

UK Shared Prosperity Fund (UKSPF) in West Yorkshire

Output and outcome definitions and evidence requirements guidance for West Yorkshire Combined Authority

(Version 4 – 23 August 2024 FINAL)

Introduction

This document sets out definitions and evidence requirements for outputs and outcomes for UKSPF (Core Funding and Rural Fund) in West Yorkshire. This guidance should be read alongside the government's guidance on outputs and outcomes for UKSPF: 'UK Shared Prosperity Fund: outputs and outcomes definitions (version 2)' available on gov.uk [UK Shared Prosperity Fund: reporting, monitoring and performance management \(3\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-reporting-monitoring-and-performance-management-3)

Both sets of guidance should be used when preparing applications for funding, developing projects, when developing your project systems, compiling claims, collating statistical analysis and evaluation. It is a grant funding obligation that output and outcome evidence is **retained for a minimum of six years**. Evidence will be requested at various stages throughout the lifetime of the project.

Definitions

This guidance document provides definitions for each output (OP) and outcome (OC) indicator. It sets out: No. of organisations receiving financial support other than grants

- The unit of measurement for the indicator (as specified by government)
- The UKSPF intervention to which they relate (as specified by government)
- Evidence and records that are to be provided as part of the quarterly claim sample checks as requested by Combined Authority staff.
- Evidence and records that must be retained to demonstrate the indicator has been achieved (specified by government and West Yorkshire Combined Authority)

Equality and diversity

Effective monitoring of diversity characteristics is a legal requirement under the [2010 Equality Act](https://www.equalityhumanrights.com/en/equality-act/protected-characteristics), which sets out the public sector equality duty in relation to the following protected characteristics <https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>

For UKSPF in West Yorkshire this should include, as a minimum, capturing project data on beneficiaries regarding:

- Gender
- Age
- Disability
- Ethnicity - a list of categories can be found here <https://www.ethnicity-facts-figures.service.gov.uk/style-guide/ethnic-groups>

For businesses

Equality and diversity information should be collected for the individual from the business that is engaging with the project. **“About You” questions** that have been developed by the consultation team, may be useful to help you to ask about more of the protected characteristics. Please see [Annex 1: “About You” questions](#).

Essential requirements for all businesses supported

In accordance with government requirements for UKSPF, you will need to capture and report details of Company Record Numbers (CRN) for all enterprises that directly benefit from UKSPF funded activity. Additionally, you must check and collect evidence of proof of existence for all enterprises supported. Evidence may include registration on Companies House or a unique tax reference (UTR).



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OUTPUTS



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West Yorkshire



Output definitions and evidence requirements

REF	UKSPF Investment Priority	UKSPF Intervention	Output Indicator name	Unit of Measurement	Definition (provided by the UK government)	Notes provided by UK government	WYCA's evidence requirements – to be provided as part of the sample checks	WYCA's additional information required which must be collated and retained for eg evaluation/additional reporting/audit
OP1	Communities and Place	E1	Amount of commercial space completed or improved	Square metres (M2)	<p>The total square meterage of new commercial floorspace completed or improved. Commercial space includes, but is not limited to: retail, hospitality, office and industrial space.</p> <ul style="list-style-type: none"> A retail space means a fixed location for the display or retail sale of goods or services. Examples include, but are not limited to: supermarkets, shops selling clothing, electronics, furniture, books, etc. A hospitality space means a space whose primary purpose is for accommodation or food service. Examples include, but are not limited to: restaurants, cafes, pubs, bars, catering, hotels, campsites and other accommodation. Office space means a fixed location where the primary activities are concerned with financial services, professional services (other than health or medical services), or any other appropriate services in a commercial, business or service locality. Industrial space means space used for industrial processes, storage or distribution. Other commercial space means non-public or community spaces that do not fall into the categories above. Completed means physical completion of the facilities and space is ready for occupancy immediately. A building should be classified as complete once it is on the non-domestic rating list. Improvement means adding, renovating or repairing facilities with the aim of creating a better space. It does not include maintenance of existing facilities. 	<p>Places should maintain an understanding of the individual contribution of different types of space (retail, hospitality, etc.) as well as 'completed' vs. 'improved' space where relevant, so that the indicator can be disaggregated if required.</p>	<p>Confirmation whether completed or improved.</p> <p>Project data which evidences the improvements/works to complete new space..</p> <p>Plan of the space, including location, to evidence the square meterage claimed.</p> <p>Type of usage of commercial space.</p> <p>Before and after photographic evidence. <i>(NB if claiming this output likely will be counting OC1A too so to only provide the photos once if for the same building).</i></p>	<p>Postcode of commercial space. Formal documentation involved in the process (e.g., Energy Performance Certificates, memorandum of understanding created, floorplans etc.)</p> <p>Evidence provided by contractors (e.g., emails certifying completion).</p>
	Supporting Local Business	E17 and E22						





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OP1(A)	Communities and Place	E1	Number of commercial buildings completed or improved	Number of buildings	<ul style="list-style-type: none"> The total number of new commercial buildings completed or improved. Commercial buildings include, but are not limited to: retail, hospitality, office and industrial buildings. A retail building means a fixed location for the display or retail sale of goods or services. Examples include, but are not limited to: supermarkets, shops selling clothing, electronics, furniture, books, etc. A hospitality building means a space whose primary purpose is for accommodation or food service. Examples include, but are not limited to: restaurants, cafes, pubs, bars, catering, hotels, campsites and other accommodation. Office building means a fixed location where the primary activities are concerned with financial services, professional services (other than health or medical services), or any other appropriate services in a commercial, business or service locality. Industrial building means space used for industrial processes, storage or distribution. Other commercial buildings mean non-public or community spaces that do not fall into the categories above. Completed means physical completion of the facilities and space is ready for occupancy immediately. A building should be classified as complete once it is on the non-domestic rating list. Improvement means adding, renovating or repairing facilities with the aim of creating a better space. It does not include maintenance of existing facilities. 	Places should maintain an understanding of the individual contribution of different types of buildings (retail, hospitality, etc.) as well as 'completed' vs. 'improved' buildings where relevant, so that the indicator can be disaggregated if required.	Confirmation whether completed or improved. Project data which evidences the improvements/works to complete new space. Name and location of the building (s) Before and after photographic evidence. <i>(NB if claiming this output likely will be counting OC1 too so to only provide the photos once if for the same building).</i>	Type of usage of commercial space. Postcode of commercial space.
		E17 and E22						
OP1(A)	Supporting Local Business							
OP1(B)	Communities and Place	E1	Number of decarbonisation plans developed as a result of support	Number of plans	An organisation as a result of support produces a decarbonisation plan, or enhances an existing decarbonisation plan.	Not applicable	Copy of the decarbonisation plan.	What action has been taken to share the learning/outcome/recommendation from the decarbonisation plan and next steps.
	Supporting Local Business	E29						





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OP2	Communities and Place	E1, E3 and E4	Amount of rehabilitated land	Square metres (M2)	<p>The total square meterage of derelict land that has been rehabilitated.</p> <ul style="list-style-type: none"> Derelict land means land that has become damaged by industrial or other development and is beyond beneficial use without treatment. Rehabilitated means remediated to a point of beneficial use. 	Not applicable	<p>Area plan detailing the boundaries and total surface area in sq metres.</p> <p>Before and after photographic evidence.</p> <p>Planned usage once land rehabilitated.</p>	<p>Postcode of rehabilitated land.</p> <p>Where required planning permission from the local authority and/or an Environmental Permit from the Environment Agency.</p>
	Supporting Local Business	E22						
OP3	Communities and Place	E1, E3 and E4	Amount of public realm created or improved	Square metres (M2)	<p>The total square meterage of public realm that is created or improved.</p> <ul style="list-style-type: none"> Public realm means the spaces between and around buildings that are publicly accessible, including squares, courtyards, and streets. Created means new public realm, 'improved' means adding, renovating or repairing facilities with the aim of creating better public space. It does not include maintenance of existing facilities. Improved means adding, renovating or repairing facilities with the aim of creating better public space. It does not include maintenance of existing facilities. This indicator should not include parks and green/blue space, for which there is a distinct and separate indicator. 	<p>Places should maintain an understanding of the individual contribution of 'realm improved' vs. 'realm created' where relevant, so that the indicator can be disaggregated if required.</p>	<p>Confirmation whether created or improved.</p> <p>Project data which evidences the improvements/works to create new space.</p> <p>Plan of the public realm, including location, to evidence the square meterage claimed</p> <p>Before and after photographic evidence.</p>	<p>Type of 'improvement' to be defined at the outset of the project activity and captured in evidence.</p> <p>Postcode of public realm.</p>
OP4	Communities and Place	E2, E4, E6, E8, E9, E11, E12, and E13	Number of organisations receiving grants (numerical value)	Number of organisations	<p>Organisations here will either be:</p> <ul style="list-style-type: none"> The end beneficiary is the recipient of the award itself, for example, a local authority, higher education institute or an organisation representing specific sector who may be undertaking a feasibility study. An organisation that is an end beneficiary and does not fit into the above description nor can be classified under the business output indicators, for example, a charitable organisation. Grant means a cash payment by the project that is not repaid. 	Not applicable	<p>Evidence of the grant received – should include amount paid, purpose, outputs and outcomes to be delivered for the award.</p> <p>Type of Grant provided.</p>	<p>Equalities data – type of organisation and main purpose of organisation.</p> <p>Postcode of organisations.</p> <p>Qualitative feedback of each organisation supported including how it impacted the organisation.</p>





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OP4 (A)	Communities and Place	E2, E4, E6, E8 E9, E11, E12 and E13	Number of organisations receiving financial support other than grants (numerical value)	Number of organisations	<p>Number of organisations that have received financial support other than grants.</p> <ul style="list-style-type: none"> Organisations mean those that are not defined as an enterprise, for example, a local authority, higher education institute, charity, community centre or an organisation representing a specific sector. <p>Non-grant financial support refers to loans, risk finance, and financial investment from the project that is repayable or confers equity in the enterprise.</p>	Not applicable	Evidence of the support received – should include type of type of support provided purpose, outputs and outcomes to be delivered for the support.	<p>Equalities data – type of organisation and main purpose of organisation.</p> <p>Postcode of organisations.</p> <p>Qualitative feedback of each organisation supported including how it impacted the organisation.</p>
OP5	Communities and Place	E2, E4, E6, E8 E9, E11, E12 and E13	Number of organisations receiving non-financial support	Number of organisations	<p>Organisations here will either be:</p> <ul style="list-style-type: none"> The end beneficiary is the recipient of the award itself, for example, a local authority, higher education institute or an organisation representing specific sector who may be undertaking a feasibility study. An organisation that is an end beneficiary and does not fit into the above description nor can be classified under the business output indicators, for example, a charitable organisation. Non-financial support means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the enterprises - in other words it cannot be broadcasted advice. Support may be on-going. Improved performance means reductions in costs or increases turnover/profit. 	Not applicable	Evidence of the support received – should include type of type of support provided purpose, outputs and outcomes to be delivered for the support.	<p>Equalities data – type of organisation and main purpose of organisation.</p> <p>Postcode of organisations.</p> <p>Qualitative feedback of each organisation supported including how it impacted the organisation.</p>
OP6	Communities and Place	E2 and E3	Number of neighbourhood improvements undertaken	Number of improvements	<p>Neighbourhood improvements mean:</p> <ul style="list-style-type: none"> Improvements to existing, community and neighbourhood infrastructure projects. Improvements to local green spaces, community gardens, watercourses and embankments, along with incorporating natural features into wider public spaces, e.g. improvements to a canal towpath, improving access to existing parks. Improvements to the design and management of the built and landscaped environment to 'design out crime', e.g. improvements to streetlighting and installation of new CCTV. Other improvements to active travel infrastructure. <p>If an output is already recorded through another indicator using the same unit of measurement it should not be counted here as well. For example, the number of</p>	Not applicable	<p>Type of support provided, and improvement made.</p> <p>Before and after photographic evidence.</p>	<p>Equalities data - neighbourhood location and postcode.</p>





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					footpaths improved should not also be recorded here. However, it is fine to count the number of improvements to green space in this indicator as only its square meterage was recorded in another indicator.			
OP7	Communities and Place	E2 and E3	Number of amenities/facilities created or improved	Number of amenities or facilities	<p>The number of new amenities/facilities created or improved.</p> <ul style="list-style-type: none"> Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, sports facilities, hospitals and public toilets. Created means the amenity/facility did not previously exist. 'Improved' means adding, renovating or repairing facilities with the aim of creating better public space. It does not include maintenance of existing facilities. <p>If amenities/facilities are counted as being improved or created in another output indicator (e.g. number of cultural assets supported/created) they should not be counted through this indicator as well. Select where it would best fit with the definition.</p>	Places should maintain an understanding of the individual contribution of amenities/facilities 'improved' vs. 'created' where relevant, so that the indicator can be disaggregated if required.	<p>Confirmation whether created or improved.</p> <p>Project data which evidences the improvements/works to create new space.</p> <p>Confirmation of the type of the amenity/facility.</p> <p>Before and after photographic evidence.</p>	<p>Equalities data – community impact and location.</p> <p>Postcodes of amenity/facility and purpose of the amenity/facility.</p>
OP8	Communities and Place	E2, E6, E9 and E12	Number of local events or activities supported	Number of events/activities	<p>An event refers to planned activities. These should fall into the below categories:</p> <ul style="list-style-type: none"> Those related to: (1) Film, TV, Music, Radio (2) Heritage (3) Arts, Museums and Libraries. Other activities and events include, for example but not limited to, sports, volunteering, tourism and social action.. 	Not applicable	<p>Type of activity / event to be defined at the outset of the activity and kept as part of the evidence.</p> <p>Purpose – outcome to be achieved by holding event/activity – who is the target audience.</p> <p>Number of local events or activities supported to be split-</p> <ul style="list-style-type: none"> Number of live (f2f) ticketed events and total audience. Number of live non-ticketed (e.g. public space) events with footfall estimates. Number of virtual events and online audience. Number of schools events and schools' audience 	<p>Ticketed/online events: Segmentation of audience by-</p> <ul style="list-style-type: none"> Age Ethnicity Gender LGBTQIA+ Disability Postcode) <p>Non ticketed events</p> <ul style="list-style-type: none"> Target audience (if there is one) Delivery postcode/s
	Supporting Local Business	E17						





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							(segmented by key-stage).	
OP9	Communities and Place	E3, E4 and E11	Amount of green or blue space created or improved	Square metres (M2)	<p>The total square meterage of green or blue space completed or improved.</p> <ul style="list-style-type: none"> Green or blue space means any vegetated land, or water, within an urban area or public space. This includes: parks, public gardens, playing fields, children's play areas, woods and other natural areas, grassed areas, cemeteries, allotments, as well as green corridors like paths. It does not include paved spaces between or around buildings; for this, see indicators relating to "public realm". Created means physical creation of a green or blue space that did not exist previously and the space is open to the public. Improved means adding, renovating or repairing facilities and landscaping. It does not include maintenance of existing greenspace, such as grass cutting, pruning, and cleaning. 	Places should maintain an understanding of the individual contribution of 'space created' vs. 'space improved' where relevant, so that the indicator can be disaggregated if required.	<p>Confirmation whether created or improved.</p> <p>Project data which evidences the improvements/works to create new space.</p> <p>Plan of the green or blue space, including location, to evidence the square meterage claimed</p> <p>Before and after photographic evidence.</p>	<p>Type of 'improvement' to be defined at the outset of the project activity and captured in evidence.</p> <p>Postcode of space.</p>
OP10	Communities and Place	E3	Total length of new or improved cycle ways or foot paths	KM (Kilometres)	<p>The km of new or improved cycle ways or foot paths completed.</p> <ul style="list-style-type: none"> New means a cycle way or foot path has been built where it previously did not exist. Constructing cycle ways on existing roads counts as new cycle ways. Improved means the capacity or quality of the cycle way or foot path (including beautification and illumination) was improved. This excludes routine maintenance of cycle ways or foot paths. Completed means the cycle way or foot path is fully operational and open to the public, and all planned improvements have been fully implemented and operationalised. 	Places should maintain an understanding of the individual contribution of 'new' vs. 'improved' and 'cycle ways' vs 'foot paths' where relevant, so that the indicator can be disaggregated if required.	<p>Confirmation whether new or improved.</p> <p>Project data which evidences the improvements/works to create new cycle paths.</p> <p>Length of cycle way or foot path and co-ordinates (beginning and end of road).</p>	Before and after photographic evidence.
OP11	Communities and Place	E3	Number of trees planted	Number of trees	<p>Number of new trees planted by project.</p> <ul style="list-style-type: none"> Other than a nursery site, this does not include established trees being replanted from other sites. 	Not applicable	<p>Confirmation of rationale for tree planting – ie what is the overall impact envisaged.</p> <p>Area of tree planting and number of trees.</p>	<p>Postcode of tree planting area.</p> <p>Before and after photographic evidence.</p>





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OP12	Communities and Place	E4 and E11	Number of Tourism, Culture or Heritage assets created or improved	Number of assets	<ul style="list-style-type: none"> Number of new tourism, cultural or heritage assets completed or improved. Cultural assets mean permanent public buildings or sites for the exhibition or promotion of arts and culture, including, but not limited to museums, arts venues, exhibition centres, theatres, libraries, and film facilities. Heritage assets mean any buildings on an appropriate heritage list, for example the National Heritage List for England (NHLE). Tourism assets mean permanent public buildings or sites that act as an attraction for visitors to the location. Created means the tourism, cultural or heritage asset did not previously exist. Improved/renovated means adding, renovating or making significant repairs to facilities. It does not include maintenance of existing facilities. <p>If assets are counted as being improved or created in another output indicator (e.g. number of facilities supported/created) they should not be counted through this indicator as well. Select where it would best fit with the definition.</p>	Places should maintain an understanding of the individual contribution of 'cultural', 'heritage' and 'tourism' spaces or assets 'created' vs 'improved', where relevant, so that the indicator can be disaggregated if required.	Confirmation whether created or improved. Project data evidencing improvements. Before and after photos of the of the asset. Formal documentation involved in the process (e.g., Energy Performance Certificates, memorandum of understanding created, floorplans etc) Evidence provided by contractors (e.g., emails certifying completion).	Postcode of asset (s). Evidence of how creation or improvement increased accessibility for disabled users
	Supporting Local Business	E17						
OP13	Communities and Place	E4	Number of events/ participatory programmes	Number of events/ participatory programmes	<ul style="list-style-type: none"> Events include but are not limited to: international enterprise events and conferences supporting the local growth sector by promoting networking, collaboration, innovation, growth as well as expertise, innovation and resources sharing. Participatory programmes mean the delivery of outreach and engagement events for local assets and sites such as cultural, historic and heritage institutions that makes up the local cultural heritage offer. 	Not applicable	Type of event / type of participatory programme to be defined at the outset of the activity to demonstrate additionality. Purpose – outcome to be achieved by holding event/programme.	Equalities data – whether event /programme is to address a particular issue – who is target audience – please provide audience segmentation data Delivery postcodes.
	Supporting Local Business	E25						
OP14	Communities & Place	E6	Number of potential entrepreneurs assisted to be enterprise ready	Number of entrepreneurs	Number of entrepreneurs having been assisted to be enterprise ready.. <ul style="list-style-type: none"> Entrepreneurs mean individuals aged 16 and over currently in employment, unemployed or economically inactive with an interest in exploring creating their own business. <p>Assistance means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the entrepreneurs, in other words it cannot be broadcasted advice.</p>	On "enterprise ready" - the unit of measurement is the individual (potential entrepreneur), not whether they actually go on to start a business.	Registration form – confirming date of birth/age (i.e. over 16 years). A registration process for collating beneficiary data and tracking the end-to-end customer journey. Letter or standard form signed and dated by the individual specifying	If support continues after individual forms an Enterprise. Evidence that support was initiated before the enterprise was formed (Registration with Companies House or HMRC).





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							what assistance they received and on what date(s) and that they are now enterprise ready.	For survey purposes we request that you collect qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise. Sector SIC code Individual details – minimum name, date of birth/age (i.e. over 16 years), gender, ethnicity, disability, address, postcode.
	Supporting Local Business	E16, E19, E22, E23, E24 and E26						
OP15	Communities and Place	E6, E9, and E12	Number of volunteering opportunities supported	Number of opportunities	Number of organised volunteering roles supported as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering. Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support or befriending or mentoring people.	Not applicable	Type of new individual volunteering roles created and/or existing roles supported as a result of UKSPF funding. Type – including ; • volunteer hours and duration of overall period of volunteering (e.g. distinction between 8 hours = 1 x hour per week for 8 weeks; 8 hours = 1 x day of volunteering)	Any particular intended audience eg if aimed at a particular cohort eg. young people, carers etc. Location of new individual volunteering roles created and/or existing roles supported as a result of UKSPF funding.
	People and Skills	E35						
OP16	Communities and Place	E8, E12 and E13	Number of people reached	Number of people	Number of people directly impacted by the UKSPF intervention. The definition of direct impact will vary across interventions e.g.: • Energy efficiency improvements - those living or working within the treated premise. • Engagement schemes - those directly engaging (e.g. reading, viewing, attending). Direct impact should only be recorded where it can be done so robustly.	Not applicable	Confirmation of method used to reach people – clarify purpose and outcome. Confirmation of numbers reached - this could be in the form of a registration form/sign in sheet for example.	Delivery postcodes. Participant postcodes. Equalities data - to include as a minimum date of birth/age, postcode, gender, ethnicity, disability
	Supporting Local Business	E17						





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OP17	Communities and Place	E9	Number of projects successfully completed	Number of projects	The number of individual projects completed in the last 6 month period. Completed means that all project activities have been completed and all further contractual obligations have been met.	Not applicable	Confirmation of which projects have been successfully completed – including; <ul style="list-style-type: none"> • Purpose • Deliverables Outcomes/ impact.	Projects must have been completed in-line with contractual requirements and must have delivered what was proposed in the original application.
OP18	Communities and Place	E11	Number of people attending training sessions	Number of people	Training sessions include, but are not limited to: training focusing on digital, management, leadership, collaboration, networking and lower-carbon alternatives skills.	Not applicable	Type of training provided. What the training has led to. Confirmation of attendance - – this could be in the form of a registration form/sign in sheet for example.	Location of training provided. Participant postcodes. Equalities data - to include as a minimum date of birth/age, postcode, gender, ethnicity, disability.
	Supporting Local Business	E26						
OP19	Communities and Place	E13	Number of households receiving support	Number of households	Number of households receiving support to reduce the cost of living. <ul style="list-style-type: none"> • A 'household', as defined in the 2011 Census is: 'one person living alone; or a group of people (not necessarily related) living at the same address who share cooking and share a living room or sitting room or dining area', includes houses, bungalows, flats, and maisonettes. • Support is provision that helps reduce the burden of the cost of living. 	Not applicable	Type of support provided.	Equalities data – type of household. Postcode of households. Qualitative feedback of each household supported including how it impacted their home.
OP20	Communities and Place	E13	Number of households supported to take up energy efficiency measures	Number of households	Number of households receiving support to reduce the cost of living. <ul style="list-style-type: none"> • A 'household', as defined in the 2011 Census is: 'one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area', includes houses, bungalows, flats, and maisonettes. • Support is provision that helps reduce the burden of the cost of living. • Energy efficiency means any measures which could improve a household Energy Performance Certificate rating. It is not required to shift the letter rating, only to make progress towards this. 	Not applicable	Baseline data of household position in relation to energy ratings/usage and cost of living position Type of support provided, and the energy efficiency measures taken up.	Equalities data – type of household and postcode of households.





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OP21	Communities and Place	E14	Number of feasibility studies developed as a result of support	Number of studies	An organisation as a result of support produces a feasibility study in relation to the investment priorities of the UKSPF. Funding for projects does not need to be sourced from UKSPF to be eligible.	Not applicable	Copy of the feasibility study.	What action has been taken to share the learning/outcome/recommendation from the feasibility study and next steps.
	Supporting Local Business	E31						
OP22	Supporting Local Business	E17, E19, E22, E23, E24, E25, E26, and E29	Number of enterprises receiving financial support other than grants	Number of enterprises	<p>Number of enterprises having received financial support other than grants.</p> <ul style="list-style-type: none"> Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. Non-grant financial support means loans, risk finance, financial investment from the project that is repayable or confers equity in the enterprise. 	Not applicable	A registration process for collating beneficiary data and tracking the end-to-end customer journey.	<p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise.</p>
OP23	Supporting Local Business	E17, E19, E22, E23, E24, E25, E26, and E29	Number of enterprises receiving non-financial support	Number of enterprises	<ul style="list-style-type: none"> Number of enterprises that have received non-financial support with the intention of improving performance. Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity Non-financial support means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the enterprises, in other words it cannot be broadcasted advice. Improved performance means reductions in costs or increases in turnover/profit. Support may be ongoing. 	Not applicable	A registration process for collating beneficiary data and tracking the end-to-end customer journey.	<p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise.</p>
OP24	Supporting Local Business	E17, E19, E22, E23, E24, E25, E26, E28, and E29	Number of enterprises receiving grants	Number of enterprises	<p>Number of enterprises that have received grants.</p> <ul style="list-style-type: none"> Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. Grant means a cash payment by the project that is not repaid. 	Not applicable	<p>A registration process for collating beneficiary data and tracking the end-to-end customer journey.</p> <p>An auditable record documenting the process for selecting and issuing the grants.</p> <p>Invoice and bank statement evidencing payment of the grant for each enterprise supported.</p>	<p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise.</p>





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OP25	Supporting Local Business	E28	Number of enterprises engaged in new markets	Number of enterprises	<p>Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.</p> <p>Engaged means they have launched a product or service into a new domestic or overseas market or have undertaken research or attended conferences or events to prepare a launch into a new market.</p> <p>New refers to a market the business has not previously engaged with.</p>	Not applicable	<p>Documentation to confirm details of engagement in new markets, which could include published marketing information or literature.</p> <p>If market engagement has not yet been carried out, the enterprise should provide evidence on the work done to advance towards engagement i.e. Market research.</p> <p>The enterprise should also confirm the date the new engagement took, or is planned to take place.</p>	<p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Qualitative feedback of each enterprise supported, what the support included and how it impacted the enterprise.</p>
OP26	People & Skills	E33	Number of economically inactive people engaging with keyworker support services	Number of people	<ul style="list-style-type: none"> Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit (UC). The former includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes (or equivalent for all of the above). There is no length of time on inactivity required. Keyworkers are frontline staff supporting residents as part of the UKSPF's intervention. <p>Additional services include but are not limited to: local training in life, maths and digital skills, employment support, health support groups, counselling, mental health and advice services, financial support, specialised support, enrichment activities and housing support.</p>	Not applicable	<p>Signed registration form to confirm economically inactive and aged over 16 years.</p> <p>Type of keyworker support provided.</p>	<p>Participant postcodes.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p> <p>Qualitative feedback of support from individual supported including how it impacted them.</p>
OP27	People & Skills	E33	Number of economically inactive people supported to engage with the benefits system	Number of people	<ul style="list-style-type: none"> Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Economically inactive people not previously on benefits who have received support to be in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC) or those 	Not applicable	<p>Signed registration form to confirm economically inactive and aged over 16 years.</p> <p>Evidence of support provided.</p>	<p>Participant postcodes.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p>





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					within specific conditionality regimes in UC following that support. There is no length of time on inactivity required. People count if they are 16+.		To note evidence is <u>not</u> required from the DWP/JCP – an email or note from the beneficiary will be sufficient.	Qualitative feedback of support from individual supported including how it impacted them.
OP28	People & Skills	E33	Number of socially excluded people accessing support	Number of people	Socially excluded means being excluded from society, or parts of society, as a result of one of more of following factors: <ul style="list-style-type: none"> Unemployment, financial hardship, youth or old age, ill health (physical or mental), substance abuse or dependency including alcohol and drugs, discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment, poor educational or skills attainment, relationship and family breakdown, poor housing (that is housing that does not meet basic habitable standards), and crime (either as a victim of crime or as an offender rehabilitating into society). Support means provision to help reintegrate with society and better their life chances." 	Not applicable	Confirmation of the individual's social exclusion reason/category (in line with Govt criteria). Signed registration form and confirms aged over 16 years. Evidence of the support being accessed – should include <ul style="list-style-type: none"> type of type of support purpose and intended impact/outputs and outcomes to be delivered for the support. 	Participant postcodes. Equalities data including Gender, Age, Ethnicity and Disability. Delivery postcodes. Qualitative feedback of support from individual supported including how it impacted them.
OP29	People & Skills	E33 and E36	Number of people supported to access basic skills courses	Number of people	Number of people receiving support to attend courses aimed at improving their basic skills. <ul style="list-style-type: none"> Basic skills include, but are not limited to: skills in English, Maths, Digital and ESOL (English to Speakers of Other Languages). 	Not applicable	Signed registration form and confirms aged over 16 years. Evidence of the support accessing – should include <ul style="list-style-type: none"> type of type of support purpose intended impact/outputs and outcomes to be delivered for the support 	Participant postcodes. Equalities data including Gender, Age, Ethnicity and Disability. Delivery postcodes. Qualitative feedback of support from individual supported including how it impacted them.
OP30	People & Skills	E33	Number of people accessing mental and physical health support leading to employment	Number of people	People that accessed mental and physical health support, that report improvements in health as being a contributor to helping them enter employment. <ul style="list-style-type: none"> Employed individuals are people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This includes: 	Not applicable	Signed registration form and confirms aged over 16 years. Baseline to show individual improvement in health . For those (eg. economically inactive or unemployed),evidence to	Participant postcodes. Equalities data including Gender, Age, Ethnicity and Disability. Delivery postcodes.





REF	UKSPF Investment Priority	UKSPF Intervention	Output Indicator name	Unit of Measurement	Definition (provided by the UK government)	Notes provided by UK government	WYCA's evidence requirements – to be provided as part of the sample checks	WYCA's additional information required which must be collated and retained for eg evaluation/additional reporting/audit
					<ul style="list-style-type: none"> Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.) Self-employed persons. People on government-supported training programmes, engaging in any form of work, work experience or work-related training. Persons on maternity or paternity leave. <p>Entering employment means that the individual should not have been in employment prior to the intervention (i.e. they were economically inactive or unemployed).</p>		<p>show they were not in employment prior to support provided.</p> <p>Evidence of the support accessing – should include</p> <ul style="list-style-type: none"> type of type of support purpose intended impact/outputs and outcomes to be delivered for the support. 	Qualitative feedback of support from individual supported including how it impacted them.
OP31	People & Skills	E33	Number of people supported to engage in job-searching	Number of people	<p>Number of economically inactive people who have engaged in job searching activities following support.</p> <ul style="list-style-type: none"> Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit: The former includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes. There is no length of time on inactivity required. People count if they are 16+. People engaged in job searching are those usually without work, available for work and actively seeking work i.e. unemployed. Unemployed persons, as defined by the International Labour Organisation (ILO), are those: <ul style="list-style-type: none"> Without a job, have been actively seeking work in the past four weeks and are available to start in the next two weeks. Out of work, have found a job and are waiting to start it in the next two weeks. Not all unemployed persons claim unemployment-related benefits. This is due to either not being entitled to claim unemployment-related benefits or choosing not to do so. Here, unemployment-related benefits is defined as those in receipt of Job Seekers Allowance 	Not applicable	<p>Signed registration form and confirms aged over 16 years.</p> <p>Evidence of the support accessing – should include</p> <ul style="list-style-type: none"> type of type of support purpose intended impact/outputs and outcomes to be delivered for the support 	<p>Participant postcodes.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p> <p>Qualitative feedback of support from individual supported including how it impacted them.</p>





REF	UKSPF Investment Priority	UKSPF Intervention	Output Indicator name	Unit of Measurement	Definition (provided by the UK government)	Notes provided by UK government	WYCA's evidence requirements – to be provided as part of the sample checks	WYCA's additional information required which must be collated and retained for eg evaluation/additional reporting/audit
OP32	People & Skills	E33 and E39	Number of people receiving support to gain employment	Number of people	<p>(JSA) or are in the Intensive Work Search Regime within Universal Credit (UC).</p> <p>Economically inactive people, or people who have been unemployed, who are receiving support to be in employment, including self-employment, for at least a 2 week of a four-week period following support.</p> <ul style="list-style-type: none"> Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either "legacy" benefits or those within specific conditionality regimes in Universal Credit (UC). The former here includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter here includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes (or equivalent for all of the above). There is no length of time on inactivity required. People count if they are 16+. <p>Unemployed as defined by the International Labour Organisation (ILO) are those:</p> <ul style="list-style-type: none"> Without a job, have been actively seeking work in the past four weeks, and are available to start in the next two weeks. Out of work, have found a job and are waiting to start it in the next two weeks. <p>Not all unemployed persons claim unemployment-related benefits. This is due to either not being entitled to claim unemployment-related benefits or choosing not to do so. Here, unemployment-related benefits is defined as those in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC).</p> <p>Employed individuals are people aged 16 and over who do one hour or more of paid work per week or are temporarily away from work (e.g. because are temporarily sick or on holiday). This includes:</p> <ul style="list-style-type: none"> Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.) Self-employed persons 	Not applicable	<p>Signed registration form and confirms aged over 16 years.</p> <p>Baseline to show individual not in employment prior to support provided.</p> <p>Evidence of the support accessing – should include</p> <ul style="list-style-type: none"> type of type of support purpose intended impact/outputs and outcomes to be delivered for the support 	<p>Participant postcodes.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p> <p>Qualitative feedback of support from individual supported including how it impacted them.</p>





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					<ul style="list-style-type: none"> People on government-supported training programmes, engaging in any form of work, work experience or work-related training. Persons on maternity or paternity leave 			
OP33	People & Skills	E33	Number of people receiving support to sustain employment	Number of people	<ul style="list-style-type: none"> Support includes courses targeting skills, counselling, personalised support and other activities. People sustaining employment are those aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This can also include people being retrained to increase their job sustainability in specific sectors, e.g., high carbon sectors. <p>This includes:</p> <ul style="list-style-type: none"> Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.). Self-employed. People on government-supported training programmes, engaging in any form of work, work experience or work-related training. Persons on maternity or paternity leave. 	Not applicable	<p>Signed registration form and confirms aged over 16 years.</p> <p>Evidence of the support accessing – should include</p> <ul style="list-style-type: none"> type of type of support purpose intended impact/outputs and outcomes to be delivered for the support 	<p>Participant postcodes.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p> <p>Qualitative feedback of support from individual supported including how it impacted them.</p>
OP34	People & Skills	E33	Number of effective engagements between keyworkers and additional services	Number of engagements	<p>Number of engagements between keyworkers and additional services.</p> <ul style="list-style-type: none"> Keyworkers are frontline staff supporting residents as part of the UKSPF's intervention. Additional services include but are not limited to: local training in life, maths and digital skills, employment support, health support groups, counselling, mental health and advice services, financial support, specialised support, enrichment activities and housing support. Engagement means referrals. 	Not applicable	<p>Confirmation of type of engagement and services provided.</p> <p>Confirmation of method/referral used to undertake the engagement – clarify purpose and outcome.</p>	Delivery postcodes.
+OP35	People & Skills	E34, E36 and E41	Number of people supported to engage in life skills	Number of people	<ul style="list-style-type: none"> Life skills support is additional support which improves confidence, resilience or motivation around the process of job searching and may include basic skills (English, Maths), digital skills, communication skills, presentation skills, activities which reduce social isolation or encourage appropriate employment related behaviours. 	Not applicable	<p>Signed registration form and confirms aged over 16 years.</p> <p>Evidence of the support accessing – should include</p> <ul style="list-style-type: none"> type of type of support purpose intended impact/outputs and outcomes to be delivered for the support. 	<p>Participant postcodes.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p> <p>Qualitative feedback of support from individual supported including how it impacted them.</p>





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OP36	People & Skills	E34	Number of people supported onto a course through provision of financial support	Number of people	<ul style="list-style-type: none"> Number of people able to attend a course due to receipt of financial support. 	Not applicable	Signed registration form and confirms aged over 16 years. Evidence of the support accessing – should include <ul style="list-style-type: none"> baseline to show individuals current position and evidence of the financial support provided – should include type of type of support purpose intended impact/outputs quantum of the financial support 	Participant postcodes. Equalities data including Gender, Age, Ethnicity and Disability. Delivery postcodes. A process for collating beneficiary data and tracking the end-to-end customer journey Qualitative feedback of support from individual supported including how it impacted them.
OP37	People & Skills	E35 and E37	Number of people supported to participate in education	Number of people	People who have received support to engage in education (lifelong learning, formal education) or training activities (off-the-job/in-the-job training, vocational training, etc.). Education or training is a structured and agreed programme of: <ul style="list-style-type: none"> 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). 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 in this context (even though such activities may, of course, be useful and important support measures). 	Not applicable	Signed registration form and confirms aged over 16 years. Baseline to show individual not in employment prior to support provided. Evidence of the support accessing – should include <ul style="list-style-type: none"> type of type of support purpose intended impact/outputs and outcomes to be delivered for the support. 	Participant postcodes. Equalities data including Gender, Age, Ethnicity and Disability. Delivery postcodes. Qualitative feedback of support from individual supported including how it impacted them.
OP38	People & Skills	E35	Number of people taking part in work experience programmes	Number of people	Work experience programmes offer short work experience placements with local employers for people aged 16-65 years.	Not applicable	Signed registration form and confirms aged over 16 years. Evidence of the work experience – <ul style="list-style-type: none"> location of work experience programmes. Type of Work experience. 	Any particular intended audience eg if aimed at a particular cohort eg. young people, carers etc. Participant postcodes.





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							<ul style="list-style-type: none"> work experience hours (e.g. distinction between 8 hours = 1 x hour per week for 8 weeks; 8 hours = 1 x day of work experience) 	<p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p>
OP39	People & Skills	E37	Number of people retraining	Number of people	Number of people training in a different area after having already obtained a qualification or developing experience in a specific role.	Not applicable	<p>Signed registration form and confirms aged over 16 years.</p> <p>Evidence of the support accessing – should include</p> <ul style="list-style-type: none"> purpose - baseline to show training from and to type of type of support intended impact/,outputs 	<p>Participant postcodes.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p> <p>Qualitative feedback of support from individual supported including how it impacted them.</p>
OP40	People & Skills	E37	Number of people in employment engaging with the skills system	Number of people	<ul style="list-style-type: none"> People in employment are people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This includes: Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.). Self-employed persons. People on government-supported training programmes, engaging in any form of work, work experience or work-related training. Persons on maternity or paternity leave. The skills system refers to the UK Technical and Vocational Education and Training systems. 	Not applicable	<p>Signed registration form and confirms aged over 16 years.</p> <p>Evidence of the support accessing – should include</p> <ul style="list-style-type: none"> type of type of support purpose intended impact/,outputs and outcomes to be delivered for the support 	<p>Participant postcodes.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p> <p>Qualitative feedback of support from individual supported including how it impacted them.</p>





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Outcome definitions and evidence requirements

REF	UKSPF Investment Priority	UKSPF Intervention	Output Indicator name	Unit of Measurement	Definition (provided by the UK government)	Notes provided by UK government	WYCA's evidence requirements – to be provided as part of the sample checks	WYCA's additional information required which must be collated and retained for eg evaluation/additional reporting/audit
OC1	Communities & Place	E1, E2, E3 and E6		Number of Full time equivalent (FTE)	<p>The number of new, permanent, paid, full-time equivalent (FTE) jobs created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer.</p> <ul style="list-style-type: none"> New means it should not have existed with that employer before the intervention. Created jobs exclude those created solely to deliver the intervention (e.g. construction). Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created. Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year) FTE is a measure of an employees scheduled hours in relation to an employers hours for a full time workweek 	Not applicable	<p>Written confirmation from a senior member of staff or business owner, in the supported enterprise, confirming the individual number of jobs created as a result of the support provided.</p> <p>The confirmation should include</p> <ul style="list-style-type: none"> details of the job as advertised (including salary) date commenced duration number of hours per week. 	<p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Of the jobs created how many paid above the Minimum Wage.</p> <p>Of the jobs created how many paid above the Living Wage.</p> <p>Of the jobs created how many were green jobs² (see footnote for the definition of a green job).</p> <p>Sector/role SIC code.</p>
	Supporting Local Business	E17, E22, E23, E24, E26, E28, and E29						
OC2	Communities & Place	E1, E2, and E6	Jobs safeguarded as a result of support	Number of full time equivalent (FTE)	<p>A safeguarded job is a permanent and paid job that was at risk prior to support being provided, and which the support helped the business to retain. This includes sole traders and business owners. Safeguarded jobs exclude those created solely to deliver the intervention (e.g., construction).</p> <p>This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE).</p> <ul style="list-style-type: none"> FTE should be based on the standard full-time hours of the employer. At risk is defined as being forecast to be lost within 6 months. Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year). FTE is a measure of an employees scheduled hours in relation to an employers hours for a full time workweek. 	Not applicable	<p>Written confirmation from a senior member of staff or business owner, in the supported enterprise, that the support provided did safeguard an at-risk job.</p> <p>The confirmation should include</p> <ul style="list-style-type: none"> details of the job to be safeguarded (including job title and salary) level of job location of job how long the job has been at risk. 	<p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Of the jobs created how many paid above the Minimum Wage.</p> <p>Of the jobs created how many paid above the Living Wage.</p> <p>Of the jobs created how many were green jobs² (see footnote for the definition of a green job).</p> <p>Sector/role SIC code.</p>
	Supporting Local Business	E17, E22, E23, E24, E26, E28, and E29						



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OC3	Communities & Place	E1, E2, and E13	Estimated Carbon dioxide equivalent reductions as a result of support	Tonnes of CO2e	<p>Carbon dioxide equivalent (CO2e) covers a wide range of greenhouse gases (GHG) that have an impact on climate change resulting from the specific UKSPF intervention. Decrease in tonnes of CO2e should be measured using BEIS Conversion Factors for calculating resulting primary energy savings.</p> <p>The estimate is based on the amount of CO2e saved in a given year, i.e., a projection of estimated savings of either one year following project completion or the calendar year after project completion through a methodology agreed by project appraisers.</p> <p>Reporting will also facilitate the option to report an increase metric.</p>	Not applicable	Confirmation of the estimated carbon dioxide equivalent reductions as a result of support and how its has been calculated.	Methodologies and verification of evidence for measuring reduction to be retained. <i>Please refer to BEIS conversion factors on the government website for how to calculate</i>															
	Supporting Local Business	E19 and E29							OC4	Communities & Place	E1, E3, E4, E6 and E8	Increased footfall	Number of people	<p>Increased footfall is the increase in count of people (e.g., using an electronic people counter) within a given area over a given time (e.g. total people in a month).</p> <p>Reporting will also facilitate the option to report an decrease metric.</p>	Not applicable	Number of people to be evidenced by a baseline used to measure the increase.	Survey / observation / footfall cameras / station entry & exit data.	Supporting Local Business	E17	OC5	Communities & Place	E1, E3, E4, E6 and E8	Increased visitor numbers
OC4	Communities & Place	E1, E3, E4, E6 and E8	Increased footfall	Number of people	<p>Increased footfall is the increase in count of people (e.g., using an electronic people counter) within a given area over a given time (e.g. total people in a month).</p> <p>Reporting will also facilitate the option to report an decrease metric.</p>	Not applicable	Number of people to be evidenced by a baseline used to measure the increase.	Survey / observation / footfall cameras / station entry & exit data.															
	Supporting Local Business	E17							OC5	Communities & Place	E1, E3, E4, E6 and E8	Increased visitor numbers	Number of people	<p>The increase in number of visitor admissions to the local area, including markets, town centre, tourist attractions, green and blue spaces and cultural and heritage venues. The count of attendance should be based on tickets / entry figures, where applicable. The sample of venues tracked should remain the same over time, unless newly established venues are created during the reporting period which can be included.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>	Not applicable	Number of people to be evidenced by a baseline used to measure the increase.	<p>Survey / venue count of visitor numbers.</p> <p>Number of local events or activities supported to be split-</p> <ul style="list-style-type: none"> • Number of live (f2f) ticketed events and total audience. • Number of live non-ticketed (e.g. public space) events with footfall estimates. 	Supporting Local Business	E17 and E25				
OC5	Communities & Place	E1, E3, E4, E6 and E8	Increased visitor numbers	Number of people	<p>The increase in number of visitor admissions to the local area, including markets, town centre, tourist attractions, green and blue spaces and cultural and heritage venues. The count of attendance should be based on tickets / entry figures, where applicable. The sample of venues tracked should remain the same over time, unless newly established venues are created during the reporting period which can be included.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>	Not applicable	Number of people to be evidenced by a baseline used to measure the increase.	<p>Survey / venue count of visitor numbers.</p> <p>Number of local events or activities supported to be split-</p> <ul style="list-style-type: none"> • Number of live (f2f) ticketed events and total audience. • Number of live non-ticketed (e.g. public space) events with footfall estimates. 															
	Supporting Local Business	E17 and E25																					





REF	UKSPF Investment Priority	UKSPF Intervention	Output Indicator name	Unit of Measurement	Definition (provided by the UK government)	Notes provided by UK government	WYCA's evidence requirements – to be provided as part of the sample checks	WYCA's additional information required which must be collated and retained for eg evaluation/additional reporting/audit
								<ul style="list-style-type: none"> Number of virtual events and online audience. Number of schools events and schools audience (segmented by key-stage). <p>Ticketed/online events: Segmentation of audience by</p> <ul style="list-style-type: none"> Age Ethnicity Gender LGBTQIA+ Disability Postcode <p>Non ticketed events</p> <ul style="list-style-type: none"> Target audience (if there is one) Delivery postcode/s
OC6	Communities & Place	E1, E3 and E4	Improved perceived/experienced accessibility	Number of people	<p>The number of individuals who report perceived/experienced accessibility as good or very good. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. the perceived/experienced accessibility previously existed and isn't new). Measurement should directly relate to the change perceived/experienced through the UKSPF project (e.g., the building impacted). Accessibility refers to public space having facilities required for disabled pedestrians. These include, but are not limited to: the provision of dropped kerbs, tactile paving, audible and tactile signals, ramps and lifts.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>	If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of	Number of people to be evidenced by a baseline used to measure the increase.	Survey data, conducted by the project.





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						individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size.		
OC7	Communities & Place	E1, E2, E3, E4 and E6	Improved perception of facilities/ amenities	Number of people	<p>The number of individuals who report their perception of facilities/amenities as good or very good. As this is aiming to measure change, it will only be relevant where the user could experience it previously (i.e. the perception of facilities/amenities existed previously and isn't new). Measurement should directly relate to the perception change through the UKSPF project (e.g., the facilities/amenities impacted). Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, cultural institutions, hospitals and public toilets.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>	<p>If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size.</p>	<p>Number of people to be evidenced by a baseline used to measure the increase.</p> <p>Evidence of the facilities / amenities which have been improved / created as part of the project</p>	Survey data, conducted by the project.
OC8	Communities & Place	E1, and E8	Number of vacant units filled	Number of vacant units filled	<p>The number of residential or commercial units within a specified area that are filled as a result of support at the time of measurement.</p> <ul style="list-style-type: none"> Residential unit means a dwelling unit for residential use and occupancy, and includes the structure or part of a structure that is used as a home, residence, or sleeping place by one person who maintains a household or two or more persons who maintain a common household. Vacant means that the unit is not occupied and is empty 	Places should aim to record, where possible, the total number of residential or commercial units within the measurement area and the total number of vacant properties.	Type of vacant unit and purpose to be used if filled – especially where use changes.	<p>Location including postcode.</p> <p>If filled on a temporary or permanent basis.</p> <p>Defining the support undertaken which has led to vacant units being filled.</p>
	Supporting Local Business	E22						





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					<ul style="list-style-type: none"> The geography that the measurement relates to should remain the same over time. <p>The time at which the measurement is made should be regular (e.g., at 6-monthly intervals) and consistent (e.g., on the first day of the calendar month), where possible.</p>			
OC9	Communities & Place	E2 and E3	Increased users of facilities/ amenities	Number of users	<p>The increase in number of users of facilities/amenities. Users are the people using facilities/amenities. Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, cultural institutions, hospitals and public toilets.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>	Not applicable.	<p>Number of users to be evidenced by a baseline used to measure the increase.</p> <p>Evidence of the facilities / amenities now being used as part of the project</p>	Survey / count of user numbers.
OC10	Communities & Place	E2	Improved perception of facility /infrastructure project	Number of people	<p>The number of people who report their perception of the facility/infrastructure project(s) as good or very good. This means projects aiming at improving or creating facilities and infrastructure. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. it existed previously and isn't new).</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>	<p>If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may</p>	<p>Number of users to be evidenced by a baseline used to measure the improvement.</p>	Survey data, conducted by the project





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						help with evaluation of the programme. Reporting should be proportionate to the intervention size.		
OC11	Communities & Place	E3	Increased use of cycleways or foot paths	Number of cyclists or pedestrians	<p>The increase in number of cyclists or pedestrians over a set period of time (e.g. weekly flow) along the specified length of cycleway or foot path that has been created or improved.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>	Places should maintain an understanding of the individual contribution of 'cycle ways' vs 'foot paths' where relevant, so that the indicator can be disaggregated if required.	<p>Number of cyclists or pedestrians to be evidenced by a baseline used to measure the increase.</p> <p>Evidence of the specified length of cycleway or foot path that has been created or improved now being used as part of the project.</p>	Survey / count of cyclists or pedestrians.
OC12	Communities & Place	E4	Increased affordability of events/entry	Affordability in £	<p>Increased affordability means the decrease in price of events as a direct result of an intervention. This may be the result of a change in the following:</p> <ul style="list-style-type: none"> Standard price of entry which may reflect actual change in prices or the value of a subsidy. Standard price of entry is defined as the mode entry price for an adult. Lowest price of entry. Lowest price of entry is defined as the lowest entry price for an adult (excluding offers). Average price of entry. Average price of entry is defined as the mode entry price. Price of entry for a specified visitor category (student, child, senior citizen, low wage/in receipt of benefits etc.). Reporting will also facilitate the option to report a decrease metric. 	Places should maintain an understanding of the individual contribution of changes to the 'standard price' vs. 'lowest price' vs. 'entry price for a specified group' where relevant, so that the indicator can be disaggregated if required.	<p>Original prices to be used as evidence and baseline to measure Increased affordability of events/entry.</p> <p>Evidence of the intervention which has led to the decrease in price.</p>	Survey /price tracker.
OC13	Communities & Place	E6, E9, E11, and E12	Improved engagement numbers	Number of people	<p>The increase in number of individuals engaged in the local area / activity during the last 12 months. Engagement can include physical and digital engagements.</p> <p>What is classed as the 'local area' where events are recorded should remain consistent throughout the collection e.g. should not include/ exclude events in neighbouring locations which were excluded/included in previous returns.</p>	If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based	Number of users to be evidenced by a baseline used to measure the increase.	<p>Survey data, conducted by the project.</p> <p>If improving engagement numbers via events/activities supported to be split-</p> <ul style="list-style-type: none"> Number of live (f2f) ticketed events and total audience. Number of live non-ticketed (e.g. public





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					Reporting will also facilitate the option to report a decrease metric..	on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size.		<p>space) events with footfall estimates.</p> <ul style="list-style-type: none"> • Number of virtual events and online audience. • Number of schools events and schools audience (segmented by key-stage). <p>If improved engagement is via volunteering - Type – including volunteer hours and duration of overall period of volunteering (e.g. distinction between 8 hours = 1 x hour per week for 8 weeks; 8 hours = 1 x day of volunteering)</p> <p>Ticketed/online events: Segmentation of audience by·</p> <ul style="list-style-type: none"> • Age· • Ethnicity· • Gender· • LGBTQIA+· • Disability • Postcode) <p>Non ticketed events</p> <ul style="list-style-type: none"> • Target audience (if there is one) • Delivery postcode/s
OC14	Communities & Place	E6	Number of community-led arts, cultural, heritage and creative programmes as a result of support	Number of programmes	Number of programmes started because of support provided by UKSPF interventions. This indicator focuses on programmes that are led by the community groups (self-governing and not for profit group or organisation which works for the public benefit) and focuses on the topics of arts, culture, heritage.	Not applicable	Type of programme – duration, target audience, purpose – outcome to be achieved by holding programme.	<p>Equalities data – whether event /programme is to address a particular issue – who is target audience.</p> <p>Delivery postcodes.</p>





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	Communities & Place	E6	Improved perception of events	Number of people	The number of individuals who report their perception of the event(s) as good or very good. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. the event existed previously and isn't new). Measurement should directly relate to the perception change through the UKSPF project (e.g., the event impacted). Events mean activities enabling people to gather, undertake an activity and share knowledge. They include, but are not limited to: conferences, sports tournaments, and educational courses. Reporting will also facilitate the option to report a decrease metric.	If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size.	Number of people to be evidenced by a baseline used to measure the increase. Evidence of the events which have been improved / created as part of the project resulting in the improved perception.	Survey data, conducted by the project.
OC15	Communities & Place	E8	Increased number of web searches for a place	Number of web searches	The increase in number of web searches for the target location, compared with a baseline measurement. This may be measured by analytics evidence based on keywords relevant to the place. Reporting will also facilitate the option to report a decrease metric.	Not applicable	Number of web searches to be evidenced by a baseline used to measure the increase	Survey / data.
OC16	Communities & Place	E9	Number of volunteering opportunities created as a result of support	Number of volunteering roles created	The number of organised volunteering roles created as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering. -Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support or befriending or mentoring people.	Not applicable	Type - Type – including volunteer hours and duration of overall period of volunteering (e.g. distinction between 8 hours = 1 x hour per week for 8 weeks; 8 hours = 1 x day of volunteering)	Any particular intended audience eg if aimed at a particular cohort eg. young people, carers etc.





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							Location of new individual volunteering roles created and/or existing roles.	
OC17	Communities & Place	E13	Increased take up of energy efficiency measures	Number of households	<p>The increase in number of households taking up energy efficient measures following support.</p> <ul style="list-style-type: none"> A 'household', as defined in the 2011 Census is: 'one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area', includes houses, bungalows, flats, and maisonettes. Energy efficiency means any measures which could improve a household's Energy Performance Certificate rating. It is not required to shift the letter rating, only to make progress towards this. Reporting will also facilitate the option to report a decrease metric. 	Not applicable	<p>Baseline data of household position in relation to energy ratings/usage.</p> <p>Type of support provided and the energy efficiency measures taken up.</p>	Equalities data – type of household and postcode of households.
OC18	Communities & Place	E14	The number of projects arising from funded feasibility studies	Number of projects	The number of projects that have arisen as a result of feasibility studies funded by UKSPF. Funding for projects does not need to be sourced from UKSPF to be eligible.	Not applicable	Description of the project.	Status of the Project.
	Supporting Local Business	E31						
OC19	Supporting Local Business	E17	Increase in visitor spending	Amount of visitor spend in £	<p>The increase in visitor spend at venues. This is actual spend at venues and should not include induced or second order spend.</p> <p>For example, credit card transaction data could be used to understand levels/trends in consumer spending or gross revenue as recorded by venues. If gross revenue is used, other sources of revenue should be excluded to ensure only visitor spend is captured.</p> <p>Only one method to estimate consumer spending should be used and this should remain consistent for all data collection periods.</p> <p>Where possible, ensure all major venues are included and tracked.</p>	Not applicable	<p>Original figure for visitor spend to be used as evidence and baseline to measure increase.</p> <p>Evidence of the intervention which has led to the increase.</p>	Survey / tracker.





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					<p>The sample of venues tracked should remain the same over time, unless newly established venues are created during the reporting period which can be included.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>			
OC20	Supporting Local Business	E17	Improved perception of attractions	Number of people	<p>The number of individuals who report their perception of the attraction(s) as good or very good. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. the attraction existed previously and isn't new). Measurement should directly relate to the perception change through the UKSPF project (e.g., the attraction impacted). Attractions mean any public facility or space attracting visitors. These include, but are not limited to: parks, town centres and sports facilities.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>	<p>If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size.</p>	<p>Number of people to be evidenced by a baseline used to measure the increase.</p> <p>Evidence of the attractions which have been improved / created as part of the project resulting in the improved perception.</p>	Survey data, conducted by the project.
OC21	Supporting Local Business	E17, E22, E24, E25, and E26	Increased amount of investment	Monetary - £	<p>The increase in amount of tangible investment made by the private sector within a specified area over the reporting period.</p> <ul style="list-style-type: none"> Tangible means something physical, for example, buildings, machinery, fixtures and fittings, etc. It 	Not applicable.	<p>% of investment to the grant given.</p> <p>Source of investment.</p>	





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					<p>excludes financial investments such as stocks or bonds.</p> <ul style="list-style-type: none"> Investments should only be included in the measurement once there is a contractual commitment. Investments that have only been announced should not be included. <p>The area of measurement needs to be specified prior to the first measurement being taken, and this area should remain consistent over the lifetime of the programme.</p>		Impact of securing the additional investment.	
OC22	Supporting Local Business	E19	Number of new to market products	Number of products	<p>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>Support must be for a business to introduce one of the following:</p> <ul style="list-style-type: none"> Product – when it is either at pre-launch or launched to the market Process – when it has been introduced into the business Service – when it has been introduced to the market 	Not applicable	<p>Evidence might include the date the new product went to market.</p> <p>A self-declaration from the enterprise to confirm the product was new and there was no other product available.</p>	<p>Equalities data - please collect equality and diversity information for the individual from the business that is engaging with the project.</p> <p>Minimum should include gender, age, ethnicity and Disability.</p>
OC23	Supporting Local Business	E19, E22, E23, E24, E26 and E29	Number of new enterprises created as a result of support	Number of new enterprises	<p>A new enterprise is one which has been registered at Companies House or HMRC as a result of the support provided.</p> <p>Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.</p>	Not applicable	<p>Number of new enterprise through evidence of registration on Companies House or HMRC dated after support has commenced.</p>	<p>Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project.</p> <p>Minimum should include gender, age, ethnicity and Disability.</p>
OC24	Supporting Local Business	E19 and E23	Number of enterprises with improved productivity	Number of enterprises	<p>Number of enterprises with improved productivity.</p> <p>Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.</p> <p>Productivity refers to the gross value added per hour worked or gross value added per worker.</p>	Not applicable	<p>Evidence to be through a measured baseline at the point of application.</p>	<p>Equalities data – please collect equality and diversity information for the individual from the business that is engaging with the project.</p>





Funded by UK Government

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								Minimum should include gender, age, ethnicity and Disability
OC25	Supporting Local Business	E19, E24 and E25	Number of organisations engaged in knowledge transfer activity following support.	Number of Organisations	<p>This focuses on collaborations which are about transferring good ideas, research results and skills between the knowledge base and businesses to enable innovative new products and services to be developed and includes but is not exclusively limited to:</p> <ul style="list-style-type: none"> • Research collaborations and free dissemination of research. • Joint and long-term development of new business or services. • Formation of joint ventures and spin-out companies. 	Not applicable	Agreement /MOU/ document agreed by both parties outlining the agreed activity and action plan between the organisations.	<p>A registration process for collating organisation data and tracking the end-to-end customer journey.</p> <p>Equalities data - please collect equality and diversity information for the individual from the business that is engaging with the project.</p> <p>Minimum should include gender, age, ethnicity and Disability.</p>
OC26	Supporting Local Business	E19, E22, E23, E24, and E29	Number of enterprises adopting new to the firm technologies or processes	Number of enterprises	<p>The number of enterprises introducing a new to the firm technology or process (through external sources e.g., procurement).</p> <ul style="list-style-type: none"> • Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. • A technology or process is new to the firm if it did not use a technology or process with the same functionality before, or the production technology or process is fundamentally different from those already used. This may be tangible or intangible. • If an enterprise introduces multiple new technologies or processes, it is still counted as one enterprise. 	Not applicable /	<p>Evidence might include the date new to the firm technologies or processes were adopted.</p> <p>A self-declaration from the enterprise to confirm the technologies or processes are new to the firm.</p>	<p>Equalities data - please collect equality and diversity information for the individual from the business that is engaging with the project.</p> <p>Minimum should include gender, age, ethnicity and Disability.</p>
OC27	Supporting Local Business	E23, E25 and E26	Number of enterprises engaged in new markets	Number of enterprises	<p>Number of enterprises engaged in new markets following support.</p> <ul style="list-style-type: none"> • Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. • Engaged means they have launched a product or service into a new domestic or overseas market or have undertaken research or attended conferences 	Not applicable	Documentation to confirm details of product / process / service, which could include marketing information or literature. If product has not progressed to market, the enterprise should provide information on	<p>Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project.</p>





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					<p>or events to prepare a launch into a new market.</p> <ul style="list-style-type: none"> New market refers to a new product market (i.e. creation of a product/service that doesn't compete or replace previous products produced by the business) or geographic market (i.e. operating in a new area which could be, for example, a new region or country) 		<p>the status of the product</p> <p>The enterprise should also confirm the date the new product/ process /service was launched; this should be after support has commenced.</p>	<p>Minimum should include gender, age, ethnicity and Disability.</p>
OC28	Supporting Local Business	E24	Number of early stage enterprises which increase their revenue following support	Number of enterprises	<p>Number of early-stage enterprises which increase their revenue following support.</p> <ul style="list-style-type: none"> Early-stage firm means a start-up or new enterprise. Revenue means income generated by the firm. Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity 	Not applicable	<p>Documentation to confirm type of support.</p> <p>Confirmation of how much the revenues have increased to from the enterprise.</p> <p>Baseline to which to measure the increase.</p>	<p>Equalities data -please collect equality and diversity information for the individual from the business that is engaging with the project.</p> <p>Minimum should include gender, age, ethnicity and Disability.</p>
OC29	Supporting Local Business	E24	Number of R&D (Research & Development) active enterprises	Number of enterprises	<p>Increase in number of enterprises engaged in scientific and technological development to improve their competitive performance.</p> <p>Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity</p> <p>R&D stands for Research and Development, it is a narrower definition than innovation active and should be used for enterprises actively working to develop new products or services, either internally or externally through research and development activities.</p> <p>It may be measured by a declaration from the enterprise that they are investing in internal R&D activity, and/or claiming R&D tax-credits from government.</p>	Not applicable	<p>Number of enterprises to be evidenced by a baseline used to measure the Increase in number.</p>	<p>Name of business Address, post code company registration number, Contact details.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability on named business contact.</p> <p>A registration process for collating beneficiary data and tracking the end-to-end customer journey.</p> <p>Qualitative feedback of support from individual supported including how it impacted them..</p>





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OC30	Supporting Local Business	E24	Number of enterprises adopting new or improved products or services	Number of enterprises	<p>The number of enterprises introducing a new product or service.</p> <p>Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.</p> <p>A product or service is new if the enterprise has not previously made this product or service available to the market before.</p> <p>Support must be for a enterprises to introduce one of the following:</p> <ul style="list-style-type: none"> • Product - when it is either at pre-launch or launched to the market • Service - when it has been introduced to the market 	Not applicable	<p>Evidence might include the date a new or improved products or services became operational or the date the new product or service was launched from market information or marketing literature. If product has not progressed to market, the enterprise should provide information on the status of the product.</p> <p>A self-declaration from the enterprise to confirm the product, process or service is new.</p>	<p>Equalities data - please collect equality and diversity information for the individual from the business that is engaging with the project.</p> <p>Minimum should include gender, age, ethnicity and Disability.</p>
OC31	Supporting Local Business	E25	Increased number of enterprises supported	Number of enterprises	<p>The increase in number of enterprises supported.</p> <p>Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>	Not applicable	<p>Number of enterprises to be evidenced by a baseline used to measure the increase.</p>	<p>Name of business Address, post code company registration number, Contact details.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability on named business contact.</p> <p>A registration process for collating beneficiary data and tracking the end-to-end customer journey.</p> <p>Qualitative feedback of support from individual supported including how it impacted them..</p>





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OC32	Supporting Local Business	E28	Number of enterprises increasing their export capability	Number of enterprises	<p>The number of enterprises engaged in new or enhanced export-readiness activity, including but not limited to production of an export strategy for the firm, undertaking research into overseas markets or actively preparing a product or service for export.</p> <p>New means activity that was not undertaken prior to the UKSPF support. Enhanced means additional activity to deepen or widen activity already underway.</p> <p>Appropriate evidence may include a declaration from the enterprise owner or senior leader that they have undertaken export-readiness activity as a result of UKSPF support.</p>	Not applicable	Documentation by the business to confirm details that they have undertaken export-readiness activity.	<p>A registration process for collating organisation data and tracking the end-to-end customer journey.</p> <p>Equalities data - please collect equality and diversity information for the individual from the business that is engaging with the project.</p> <p>Minimum should include gender, age, ethnicity and Disability.</p> <p>Qualitative feedback of support from individual supported including how it impacted them..</p>
OC33	People & Skills	E33	Number of economically inactive individuals engaging with benefits system following support	No. of people	<p>The number of economically inactive people not previously on benefits who have received support and are now in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC) or those within specific conditionality regimes in UC including "Planning for work" or "Preparing for work" following that support. There is no length of time on inactivity required. People count if they are 16+.</p>	Not applicable	<p>Signed registration form to confirm economically inactive and aged over 16 years.</p> <p>Evidence from beneficiary to confirm now in receipt of benefit(s).</p> <p>To note evidence is not required from the DWP/JCP – an email or note from the beneficiary will be sufficient.</p>	<p>Participant postcodes.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p> <p>Qualitative feedback of support from individual supported including how it impacted them.</p>
OC34	People & Skills	E33	Number of active or sustained participants in community groups as a result of support	Number of participants	<p>The number of people actively participating in community groups over a sustained period.</p> <ul style="list-style-type: none"> Active participation means attending 50% or more sessions in a minimum period of no less than three months. 	Not applicable	<p>Signed attendance log showing;</p> <ul style="list-style-type: none"> Baseline to show what full attendance and duration would be to calculate the 	<p>Participant postcodes.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p>





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					<ul style="list-style-type: none"> Community group means a self-governing and not for profit group or organisation which works for the benefit of the public. 		50% over the minimum period of three months.	Qualitative feedback of support from individual supported including how it impacted them Register of attendance. Community Group – type of community group and purpose for engagement.
OC35	People & Skills	E33 and E34	Number of people with basic skills following support	No. of people	Basic skills means skills in English, Maths, Digital and ESOL (English to Speakers of Other Languages).	Not applicable	Evidence of the basic skills gained should include eg <ul style="list-style-type: none"> Certification Course completion confirmation by training provider. 	Participant postcodes. Equalities data including Gender, Age, Ethnicity and Disability. Delivery postcodes. Qualitative feedback of support from individual supported including how it impacted them.
OC36	People & Skills	E33	Number of people engaging with mainstream healthcare services	No. of people	Number of people undergoing any type of NHS treatment.	Not applicable	Evidence from beneficiary to confirm now engaging with mainstream healthcare services.	Participant postcodes. Equalities data including Gender, Age, Ethnicity and Disability. Delivery postcodes. Qualitative feedback of support from individual supported including how it impacted them.
OC37	People & Skills	E33	Number of people sustaining engagement with keyworker support and additional services	No. of people	<ul style="list-style-type: none"> Keyworkers are frontline staff supporting residents as part of the UKSPF intervention. Additional services include, for example, local training in life, maths and digital skills, employment support, health support groups, counselling, mental health and advice services, financial support, specialised support, enrichment activities and housing support. 	Not applicable	Evidence from beneficiary still in engaged with keyworker support and additional services – eg from date support first put in place for continuous 6 months.	Participant postcodes. Equalities data including Gender, Age, Ethnicity and Disability. Delivery postcodes. Qualitative feedback of support from individual





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					Sustaining engagement means continuous support 6 months after first contact with the keyworker or additional service.		<i>(follow up will be required and active tracking to evidence).</i>	supported including how it impacted them.
OC38	People & Skills	E33	Number of people engaged in job-searching following support	No. of people	<ul style="list-style-type: none"> Economically inactive people who have received support and who are newly engaged in job searching activities following that support. Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit. The former includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes. There is no length of time on inactivity required. People count if they are 16+. 	Not applicable	<p>Signed registration form to confirm economically inactive and aged over 16 years.</p> <p>Evidence from beneficiary to confirm now engaged in job-searching following support.</p>	<p>Participant postcodes.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p> <p>Qualitative feedback of support from individual supported including how it impacted them.</p>
OC39	People & Skills	E33, E34, and E39	Number of people in employment, including self-employment, following support	No. of people	<p>The number of people who were previously unemployed or economically inactive, who have received support, and who have been in employment, including self-employment, for at least a 2 week of a four week period following that support. This includes those moving into the “Working with requirements” or the “Working enough i.e. no working requirements” regimes on Universal Credit system.</p> <ul style="list-style-type: none"> Unemployed individuals, as defined by the International Labour Organisation (ILO) are those: <ul style="list-style-type: none"> Without a job, have been actively seeking work in the past four weeks, and are available to start in the next two weeks. Out of work, have found a job and are waiting to start it in the next two weeks. Economically inactive people are those not in work and not actively seeking work. 	Not applicable	<p>Signed registration form to confirm economically inactive and aged over 16 years.</p> <p>Evidence from beneficiary now in employment <i>for at least a 2 week of a four week period</i> following that support – eg letter/contract of employment.</p> <p>Evidence from beneficiary to confirm now self-employed.</p>	<p>Participant postcodes.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p> <p>Qualitative feedback of support from individual supported including how it impacted them.</p>
OC40	People & Skills	E33	Number of people sustaining employment for 6 months	No. of people	<p>Number of people sustaining employment for 6 months after receiving support. Sustaining employment means being employed.</p> <p>Employed refers to people aged 16 and over who do one hour or more of paid work per week, or are</p>	Not applicable	Evidence from beneficiary still in employment – eg 6 months from date on letter/contract of employment.	<p>Participant postcodes.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p>





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					temporarily away from work (e.g. because they are temporarily sick or on holiday). This includes: <ul style="list-style-type: none"> • Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.). • Self-employed. • People on government-supported training programmes, engaging in any form of work, work experience or work-related training. Persons on maternity or paternity leave.		<i>(follow up will be required and active tracking to evidence).</i>	Qualitative feedback of support from individual supported including how it impacted them.
OC41	People & Skills	E34	Number of people in Education /training following support	No. of people	People who have received support and who are newly engaged in education (lifelong learning, formal education) or training activities (off-the-job/in-the-job training, vocational training, etc.) immediately upon leaving the project.	Not applicable	Evidence from beneficiary to confirm now gone into Education /training following support..	Participant postcodes. Equalities data including Gender, Age, Ethnicity and Disability. Delivery postcodes. Qualitative feedback of support from individual supported including how it impacted them.
OC42	People & Skills	E34 and E35	Number of people experiencing reduced structural barriers into employment and into skills provision	No. of people	The number of people who have been supported by UKSPF funded activity to reduce barriers to employment and skills. These barriers can take a variety of forms and will interact with other characteristics of labour market disadvantage such as gender, age, health, disability and ethnicity to reduce their likelihood of labour market and skills engagement. While not exhaustive, types of commonly experienced barriers might include homelessness, being an ex-offender, being a care leaver or having substance dependency issues. Other types of barriers might relate to access to services such as care services including childcare, transport, digital and financial. Barriers may also relate to lack of interpersonal and employability skills such as confidence, motivation and behavioural issues.	Not applicable	Evidence from beneficiary to confirm now experiencing reduced structural barriers into employment and into skills provision.	Participant postcodes. Equalities data including Gender, Age, Ethnicity and Disability. Delivery postcodes. Qualitative feedback of support from individual supported including how it impacted them.
OC43	People & Skills	E35	Number of people familiarised with employers expectations, including, standards of behaviour in the workplace	No. of people	The number of people who have been supported by UKSPF funded activity to be familiarised with or acquire improved awareness and understanding of behaviours and attitudes appropriate to employment and skills settings, including but not limited to, standards of workplace behaviour and conduct, working with others, health and safety, diversity and inclusion, etc. This can include pre-employment or skills activity as well as	Not applicable	Evidence from beneficiary and/or employer to confirm now familiarised with employers expectations, including, standards of behaviour in the workplace,	Participant postcodes. Equalities data including Gender, Age, Ethnicity and Disability. Delivery postcodes.





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					activity undertaken on joining such as formal inductions and training.			Qualitative feedback of support from individual supported including how it impacted them.
OC44	People & Skills	E37	Number of people gaining qualifications, licences and skills	No. of people	The number of people gaining qualifications or licences (e.g. vocational licences).	Not applicable	<p>Evidence of the qualifications, licences and skills gained – should include eg</p> <ul style="list-style-type: none"> • Certification • Email from training provider <p><i>Qualification means a formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards.</i></p>	<p>Participant postcodes.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p> <p>Qualitative feedback of support from individual supported including how it impacted them.</p>
OC45	People & Skills	E36, E39 and E41	People gaining a qualification or completing a course following support	No. of people	Number of people who have completed a course or gained a qualification following support.	Not applicable	<p>Evidence of the qualification gained or course completed– should include eg</p> <ul style="list-style-type: none"> • Certification • Course completion confirmation by training provider. <p><i>Qualification means a formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards.</i></p>	<p>Participant postcodes.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p> <p>Qualitative feedback of support from individual supported including how it impacted them.</p>
OC46	People & Skills	E41	People engaged in life skills support following interventions	No. of people	<p>Number of people engaged in life skills support following interventions.</p> <ul style="list-style-type: none"> • Life skills support is defined as additional support which improves confidence, resilience or motivation around the process of job searching and may include basic skills (English, maths), digital skills, communication skills, presentation skills, activities 	Not applicable	<p>Evidence from beneficiary to confirm now engaged in life skills support following interventions.</p>	<p>Participant postcodes.</p> <p>Equalities data including Gender, Age, Ethnicity and Disability.</p> <p>Delivery postcodes.</p>





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					which reduce social isolation or encourage appropriate employment related behaviours.			Qualitative feedback of support from individual supported including how it impacted them.

² Definition of a green job is as set out by Government - *Employment in an activity that directly contributes to - or indirectly supports - the achievement of West Yorkshire's net zero emissions target and other environmental goals, such as nature restoration and mitigation against climate risks*'.



Annex 1: “About You” questions

Equality, diversity, and inclusion required questions.

We want to better understand who we are engaging with and hearing from. We are required to act in line with the [Equality Act 2010](#). By asking these questions we can make sure our work reflects the diverse communities we serve.

These questions are optional. If you choose to answer these questions you will not be identified by the information provided.

Area - What is your postcode?

Prefer not to say

Gender - What is your sex?

Female/ woman

Male/ man

Prefer not to say

Is the gender you identify with the same as your sex registered at birth?

Yes

No

Prefer not to say

I self-describe my gender identity as:

Age - How old are you?

0 – 15

16 – 24

25 – 34

35 – 44

45 – 54

55 – 64

65 – 74

75 – 84

85+

Prefer not to say

Ethnicity - How would you describe your ethnicity or ethnic background?

Asian, Asian British:

- Indian
- Pakistani
- Bangladeshi
- Chinese

Any other Asian background, please state:

Black, Black British, Caribbean or African:

- African
- Caribbean

Any other Black, African or Caribbean background, please state:

Mixed or Multiple ethnic groups:

- White and Black Caribbean
- White and Black African
- White and Asian

Any other Mixed or Multiple ethnic background, please state:

White:

- English, Welsh, Scottish, Northern Irish or British
- Irish
- Gypsy or Irish Traveller
- Roma

Any other White background, please state:

Other

- Arab
- Any other ethnic group

- Prefer not to say

Disability - Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

- Yes
- No
- Prefer not to say

Do any of your conditions or illnesses reduce your ability to carry out day-to- day activities?

Yes, limited a lot

Yes, limited a little

No

Prefer not to say

Sexual orientation - How would you describe your sexual orientation?

Heterosexual or straight

Gay man or gay woman / lesbian

Bisexual

I self-describe my sexual orientation as:

Prefer not to say

Religion or belief - What is your religion or belief?

No religion (including atheist)

Christian (including Church of England, Catholic, Protestant, and all other Christian denominations)

Buddhist

Hindu

Jewish

Muslim

Sikh

Other (specify, if you wish):

Prefer not to say