionality, or the design or technology that the new product uses is fundamentally different from the design or technology of already existing products. Products can be tangible or intangible (incl. services and processes).</p> <p>Supported operations that aimed to introduce new to the market products but did not succeed are still counted.</p> <p>If a product is new both to the market and to the firm, the enterprise should be counted as supported to introduce new to the market products as well as supported to introduce new to the firm products.</p> <p>Enterprises included in this output should also be recorded as receiving one-off grants or financial or non-financial support. The output applies to all sizes of enterprise, but eligibility rules or operation selection criteria may restrict the scope of activity.</p> <p>As this is a subset output, evidence should also be provided in line with the criteria and verification for 005.</p>
<b>Measurement Unit</b>	Business Count
<b>Subset of</b>	005 - Number of enterprises receiving support

**005.6****Number of enterprises supported to introduce new to the firm products**

Terms	Definitions
<b>Description</b>	The number of supported enterprises that successfully introduce a new-to-market product after assistance has been given. Product should be available for commercial purchase and should be counted up to 3 years following support.
<b>Verification Evidence</b>	<p>This output measures if an enterprise is supported to develop a “new to the firm” product. It includes process innovation in cases where the new process contributes to the development of the product. Projects without the aim of developing a product are excluded. If an enterprise introduces several products or receives support for several operations, it is still counted as one enterprise. In case of joint operations, the indicator measures all participating enterprises to which the product is new.</p> <ul style="list-style-type: none"> <li>• A product is new to the firm if the enterprise did not produce a product with the same functionality or the production technology is fundamentally different from the technology of already produced products. Products can be tangible or intangible (including services).</li> <li>• Supported projects that aimed to introduce new to the firm products but did not succeed are still counted.</li> <li>• If a product is new both to the market and to the firm, the enterprise should be counted in both 005.6 and 005.5.</li> <li>• Enterprises included in this indicator should also be recorded as receiving one of grants or financial or non-financial support.</li> </ul> <p>As this is a subset output, evidence should also be provided in line with the criteria and verification for 005.</p>
<b>Measurement Unit</b>	Business Count
<b>Subset of</b>	005 - Number of enterprises receiving support

**006****Creation or safeguarding of space for shared community and/or business activities**

Terms	Definitions
<b>Description</b>	The number of premises which are newly built/constructed as part of the operation, or upgraded buildings refurbished, improved or adapted for productive use as part of the operation. For safeguarded space, must demonstrate that the space or premises was at risk of being lost.
<b>Verification Evidence</b>	Address of premises including postcode. As built floor plans for all buildings or converted space. Evidence of business and/or community activities such as hot desking rental contracts, room bookings, events documentation.  As built drawings showing floor space if available.
<b>Measurement Unit</b>	Count

**006.1****Open workspace created or safeguarded for SMEs**

Terms	Definitions
<b>Description</b>	The number of premises which are newly built/constructed as part of the operation, or upgraded buildings refurbished, improved or adapted for productive use as part of the operation. For safeguarded space, must demonstrate that the space or premises was at risk of being lost.
<b>Verification Evidence</b>	Address of premises including postcode. As built drawings or plans showing floor space. Evidence of business activities.
<b>Measurement Unit</b>	Count
<b>Subset of</b>	006

### 3. People

We're supporting a high quality, inclusive education system, which ensures our young people have the skills and qualifications to take up good quality training, apprenticeships and jobs. We are also working to ensure that everyone has the opportunity to thrive – to attain a fair wage, and access good jobs with continued training and skills development available once in work.

For a resident to participate in, and benefit from a North of Tyne Combined Authority investment, they must be eligible for support. A resident is eligible to receive support if:

- they reside within Newcastle-upon-Tyne, North Tyneside or Northumberland local authority boundaries;
- they are legally able to take paid employment in the UK;
- they are within the scope of the project outline you are delivering;
- they meet any project specific eligibility criteria (e.g. are a carer or a young person).

For each resident accessing or benefiting from an investment made by NTCA, we require evidence of eligibility to be captured and recorded. A list of acceptable evidence is available in Table 1 – Acceptable evidence of eligibility. Eligibility will be checked as part of the NTCA audit process.

**Table 1 – Acceptable evidence of eligibility**

Eligibility criteria	Examples of evidence
<b>Proof of residence in North of Tyne</b>	<ul style="list-style-type: none"> <li>• Utility bill (within the last 3 months)</li> <li>• Phone bill (within the last 3 months)</li> <li>• Passport</li> <li>• ID card with photo and address</li> <li>• Letter from DWP (Universal Credit or Jobcentre Plus) addressed to the individual</li> <li>• Letter from DWP (Universal Credit or Jobcentre Plus) to you acknowledging the participant is in receipt of benefits.</li> <li>• Council tax letter (within the last 3 months)</li> <li>• Any other Government or Local Authority letter addressed to the participant with address detailed.</li> </ul>
<b>Proof of the right to work in the UK</b>	<ul style="list-style-type: none"> <li>• Any item acceptable for proof of North of Tyne address.</li> <li>• National Insurance number</li> <li>• In some projects, eligibility of right to work may not be required. This will be agreed with NTCA in your project implementation meeting.</li> </ul>
<b>Within the scope of the project</b>	<ul style="list-style-type: none"> <li>• Signature from a member of staff responsible for the registration of the individual that criteria has been met.</li> <li>• Project criteria will be agreed with each project and detailed in the Grant Funding Agreement.</li> </ul>

Any specific project eligibility criteria which is not catered for in this guidance will be detailed in the grant funding agreement and will include an agreed methodology for evidencing compliance.

Partners are required to check eligibility in advance of supporting the resident. Where evidence of a resident’s eligibility is unavailable at the registration stage, you have a period of 3 months, or one claim period, to validate the participant’s eligibility. Participants can receive support during this time at risk to the organisation.

Where participants need support to acquire evidence to prove eligibility, you can use your project budget to assist in purchasing the required evidence. NTCA encourage you to include provision for participant support in your programme budget. Discretion must be used when incurring costs for acquiring evidence and NTCA encourage you to explore free, or cost-efficient approaches.

A participant can be counted only once per Grant Funding Agreement signed with NTCA.

### 3.1 Claiming a People Output

For all outputs related to people, you must capture, record and be able to produce evidence of the resident’s interaction with your project. This includes:

- Evidence of registration;
- Evidence of intervention;
- Evidence of exit and impact.

Stage of participant journey	Minimum Information required
<p><b>Evidence of registration</b></p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• A current address or postcode within North of Tyne.</li> <li>• A start date at which they joined registered.</li> </ul> <p>Although not required as standard, NTCA are serious about addressing inequalities through the investments we make. We encourage all of our partners to collect information on the participants receiving support to help us understand the impact our funding has on equalities and inclusion. Where outputs relate to a particular demographic or characteristic, further evidence may be required to prove that output.</p> <p>The equalities information NTCA would like to monitor are:</p> <ul style="list-style-type: none"> <li>• Age at joining</li> <li>• Gender</li> <li>• Ethnicity</li> <li>• Disability status</li> <li>• Socio-Economic status</li> </ul>

Stage of participant journey	Minimum Information required	Acceptable evidence
<b>Evidence of intervention</b>	NTCA support a variety of programmes in line with our economic vision and the scope of each programme will differ greatly. You will be expected to monitor what the participant receives from the intervention, and provide the evidence collected along the way.	<ul style="list-style-type: none"> <li>• Personal development plans and goal setting exercises.</li> <li>• Activities recording signposting and referral to positive destinations</li> <li>• Record of achieved goals i.e. supporting participant to create a CV</li> </ul>
<b>Evidence of exit and impact</b>	<ul style="list-style-type: none"> <li>• A date for which the participant has exited the programme</li> <li>• A record of the impact of the programme on the individual in line with scope of the programme. For example, any changes in economic status.</li> <li>• Evidence of any output claims for the individual (see Claiming an Output section)</li> </ul>	<p>Evidence that a participant has left the programme includes:</p> <ul style="list-style-type: none"> <li>• A signed programme exit form</li> <li>• A signed record of a conversation between the participant and representative of the programme</li> <li>• An e-conversation where screenshots or messages are saved.</li> <li>• An audio recording of the conversation where there is sufficient evidence to prove the participant is that which the records relate.</li> </ul> <p>Where organisations are not able to collect a record of exit from a participant, they must demonstrate effort has been made to do so. Examples of this include:</p> <ul style="list-style-type: none"> <li>• Phone records to the participant</li> <li>• Direct electronic messages and texts made to the participant</li> <li>• Recorded mail sent to the address of the participant</li> </ul>

Evidence can be collected as a screenshot, a scanned version or a photo provided the detail is sufficiently clear to validate the claim being made, and its association to the individual.

Further evidence specific to the scope of the programme may be requested by NTCA. Details of this further evidence will be detailed in the grant funding agreement.

<b>007 Number of residents who have received a direct intervention in line with the aims of the programme</b>	
Terms	Definitions
<b>Description</b>	<p>Delivery partners are required to submit figures for each output in line with what was agreed at application stage on a quarterly basis. Further evidence on participants including but not limited to age, gender, socio-economic disadvantage, disability, employment status will be required upon entering and on leaving the programme / intervention.</p> <p>The delivery partner will also be required to submit outputs on an annual basis for verification. A sample test of this evidence may also be performed by NTCA. This may include evidence of employment, employer information, job information &amp; participant registration forms.</p>
<b>Verification Evidence</b>	<p>There is no set verification template for this output (and subsets), as this may vary depending on the programme, however your response must contain information outlined in the 'verification evidence' section. A guidance template is provided as an <b>appendix</b> to this document. Delivery partners should have some form of database or CRM system to be able to collect and provide this data.</p> <p>There must be data sharing agreements in place with NTCA and third-party data sharing agreements in place between the delivery organisation and participants. These agreements will be contained within the grant funding agreement.</p>
<b>Measurement Unit</b>	People Count

**007.1****Participants (below 25 years of age) who are unemployed or inactive receiving support or an intervention**

Terms	Definitions
<b>Description</b>	Number of residents under the age of 25 years old at the point that they start receiving an intervention in line with the aims of the programme.
<b>Verification Evidence</b>	Verification evidence should be provided in line with the criteria in the <u>verification evidence section of 007</u> and in the <u>claiming a people output section</u> .
<b>Measurement Unit</b>	People Count
<b>Subset of</b>	007

**007.2****Participants over 50 years of age receiving support or an intervention**

Terms	Definitions
<b>Description</b>	Number of residents over the age of 50 years old at the point which they start receiving an intervention which contributes to the aims of the programme.
<b>Verification Evidence</b>	Verification evidence should be provided in line with the criteria in the <u>verification evidence section of 007</u> and in the <u>claiming a people output section</u> .
<b>Measurement Unit</b>	People Count
<b>Subset of</b>	007

**007.3****Disabled or deaf participants receiving support or an intervention**

Terms	Definitions
<b>Description</b>	Number of disabled or deaf residents (registered or self-declared) at the point which they start receiving an intervention where the intervention contributes to the aims of the programme.
<b>Verification Evidence</b>	Verification evidence should be provided in line with the criteria in the <a href="#">verification evidence section of 007</a> and in the <a href="#">claiming a people output section</a> .
<b>Measurement Unit</b>	People Count
<b>Subset of</b>	007

**007.4****Unemployed (including long term unemployed) participants receiving support or an intervention**

Terms	Definitions
<b>Description</b>	Number of unemployed participants who participated in a project which contributes to the aims of the programme. Residents considered unemployed are people without a job, who have actively sought work in the last four weeks and are available to start work in the next two weeks; or are out of work, have found a job and are waiting to start it in the next two weeks.
<b>Verification Evidence</b>	Verification evidence should be provided in line with the criteria in the <a href="#">verification evidence section of 007</a> and in the <a href="#">claiming a people output section</a> .
<b>Measurement Unit</b>	People Count
<b>Subset of</b>	007

**007.5****Economically inactive participants not in education or training receiving support or an intervention**

<b>Terms</b>	<b>Definitions</b>
<b>Description</b>	Number of economically inactive participants who have participated in a project which contributes to the aims of the programme. Residents are considered economically inactive if they are not in employment, have not been seeking work within the last four weeks and/or are unable to start work within the next two weeks.
<b>Verification Evidence</b>	Verification evidence should be provided in line with the criteria in the <u>verification evidence section of 007</u> and in the <u>claiming a people output section</u> .
<b>Measurement Unit</b>	People Count
<b>Subset of</b>	007

**007.6****Employed, including self-employed receiving support or an intervention**

Terms	Definitions
<b>Description</b>	Number of employed or self-employed participants who have participated in a project which contributes to the aims of the programme. Residents are considered employed if they have a contract for employment with one or more organisations. This includes fixed-term and zero-hour contracts. Residents are considered in self-employment if their main employment is self-employment, they have self-employed earnings and their work is organised, developed, regular and in expectation of profit.
<b>Verification Evidence</b>	Verification evidence should be provided in line with the criteria in the <u>verification evidence section of 007</u> and in the <u>claiming a people output section</u> .
<b>Measurement Unit</b>	People Count
<b>Subset of</b>	007

008 Participants in education / training upon leaving	
Terms	Definitions
<b>Description</b>	<p>Number of participants who have participated in a project that has led to them accessing education or training within 4 weeks. Education or training is defined as a structured and agreed programme of: lifelong learning; formal education; educational and/or vocational training activities (this may include on the job and/or off the job vocational training or a combination of the approaches listed).</p> <p>`Mandatory' training ( e.g. job-search related / CV writing) and other non-vocational / non-educational support such as confidence building, life-skills and personal effectiveness support cannot be considered as `education' or `vocational training' ( even though such activities may , of course, be useful and important support measures).</p>
<b>Verification Evidence</b>	<p>There is no set verification template for this output (and subsets), as this may vary depending on the programme, however all verification evidence must contain information outlined in the 'verification evidence' section. A guidance template is provided as an <b>appendix</b> to this document. expected that delivery partners should have some form of database or CRM system to be able to collect and provide this data.</p> <p>There must be data sharing agreements in place with NTCA and third party data sharing agreements in place between the delivery organisation and supported participants.</p>
<b>Measurement Unit</b>	People Count

009

## Participants in employment, including self-employment, upon leaving

Terms	Definitions
<b>Description</b>	Number of participants who have participated in a project that has led to them accessing employment or self-employment within 4 weeks. Residents are considered employed if they have a contract for employment with one or more organisations. This includes fixed-term and zero-hour contracts. Residents are considered in self-employment if their main employment is self-employment, they have self-employed earnings and their work is organised, developed, regular and in expectation of profit.
<b>Verification Evidence</b>	<p>There is no set verification template for this output (and subsets), as this may vary depending on the programme, however all verification evidence must contain information outlined in the 'verification evidence' section. A guidance template is provided as an <b>appendix</b> to this document. expected that delivery partners should have some form of database or CRM system to be able to collect and provide this data.</p> <p>There must be data sharing agreements in place with NTCA and third-party data sharing agreements in place between the delivery organisation and supported participants.</p>
<b>Measurement Unit</b>	People Count

**009.1****Participants in employment, including self-employment paid at or above the living wage, upon leaving**

<b>Terms</b>	<b>Definitions</b>
<b>Description</b>	Number of participants who participated in a project that has led to them accessing employment within 4 weeks. Residents are considered employed if they have a contract for employment with one or more organisations. This includes fixed-term and zero-hour contracts. Residents are considered in self-employment if their main employment is self-employment, they have self-employed earnings and their work is organised, developed, regular and in expectation of profit. Pay must be at or above the real living wage determined by the Living Wage Foundation. This is £9.30ph or £18,135 pa at 37 hours a week before tax.
<b>Verification Evidence</b>	Verification evidence should be provided in line with the criteria in <a href="#">009</a> and in the <a href="#">claiming a people output section</a> .
<b>Measurement Unit</b>	People Count
<b>Subset of</b>	009 - Participants in employment, including self-employment, upon leaving

**010****Unemployed participants supported into employment (including self-employment) on leaving**

<b>Terms</b>	<b>Definitions</b>
<b>Description</b>	Number of unemployed residents participated in a project in line with the programme aims, which has resulted in progression into employment or self-employment within 4 weeks. Residents are considered employed if they have a contract for employment with one or more organisations. This includes fixed-term and zero-hour contracts. Residents are considered in self-employment if their main employment is self-employment, they have self-employed earnings and their work is organised, developed, regular and in expectation of profit.
<b>Verification Evidence</b>	<u>Please see the guidance on output verification at the top of this section.</u>
<b>Measurement Unit</b>	People Count

**010.1****Unemployed participants supported into employment (including self-employment) paid at or above the living wage on leaving**

Terms	Definitions
<b>Description</b>	Number of unemployed residents who have participated in a project in line with the programme aims, which has resulted in progression into employment or self-employment paying at or above the real living wage within 4 weeks. Residents are considered employed if they have a contract for employment with one or more organisations e.g. fixed-term, job share. Residents are considered in self-employment if their main employment is self-employment, they have self-employed earnings and their work is organised, developed, regular and in expectation of profit. Pay must be at or above the real living wage determined by the Living Wage Foundation. This is £9.30ph or £18,135 pa at 37 hours a week before tax.
<b>Verification Evidence</b>	Verification evidence should be provided in line with the criteria in <a href="#">010</a> and in the <a href="#">claiming a people output section</a> .
<b>Measurement Unit</b>	People Count
<b>Subset of</b>	010

**011****Participants gaining their first level 2 qualification (excluding functional skills)**

Terms	Definitions
<b>Description</b>	The number of residents who gain their first level 2 qualification as a result of the intervention they have received. The level 2 qualification becomes the highest level qualification the resident owns. This does not include residents who gain their first level 2 qualification as part of their statutory entitlement in maths, English and digital skills.
<b>Verification Evidence</b>	<a href="#">Please see the guidance on output verification at the top of this section.</a>
<b>Measurement Unit</b>	People Count

**012****Participants gaining their first level 3 and above qualification****Terms****Definitions****Description**

The number of residents who gain their first level 3 qualification as a result of the intervention they have received. The level 3 qualification becomes the highest level qualification the resident owns.

**Verification Evidence**

Please see the guidance on output verification at the top of this section.

**Measurement Unit**

People Count

**013****Economically inactive participants engaged in job-searching upon leaving****Terms****Definitions****Description**

Number of economically inactive residents who have received an intervention in line with the programme aims and are now actively looking for work and are ready to start work within two weeks. This status must be achieved within 4 weeks of the intervention taking place.

**Verification Evidence**

Please see the guidance on output verification at the top of this section.

**Measurement Unit**

People Count

**014****Residents supported into volunteering**

Terms	Definitions
<b>Description</b>	Number of residents who have accessed support in line with the programme aims and have since started engaging in a regular voluntary activity. We have adopted the NCVO definition of volunteering which states "volunteering is any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives. Central to this definition is the fact that volunteering must be a choice freely made by each individual."
<b>Verification Evidence</b>	<u>Please see the guidance on output verification at the top of this section.</u>
<b>Measurement Unit</b>	People Count

**015****Number of apprenticeship/ traineeship opportunities achieved**

Terms	Definitions
<b>Description</b>	The number of apprenticeship and traineeships offered by the organisation where participants have completed all aspects of training and, where appropriate, qualification. Provide details of the qualification level and subject of all opportunities. Where residents have completed a qualification as part of this output, do not also count in outputs relating to these qualifications' outputs.
<b>Verification Evidence</b>	Data capture form signed by a senior representative of the business / organisation who is in the position to confirm number of apprenticeship jobs in situ.
<b>Measurement Unit</b>	People Count

<b>016 Employed, including self-employed receiving support or an intervention</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Description</b>	Number of employed or self-employed participants who have received an intervention which contributes to the aims of the programme. Residents are considered employed if they have a contract for employment with one or more organisations. This includes fixed-term and zero-hour contracts. Residents are considered in self-employment if their main employment is self-employment, they have self-employed earnings and their work is organised, developed, regular and in expectation of profit.
<b>Verification Evidence</b>	Data capture form signed by a senior representative of the business / organisation who is in the position to confirm number of employees who have who have received support through an intervention.
<b>Measurement Unit</b>	People Count

<b>016.1 Employed residents who have progressed in employment</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Description</b>	A count of the number of residents who have progressed in employment against a range of measures as a result of the intervention provided. Progression can include a positive change in working conditions, pay, contract type, over/under employment and training. Residents may achieve this output by moving employment as well as achieving any of these measures in their current employment.
<b>Verification Evidence</b>	Verification evidence should be provided in line with the criteria in <a href="#">016</a> and in the <a href="#">claiming a people output section</a> .
<b>Measurement Unit</b>	People Count
<b>Subset of</b>	016 - Employed, including self-employed receiving support or an intervention

## 016.2 Employed residents who have received a change in their contracted hours as desired by the resident

Terms	Definitions
<b>Description</b>	A count of the number of residents who have received a change in their number of contracted hours in line with their individual aspirations. This may be a reduction in hours to manage over-employment or increased hours to provide a more sustainable and certain income. Residents may achieve this output in their current role or by accessing a new job with a different employer.
<b>Verification Evidence</b>	Verification evidence should be provided in line with the criteria in <a href="#">016</a> and in the <a href="#">claiming a people output section</a> .
<b>Measurement Unit</b>	People Count
<b>Subset of</b>	016 - Employed residents who have progressed in employment

## 016.3 Employed residents who have received an increase in responsibility

Terms	Definitions
<b>Description</b>	A count of the number of residents who have received a reported increase in responsibility as desired by the resident. This increase in responsibility is seen by the individual as a progression in employment as per their aspirations. Residents may achieve this output in their current role or by accessing a new job with a different employer.
<b>Verification Evidence</b>	Verification evidence should be provided in line with the criteria in <a href="#">016</a> and in the <a href="#">claiming a people output section</a> .
<b>Measurement Unit</b>	People Count
<b>Subset of</b>	016 - Employed residents who have progressed in employment

## 4. Place

We're creating communities of inspiring places, homes and spaces that support more sustainable, low carbon futures, set within an environment where people want to live, work or visit. We'll also be enhancing our flourishing tourism industry, which attracts visitors from all over the UK and further afield to explore and experience the diverse attractions of this most beautiful of places.

<b>017 Number of cultural / tourism events taking place</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Description</b>	A count of the number of cultural or tourism events taking place in the North of Tyne area.
<b>Verification Evidence</b>	A count of activity is expected to be provided including evidence, for example an event evaluation report. Verified attendance statistics should also be provided.
<b>Measurement Unit</b>	Count

<b>018 Numbers of attendees participating in a cultural tourism event</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Description</b>	A count of the number of residents who attended a cultural or tourism event in the North of Tyne area.
<b>Verification Evidence</b>	A count of activity is expected to be provided including evidence, for example an event evaluation report. Verified attendance statistics should also be provided.
<b>Measurement Unit</b>	People Count

019 Area of site reclaimed, (re)developed or assembled	
Terms	Definitions
<b>Description</b>	Area of land directly improved by the project that is now suitable for commercial development where previously it was unattractive to commercial developers. Reclaimed: making the land fit for use by removing physical constraints to development or improving the land for hard end use; providing services to open it up for development, e.g. provision of utilities or service roads.
<b>Verification Evidence</b>	Site plan. Visual inspection of the site before and after completion.
<b>Measurement Unit</b>	Hectares

019.1 Area of brownfield land remediated	
Terms	Definitions
<b>Description</b>	<p>The area, in hectares, of brownfield land, corresponding to the 'previously developed land' definition in the glossary of the <a href="#">National Planning Policy Framework</a>, remediated via land-based and site-based measures</p> <p>Land-based remediation measures (both engineered methods and process-based methods) at all stages of the process from detection, investigation, hazard assessment, reversal and treatment of hazards and follow up measures have taken place. <b>and/or</b> Site-based preparation measures including site assembly, clear title, demolition, asbestos removal, small-scale site infrastructure, specialist work e.g. ground investigation works, grouting and drilling for mine workings and mine shafts, have taken place.</p>
<b>Verification Evidence</b>	As this is a subset output, evidence should be provided in line with the criteria and verification for 019.
<b>Measurement Unit</b>	Hectares
<b>Subset of</b>	019

<b>020</b>		<b>Number of new homes brought forward</b>	
<b>Terms</b>		<b>Definitions</b>	
<b>Description</b>	The total number of new homes (of all type and tenure) resulting from Brownfield Housing Fund investment acting to unblock and bring forward the land for development.		
<b>Verification Evidence</b>	Site plan. Visual inspection of the site before and after completion.		
<b>Measurement Unit</b>	Count		

## 5. Data Systems and Data Security

All Grant Recipients of NTCA funds, delivering projects which contribute to the attainment of outputs within this guidance, will enter into a data sharing agreement with NTCA. This will set out minimum requirements for data systems and data security.

## 6. Conclusion

We hope that this document is clear and our asks of you are straightforward. As you know, some of these measures are from government, others will be for audit purposes because it's important we follow good governance for the use of all public money. Most of all, we want to see, share and celebrate our progress with you.

We are also using our investment funding to prototype, test and evaluate where we are convinced there is an opportunity to make a difference and unlock the potential of our people, businesses and places. We will use this learning to illustrate where new mainstream approaches can make a difference to people's lives. Please talk to us about prototyping, innovation and new thinking.

Thank you for joining us on our journey in the North of Tyne and please don't hesitate to get in touch with [david.braithwaite.wilson@northoftyne-ca.gov.uk](mailto:david.braithwaite.wilson@northoftyne-ca.gov.uk) if you have any questions.