



**LONDON COUNCILS
EUROPEAN SOCIAL FUND
CO-FINANCING PROGRAMME**

2012-2015

**Tendering Prospectus
(General Criteria): September 2012**

Deadline for tenders: 12 noon, 24th October 2012

Please note that any additional guidance or clarification on any points in this prospectus will be posted on London Councils and London Councils-Europe websites at the end of each week **until 15th October 2012**. It is important that you check the website to make sure that you do not miss any additional guidance.

www.londoncouncils.gov.uk



MAYOR OF LONDON



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1. Foreword by the Mayor of London

I am delighted to invite you to apply for the new London Councils European Social Fund (ESF) tendering round, which will invest £2.7million in three Boroughs.

This programme is a great example of joint working between my team, London Councils and the City of London, the City of Westminster and Hammersmith and Fulham to support disadvantaged individuals who face barriers to the labour market and to ensure that European funding is maximised in London.

These are challenging times. The economic downturn has affected some of the most disadvantaged people in London. The work of the boroughs is crucial to address these issues. Boroughs have in depth knowledge of their neighbourhoods and residents and are best placed to work closely with their communities to support individuals to make the most of the opportunities that London offers.

The programme will support unemployed and economically inactive Londoners, by providing training and employment support, and will give them aspirations for improving their lives. By the end of the programme over 530 Londoners will have gained sustained employment.

I want London to be the best big city in the world and to do that we need to make sure no single Londoner is left behind in their opportunities for a better life.

Good luck with your applications!



Boris Johnson

Mayor of London

2. Introduction

Welcome to the prospectus for the sixth round of the London Councils European Social Fund (ESF) Programme 2007-2013. This programme is part of the 2007-2013 London European Social Fund Programmes, which since 2007 and following the review of the Greater London Authority (GLA) powers, has been under the strategic direction of the Mayor. It is administered on his behalf by the GLA's European Programmes Management Unit (EPMU).

The London ESF Regional Framework for 2011-13¹ was developed by EPMU with guidance from the Mayor's Office, and sets the strategic direction for ESF in London. Activities are aligned with national and regional skills and employment priorities including the Mayor of London's Economic Development Strategy².

The Framework informs the plans of the five London Co-financing Organisations (CFOs), who are responsible for match funding and allocating ESF. In order of size, the CFOs are:

- Skills Funding Agency (SFA)
- Department for Work and Pensions (DWP)
- Greater London Authority (GLA)
- London Councils
- National Offender Management Service (NOMS)

Each CFO has prepared an ESF Co-financing Plan which sets out the activities, outputs and results that contribute to the employment and skills priorities in the Regional ESF Framework. The contact details of the other CFOs are listed at the end of this document in Section 23.

The Mayor's Office has put greater emphasis on minimising duplication between Co-financers in London to ensure that ESF funding is used in the most effective way and to add value to existing provision. The five co-financing organisations, work closely to develop complementary programmes of activity for the region.

Since 2000, the ESF has been a key part of the EU's Lisbon strategy for growth and jobs. It supports the EU's goal of increasing employment by giving workless and disadvantaged people the training and support they need to enter jobs. By focusing on those most in need of help, it contributes to policies to reduce inequality and build a fairer society. The ESF also equips the workforce with the skills needed by business in a competitive global economy (<http://www.dwp.gov.uk/esf/>).

The ESF was set up to improve employment opportunities in the European Union and so help raise standards of living. It aims to help people fulfil their potential by giving them better skills and better job prospects. This Programme combines funds from the fifteen London boroughs and the European Social Fund and enables London Councils to use its strategic position to enhance borough level employment and training projects. The participating boroughs are using the additional ESF match funding to add value to the work they are doing and the borough specification prospectus list the strategic borough-level priorities the additional ESF funding will support.

¹ <http://www.london.gov.uk/esf/regional-framework>

² www.london.gov.uk/who-runs-london/mayor/publications/business-and-economy/eds

The 2007-13 ESF Programme has two main priorities with a further three sub priorities:

Priority 1 – Extending Employment Opportunities

- Priority 1.1 Improving the employability and skills of the unemployed and economically inactive people
- Priority 1.2 Employment and Skills activities targeted at young people who are not in education, employment or training (NEET) or at risk of becoming NEET
- Priority 1.3 Community Grants programme for those groups furthest from the labour market

Please refer to the funding table in Section 6 of the London ESF Regional Framework for 2011-13³ for more information about the CFOs operating under each priority.

Under the current round, London Councils and the participating boroughs welcome tenders from organisations and partnerships that are strategic and show links with other programmes. Projects should be innovative and add value to mainstream provision.

Table 1. Programme Match Funding Breakdown

Borough(s)	Borough Match Funding	ESF	Total
City of London Corporation	£105,563	£68,037	£173,600
Hammersmith & Fulham	£1,000,000	£1,000,000	£2,000,000
Westminster	£350,000	£350,000	£700,000
Total	£1,455,563	£1,418,037	£2,873,600

The funding in this table reflects the total amount of funding leveraged towards the programme from the participating boroughs and the ESF and is inclusive of Management and Administration fees.

³ <http://www.london.gov.uk/esf/regional-framework>

3. Eligibility criteria

London Councils will only fund organisations that are:

- **Constituted:** Organisations funded by London Councils must have a constitution or governing document that is signed and dated, and defines how the organisation will operate. A governing document can be a formal constitution, a memorandum or articles of association.
 - I. Public or Local authority bodies can bid for contracts, however the body bidding must be separate and have appropriate ethical walls from the body awarding the funding⁴.
- **Able to deliver the work solely in the borough(s) listed in the tender specification:** Unlike the main London Councils programme, organisations will be expected to work in one borough only, unless specified in the tender.
- **Financially solvent:** Organisations funded by London Councils must not have liabilities that are more than their current assets.
- **Able to begin delivery of project activity from December 2012:** Unless otherwise stated in the tender.

London Councils will not assess funding proposals from any organisation that does not meet the conditions listed above. However please note that this round is not restricted to voluntary sector providers.

⁴ London Councils will ensure that the scoring process will be open, transparent and fair and that ethical walls will be applied to the scoring and assessment of tenders.

4. Submitting a tender

There are certain conditions for this funding that are outlined in the following sections. Please read this guidance carefully before completing the tender form.

If your organisation has previously applied for funding from London Councils, you are welcome to reapply in this round. However, please note that some changes have been made to the tender form and to the process itself, as well as to the way in which London Councils will fund projects under this round. London Councils and the participating boroughs wish to ensure that projects chosen under this programme will deliver the targets outlined in the 2011-13 ESF Co-financing Plan, which, along with this prospectus, can be found on the London Councils website. London Councils has set clear guidelines on the type of project it will fund under each specification. If you have any queries or need further guidance or support in putting together your tender, please contact one of the London Councils or GLE advisors. Telephone support and answers to frequently asked questions will be provided throughout the bidding period up to five days before the tender deadline and updates and FAQ's will be published on the London Councils website on a regular basis. If you would like detailed discussion and advice on your project idea, you may also contact London Voluntary Service Council (LVSC). It may be necessary to make an appointment to speak to these organisations and applicants are treated on a first come first served basis. All contacts are listed in Section 23.

Deadline for all tenders: 12noon, 24th October 2012
Tenders received after the deadline will not be considered for any reason*

Please submit your tenders to -

London Councils ESF Co-Financing Programme
London Councils
59½ Southwark Street
London
SE1 OAL

Please write **'TENDER FOR ESF FUNDING – DO NOT OPEN'** in a prominent position on the envelope

**Each tender received will be logged and the time received recorded. If you choose to have your tender couriered and it arrives after the 12noon deadline it will not be considered for any reason. We would advise that couriered items are set a delivery deadline in advance of the tender deadline.*

All tenders must be word processed, on the London Councils ESF tender form, which, together with this prospectus, the borough specifications and CFO plan, can be downloaded from our website:

<http://www.londoncouncils.gov.uk/grants/default.htm> (ESF grants section)

The size of your answers to the text questions has been limited in order to assist in the assessment process. Applicants must give their answers to each question in **Arial size 12 font**. Any text that is smaller than this size or where the spacing has been condensed will be disregarded and not scored. Please keep to the maximum answer limits specified in the application form; failure to do so may result in your answer not being scored. Please bear in mind that scorers will have large amounts of information to process, and that it is in your interest to be as clear and concise as possible.

Tenders should be submitted as two signed printed copies **and** on a CD ROM or memory stick along with the accompanying documents identified in the checklist below:

- Two printed and signed copies of the application form with all sections completed
- A copy of your application form on CD ROM or USB memory stick
- A copy of your signed constitution or Memorandum and Articles of Association
- Your current year budget and estimated next year budget (excluding funds for which you are currently applying)
- Copies of your organisation's two most recent annual signed audited accounts e.g. 2011/12 and 2010/1
- A copy of your Equal Opportunities policy
- A copy of your Sustainable Development policy
- Health and Safety policy statement
- Copies of your Public and Employer Liability insurance certificate
- Draft partnership agreements (where you intend to work in partnership)
- Contact details of your partners
- Referee's contact details

Please ensure that **all of** these documents are submitted with your tender form.

Failure to submit any of these documents may mean that your project fails the first stage checks and cannot go forward for scoring.

5. Cross cutting themes: Gateway criteria

Cross cutting themes (CCTs) are issues that affect the whole of project delivery and are considered to be central to delivering a high quality and accessible project. The cross cutting themes are equal opportunities, sustainable development and health. Applicants will be expected to demonstrate their project's impact with regard to the CCTs. The questions relating to equal opportunities, sustainable development and health are known as 'gateway' criteria because you will be expected to achieve a minimum score on these questions in order for your application to proceed into full assessment. The minimum score that you must achieve on each part of these questions is shown in the tender form. **If your project does not achieve the minimum score on each criterion, your application will be rejected and will not be considered for funding under this round.**

Equalities and diversity

Equality and diversity or equal opportunities (EO) best practice focuses on securing the equality of all groups in society and seeking to alleviate the disadvantages that are experienced by some of them. Commitment to equality and diversity should be demonstrated in all aspects from project planning and implementation through to monitoring and evaluation.

You should tell us how your project will raise awareness of and implement equal opportunities with participants and project staff. Tell us the practical ways that you will do this that are related to your project and its activities. You are also required to provide a copy of your EO policy at the application stage. This will allow assessors to take into account how EO considerations run through every aspect of the work you undertake, from representation and decision making through to delivery. You will be expected to demonstrate your track record and impact with regard to EO.

If your tender is successful, you will be expected to establish robust equality indicators at the outset of your project. These indicators will be built into your contract and London Councils will monitor you against your progress in meeting them. You will be expected to demonstrate in your regular monitoring returns to London Councils how you have implemented EO in your project to date.

There are a number of programme-level equalities targets that should be mirrored at project level. You should demonstrate how you will contribute to the following targets:

- **Women:** It is anticipated that women will represent 51% of all participants on the programme;
- **Older people:** It is anticipated that 18% of participants will be 50 or over. Where necessary, training should address issues where age is a barrier to employment. Appropriate individual support should be provided;
- **Ethnic minorities:** At least 60% of participants are expected to be of ethnic minority origin. People from some ethnic minority groups are over-represented amongst those who are workless. This is in part a result of discrimination in recruitment that frequently occurs when there are seen to be language or cultural differences between the recruiter or current staff and the applicant. Equality of opportunity for the participants will be supported by appropriate employability training and advocacy to prospective employers;

- **Disabled people:** It is expected that 22% of participants will be disabled people or people with long-standing health conditions⁵. All providers will be expected to make provision for access and appropriate support for disabled people wherever feasible. Projects which target disabled people will be expected to work with employers to develop sustained employment for disabled people. Organisations in receipt of London Councils funding are required to indicate how they respond to the requirements of the Disability Discrimination Act;
- **Lone parents:** It is expected that 12% of all participants on the programme will be lone parents.

London Councils expects all projects to provide child and dependent care for participants as required in order to enable them to access the programme. .

Further guidance on the Equalities and Diversity cross cutting theme is available via:

<http://www.dwp.gov.uk/esf/resources/gender-equality-and-equal/>

There are four ESF Equality and Diversity Good Practice Guides available via the link above. These focus on:

- Disability
- Gender
- Race
- Age

It is recommended that you read these booklets and incorporate their guidance when designing your project.

⁵ Long standing health conditions refer to conditions that are expected to last, or have lasted, for a year or longer, and that make it difficult for the person to do the things that most people do on a fairly regular and frequent basis.

Sustainable development

Sustainable development includes social, environmental and economic aspects. You will be expected to have considered and integrated each of these strands into your project. The London Councils programme will contribute to the UK strategy for sustainable development *Securing the Future*.

The nature of the London Councils ESF Borough Co-financing Programme and the activities it will fund will contribute to sustainable development by achieving progress that recognises the needs of everyone and assists participants towards social inclusion and independent living through employment. Your tender should demonstrate how you will ensure long-term outcomes for participants.

Your tender should demonstrate an understanding of the need for good environmental performance and management in keeping with the ethos and achievement of sustainable development in the UK. All projects will be required to consider impact in relation to; energy, water, waste, purchasing and transport. You should also demonstrate how you will integrate relevant aspects of sustainable development into courses you run and/or use the environment as a medium for training delivery.

You are required to provide a copy of your sustainable development policy at the application stage. If your organisation doesn't have a sustainable development policy, please include a statement with your tender explaining that the organisation does not yet have a sustainable development policy. Any organisation selected for London Councils ESF funding that does not yet have a sustainable development policy will be required to implement such a policy by the end of the first year of delivery.

Further guidance on the sustainability cross-cutting theme is available via:

<http://www.dwp.gov.uk/esf/resources/sustainable-development/>

More information on this theme can be found at Annex 1

Health

The London ESF Regional Framework has health as a cross-cutting theme and co-financing organisations (CFOs) are responsible for incorporating and promoting this theme within their programmes. All ESF funded providers must also ensure that health is integrated within the scope and provision of their projects.

The aim of the health theme is to support ESF providers to maximise health outcomes for their participants in practical ways. Health and work are inextricably linked; skills and good jobs can reduce health inequalities and improve the health of all Londoners.

There is now clear evidence that:

- good health should improve an individual's chances of finding and staying in work and of enjoying the consequent financial and social advantages;

- work has an inherently beneficial impact on an individual's state of health. Work is known to be good for mental health and to aid recovery even for those with the most severe of conditions; and
- unemployment is known to be detrimental for mental health. The longer people are out of work the harder they find it to return and the greater the impact on their health and well-being⁶.

A health performance management framework (PMF) and accompanying guidance has been developed to support London's ESF providers to incorporate and report on progress with this theme.

The PMF is specifically designed to enable ESF providers to:

- identify how their projects are impacting on health and well-being at the planning and early delivery stage;
- identify actions that they could take to improve the potential positive impacts and make arrangements to reduce any unintended negative impacts;
- identify deliverables that can be monitored throughout the lifetime of the project to measure impacts on health and well-being; and
- provide a means of measuring the impact of their project on health and well-being.

Providers will be expected to complete the PMF within the first 3 months of starting delivery of their project and send it to their CFO contract manager to check for review. Contract managers will monitor providers against their self-assessment annually to identify progress and discuss further development.

The HCCT Guidance and PMF and appendices are available here:
<http://www.london.gov.uk/esf/cross-cutting-themes/health>

Further information about tackling health inequalities in London is available from the Greater London Authority's website:

<http://www.london.gov.uk/priorities/health>

The checklist in Annex 2 will help you identify ways in which your organisation can integrate the health cross cutting theme in project delivery.

⁶ National Mental Health Development Unit (2010) Employment and mental health, Briefing two. London: Dept. of Health

6. Partnership working

London Councils wishes to support effective partnership working in project delivery, some of the tender specifications even have partnership working as a mandatory activity. In particular, we would encourage delivery organisations to work with partners where complementary expertise is required to deliver a full package of support. For example, where specialist training outside of the provider's core competencies is required, we would prefer that this provision be outsourced to an experienced specialist provider, rather than providers attempting to establish a new training resource.

We expect that providers will have established, or be in the final stages of establishing, partnerships prior to submitting their application. All providers intending to work in formal partnership (i.e. where the lead partner will be paying other partners) must submit draft partnership agreements with their tender which formalise roles and responsibilities within the partnership.

As a minimum, a partnership agreement should contain sections on:

- who the partners are
- roles and responsibilities of each partner
- the timescale for delivery
- equal opportunities (that the partner must ensure equality of opportunity in line with the lead partner's equal opportunities policy and London Councils and ESF requirements)
- the other cross-cutting themes: sustainable development and health
- monitoring (including which information the partner is required to keep and how often they are expected to report to the lead partner)
- termination
- finance and payments (including how much money will be paid to the partner organisation by the lead organisation, what the money will cover)
- deadlines for reporting to the lead partner
- audit (that the partner organisation may be subject to an audit in connection with the project, and that the all records pertaining to the delivery of the project are still auditable until 31st December 2022)⁷
- publicity

This type of agreement ensures that project delivery by project partners takes place as discussed and ensures that each partner is clear about what it needs to achieve as part of the project.

7. Participant eligibility

Participant eligibility to the London Councils ESF Borough Programme 2012-15 is subject to a number of conditions, unless explicitly stated in the tender specification the following ESF criteria will apply.

⁷ Please note that it is the lead partner's responsibility to ensure it holds all records relating to any aspect of delivery of the project (including those of partners) until December 2022. This is in line with ESF rules on document retention

Funded projects who apply under ESF priority 1.1 specifications may only enrol participants who:

- Live within the specified borough(s),
 - Or where participants are homeless their registered Jobseeker's Allowance (JSA) office or temporary/ sheltered accommodation is within the specified borough.

Participants who engage onto the project under these conditions, but then 'move out' of the specified borough may continue to be supported through the programme. (Individuals who live outside the specified borough(s) should be referred to other appropriate support services.)

- Have the right to work in the UK.
- Who are not on another ESF funded employment programme where the claimable financial output/result is the same,
 - This includes ESF employment programmes delivered under the National Offender Management Service (NOMS), Department for Work and Pensions (DWP), Greater London Authority (GLA), London Councils and Skills Funding Agency frameworks.
- Are not already mandated on to the Work Programme.
 - Or are about to be mandated onto the Work Programme or Jobcentre Plus (JCP) approved provision, and the JCP advisor has not approved enrolment onto this programme as an exclusive alternative to the Work Programme.
- Are workless, i.e. working less than 8hrs a week,
 - This applies to unemployed participants, those who are economically inactive including those not in receipt of benefits.
 - Participants in receipt of JSA or any participant who is working less than 8hrs a week is defined as being unemployed on this programme
 - Participants not in receipt of JSA and who are not working are defined as being economically inactive on this programme.
- Are not in full time education (i.e. studying less than 16 hours a week).
- Are aged 20+. (The programme has some discretion to work with 18-20 year olds, but this is less than 2% of those enrolled, and should not be a target group).

Funded projects will be expected to, and be monitored on their ability to demonstrate how they will work with JCP across the whole borough(s) to complement the Work Programme and other ESF provision and avoid the duplication and competition between services. Where appropriate, applicants will need to demonstrate how they will work with participant's JCP advisors to avoid them being mandated on to other provision whilst on the project, should the situation arise.

Project specific requirements

Individual specifications will list any additional requirements for participant eligibility particular to that borough or specification at later stage in this document. **These requirements will be in addition or supersede those described above.**

8. Project activities and results

London Councils has consulted with the participating boroughs and other CFOs on the types of activities, outputs and results they expect from their ESF funded projects. In order to avoid duplication, participating boroughs will fund projects that work with specific target groups and in specific geographical areas.

All applicants must demonstrate that their project has a focus on progression, and for the majority of participants supported under Priority 1.1 this will be towards employment.

Priority 1.1 Improving the employability and skills of unemployed and economically inactive people.

- Projects tendered under this priority will primarily have an employment focus. Applicants should demonstrate not only that they understand the needs of the participants, but also that the training and support to be provided are relevant to employer needs.
- The aim of this funding round is to move individuals closer to and into the labour market, through a range of support. It is recognised that not all participants will be able to move directly into employment at the end of the project so there is also a focus on progression to jobsearch or further learning. Where employment is a realistic target for individual participants, this is the preferred outcome.

Providers should make clear on the application form the specification against which they are tendering and should provide responses to all the activities listed within the specification. **Please note that only one project will be funded under each specification and partnership approaches to this provision are encouraged.**

The total number of tender opportunities and specifications are listed in Section 9 at later stage in this document. The maximum project value is listed in each specification. Please see Section 16 (financial information) of this document for further details on how London Councils will pay providers.

Outputs/ results for payment:

All payments on the London Councils ESF Borough Programme 2012-15 will be made based on the delivery of pre-specified outputs and results. There are a number of standardised outputs and results for delivery across all specifications. These are explained below. However, it should be noted that some boroughs will also have specified outputs and results specific to their borough. For details of these and the unit costs associated with them, please consult each specification individually, (available in a separate document).

Standardised Outputs

Number of participants receiving support (IAG, job search, mentoring, training)

On the London Councils ESF Borough Programme 2012-15, payments are not made for enrolments. Instead, the first payment a project receives will be made against participants who receive measured hours of support most commonly this will be a 6 hour milestone. Provider's therefore may enrol as many participants as they wish to or have capacity for, however they will only be paid up to the total amount allocated for each payable output. London Councils' ESF programmes' remit is to assist the furthest from the labour market and this means that for a positive intervention the majority of participants would need six or more hours of support.

Please note:

- The hours of support is a milestone which, when passed, allows the project to claim a payment. London Councils requires providers to respond appropriately to participants' needs; those who need a longer intervention in order to secure success should be accommodated and supported effectively throughout.
- The support milestone will not include the time taken to register the participant and complete the enrolment form. Time spent doing the induction, needs assessments, action plans and giving information, advice and guidance may be counted. Class work or other group sessions may not be counted if the milestone has been specified as one-to-one sessions only.

Work placements

Work placements are time-limited interventions, giving participants' experience of real-life work situations in order to assist them in developing skills, understanding work environments and the expectations of employers. There should be a progression towards paid employment, but the participant should not receive financial compensation for their work (though they may gain financial support with out of pocket expenses e.g. travel, childcare etc.). They should include a structured on-placement training/work plan which takes into account both participant and employer needs and on-placement support to both employer and participant should be provided.

Unless defined in the specifications, work placements must be for a fixed period of time totalling not less than 30 hours, over a period of time not exceeding 12 weeks. This can include volunteering as long as it meets the criteria outlined above.

Submission of a final evaluation report

A final, externally conducted evaluation report will be required for all projects funded by the London Councils ESF Borough Programme 2012-15.

Standardised Results

Results can only be claimed once participants leave the project.

Participant gaining employment within thirteen weeks of leaving the project⁸

A payment will be made for participants who gain employment within thirteen weeks of leaving the project.

To be claimed, employment must be for 8 or more hours each week, unless otherwise defined in the specifications. This may be working for an employer (where their National Insurance is paid directly from their wages) or in self-employment (where people generally pay their National Insurance themselves). Where self-employment is claimed evidence of HMRC registration, and evidence of National Insurance contributions / proof of trading must be provided.

'Leaving your project' in this instance marks the date that the participant left the ESF project, after this time no further 'hours of support' can be recorded against a paid outcome. However contact and support to participants is expected to be maintained for as long as the participant feels it is necessary and to ensure that the progression is maintained.

Participant in employment sustained for 13, 26, 52 weeks

A further payment will be made for those participants who sustain their employment for a defined length of time. Please note that not all boroughs have chosen to support all of the results.

All sustained employment results must be achieved by the dates stated within each tender specification.

Employment does not necessarily need to be with the same employer for the whole period, but all employment must have clear evidence. It is possible that a participant can have breaks in their employment, however for each of the sustained results a minimum number of weeks is required, but again these must be achieved by the dates stated within each tender specification.

- 13 week milestone: The participant must be in employment for at least 13 weeks of the 16 weeks since starting employment. (3months)
- 26 week milestone: The participant must be in employment for at least 26 weeks of the 32 weeks since starting employment. (6months)
- 52 week milestone: The participant must be in employment for at least 52 weeks of the 64 weeks since starting employment. (12months)

Participants progressing to further jobsearch and training

A payment may be made for participants who undertake further jobsearch and learning within 13 weeks of leaving your project. Please note that not all boroughs have chosen to support this result. 'Leaving your project' in this instance marks the date that the participant

⁸ Employment outcomes can be claimed for participants that enter employment whilst receiving support from the project or within 13 weeks of their last intervention with the project. Leaving a project marks a stage in the participants progression and should not be a marker for the end of project support to the individual or employer.

left the ESF project, after this time no further 'hours of support' can be recorded against a paid outcome. However contact and support to participants is expected to be maintained for as long as the participant feels it is necessary and to ensure that the progression is maintained.

This result cannot be claimed within the organisation or partnership for activities that were listed as part of the project. Referrals internally or to a delivery partner may be claimed for activities outside the scope of the project (as defined within your tender) where added value can be clearly demonstrated.

Further jobsearch activity or training:

- can include formal academic or vocational education and less formal skills development training (including soft outcomes);
- can be claimed at any time within 13 weeks of leaving the project;
- can be in full-time work-based learning (including apprenticeships, Entry to Employment and NVQ learning (however it is more likely that a work-entry result will be claimed);
- must add value to the ESF project activities (i.e. is outside the scope of the ESF project) and must help the participant to progress towards their ultimate vocational goals as set out in their Individual Action Plan;

Please note that a referral to the Work Programme will not be considered as a claimable progression for jobsearch and further learning result.

Also note that a further jobsearch and training result **and** an in employment result cannot be claimed for the same participant.

Participants achieving a Basic Skills qualification

This result reflects a participant improving their reading, writing, numeracy or information and communication technology skills, in a formalised way. Additional qualifications may be considered but these will be subject to London Councils and the Boroughs discretion.

All qualification results must be achieved by the dates stated within each tender specification and evidence needs to have been collected to prove the qualification was achieved.

Participant tracking and on-going support

Successful projects will be expected to maintain support and track participants on the programme.

Projects will need to explain within the tender document their methods and proposal for the support and tracking of participants and details of any in-work support or employer interventions they will deliver.

Notes for all applicants

All projects should:

- demonstrate a clear understanding of the needs of the target groups listed in the specifications
- demonstrate how planned provision is appropriate to meet employer need (where applicable)
- Demonstrate relationships with named employers that will lead to employment for participants
- show clearly how they will ensure they will deliver the target numbers of outputs and results
- demonstrate that participant progression is integral to the design of the project
- demonstrate how employer input has been included into the development and delivery of the project
- show a well thought-out approach to childcare / replacement social care issues including clear links to local providers and/or regional or national strategies
- demonstrate links with other relevant agencies or providers
- include better off in work calculations when designing projects
- show clear links to sources of employment (including flexible and self-employment) and providers of jobsearch or further learning activity
- demonstrate a track record of providing successful employment advice, including self-employment
- show that they will offer appropriate follow-up support to allow participants to move into, and sustain, employment successfully

Providers should make clear on the application form the specification against which they are tendering and should aim to provide all the activities listed within the specification.

A glossary of all the key terms is also available from the DWP's ESF website available here: <http://www.dwp.gov.uk/esf/resources/glossary/>. Here it defines for example what a 'participant', 'provider' & 'basic skills' are, where you use these terms in your tender you should be consistent with these definitions.

9. Participant target group and project specifications

This section sets out information on the types of participants this programme will target. The London Councils ESF Co-financing Programme aims to support a number of specific target groups that fall within wider target groups listed in the London Regional ESF Framework.

Table 8.1 below indicates the provisional allocation of funding for each project specification. The number of projects, participants and outcomes for each specification and the activities that are required are detailed on from page 21 to 54.

Definitions for the standardised project payable outputs and results are listed previously on pages 16-19, there may be additional payable results described in the specification.

Please note: Both the amount of funding and the number of projects are indicative and may change once the tenders received have been assessed and appraised.

Table 8.1 – Provisional allocation of funding, by specification

Specification	Number of projects to be funded	Available amount (£)
City of London Corporation	1 only	£173,600
Hammersmith & Fulham	1 only	£1,900,000
Westminster	1 only	£665,000

10. The City of London - Specification

Introduction to the borough

In addition to its role as the local authority for the City of London – the Square Mile, heart of the UK's financial and related business services sector – the City of London Corporation is committed to making a contribution towards bridging the gap between the wealth generated in the City and the deprivation experienced in its immediately neighbouring boroughs, the City fringes.

The City fringes, which for the purposes of this prospectus we describe as the London Boroughs of Tower Hamlets, Hackney, Camden, Islington, Lambeth and Southwark, are among the most deprived in the country but, situated directly adjacent to the City and each containing a significant element of Central London's economy themselves, they also represent areas of considerable opportunity.

Strategy

The City Together, the City's Community Strategy, sets out supporting residents of the City and our neighbouring boroughs to access training and employment as a priority. We are committed to helping local residents move into employment and training linked to the City and focus on raising the aspirations of local residents to do so. We also support the provision of enterprise support to assist the growth of small businesses in the City fringes, and to support local residents into self-employment.

Under the theme of *The City Together: the Heart of a World Class City which ... is competitive and promotes opportunity*,⁹ the City Corporation and its partners are committed to the following key aim:

To enable City and City fringe residents to have the opportunity to make a success of their lives for themselves, their families and their communities by extending opportunities for education, lifelong learning, skills training and work.

In support of this, the City Corporation's own Corporate Plan has as one of its Key Policy Priorities KPP4 Maximising the opportunities and benefits afforded by our role as a good neighbour...

As part of this Priority, we state that we will:

Encourage regeneration and corporate social responsibility by working with City businesses and communities in neighbouring boroughs.

We are keen to focus our efforts on supporting groups within the City and its neighbouring boroughs which are most in need, where we can add most value to activity being carried out locally and where linking to the City itself is beneficial. We see the areas set out in the following project specifications meeting these criteria.

⁹ The City Together Strategy: The Heart of a World Class City 2008-2014

Population

The unemployment rates in the City fringe areas, as measured by Jobseeker's Allowance claimant rates, range from 3% (Camden) to 6.8% (Hackney), compared to the London average of 4.2%¹⁰. Unemployment in the City fringe boroughs tends to be concentrated in those wards with a higher proportion of black and ethnic minority groups.

Many unemployed people in the City fringes have remained long term unemployed even during periods of high employment due to a complex set of barriers, which would need to be more effectively met in order to facilitate access to employment. Reasons that have been put forward for this include the impact of¹¹:

- low pay coupled with high housing costs;
- high levels of informal economic activity;
- high levels of benefit dependency placing economically inactive residents beyond the reach of mainstream employment and training services;
- lack of affordable childcare;
- lack of affordable and available transport and;
- discriminatory recruitment practices and business cultures

Geographical targeting

While the City Corporation would not want to be overly prescriptive, bidders should give consideration to those wards in neighbouring boroughs with high levels of unemployment and close proximity to the City.

Labour market

The six City fringe boroughs as described above all rank within the top 20% in England according to the Indices of Multiple Deprivation 2010.¹² Furthermore, the City fringe boroughs of Hackney and Tower Hamlets rank as the most deprived London boroughs. In 2008, there were 311,800¹³ employee jobs in the City of London, of which 98% were in services. This compares with 92% in the rest of London.¹⁴ Finance, IT and other business activities accounted for 81% of all jobs in the Square Mile and 8% were in distribution (including shops), hotels and restaurants. It is recognised that while the workforce demands of financial and related business sectors in the City of London are both high and low skilled, the existing labour market profile for the City fringe area is predominantly low skilled.

In comparison with London as a whole, the qualifications gap for school leavers in the City fringes has narrowed over the last few years, but the overall level of attainment still remains significantly below the London and England averages. As an example, while over 60% of all jobs starts in the City of London require a qualification equivalent to NVQ 3 or higher, only 55% of Southwark residents have achieved this level, decreasing to 45% at NVQ 4 and above¹⁵. This highlights the extent of the mismatch in skills and would suggest that the immediate entry to employment for many City fringe residents will be through a lower skill route. Interventions to improve access to, and retention at this level will therefore need to address some of these core issues and in some instances difficulties with basic

¹⁰ Office of National Statistics, Claimant Count May 2012

¹¹ Centre for Economic and Social Inclusion, 2010

¹² Indices of Multiple Deprivation 2010, Department for Communities and Local Government

¹³ Excludes self-employed, government-supported trainees and HM Forces

¹⁴ Office of National Statistics annual business inquiry employee analysis (2008)

¹⁵ Office of National Statistics: Annual Population Survey

employability skills may prevent some unemployed City fringe residents from easily accessing lower level entry jobs.

This is further reinforced by an employer survey¹⁶ conducted in 2010 the findings of which were as follows:

- Only 46% of employers currently rate the competency levels of staff as 'good'
- 57% of employers are not satisfied with the time management skills of school leavers
- 46% are dissatisfied with the business and customer awareness of graduates
- 52% of employers are concerned about literacy of the current workforce while 49% are concerned about numeracy

The table below outlines the latest published figures on the number of JSA and out of work benefit claimants within the City and City fringe boroughs:

City of London and the City fringes			
JSA claimants	Economically Inactive claimants	Proportion of claimants Unemployed	Proportion of claimants Economically Inactive
57,910	106,270	35%	65%

NOMIS February 2012

We would expect the above unemployed and economically inactive split to be applied to the number of participants enrolled onto the project.

The provisions outlined in the specifications below will equate to targeting a maximum of 27% of the total claimants in the City and less than 0.06% of the total claimants within the fringe boroughs (NOMIS 2012).

Sources of match funding

Match funding for all the specifications will be provided from City of London Corporation Section 106 planning gain monies allocated to training, skills and job brokerage activity and from City of London Local Area Agreement Reward Grant 2007-10 up to the value of £71,617.89.

Funding for 'legacy element' roundtable discussions / networking / dissemination events promoting improved awareness and knowledge among City fringe employment support agencies of the need of City-type businesses, up to £35,000, is being funded entirely by the City of London Corporation and will not be matched with ESF.

Submission of a final project evaluation report including 'legacy element' is allocated a total payment of £12,630. A proportion of this, up to £2,526, is provided entirely by the City of London Corporation and is not matched by ESF.

¹⁶ CBI/EDI Survey 2010

Project Specification 1: Square Mile Jobs (City-focused job-search service and improved job brokerage developed and implemented in partnership with City businesses) (Priority 1.1)

Project description and overview of requirements

The project will build on the existing range of employment support and job brokerage services available within the City of London and its neighbouring boroughs (Tower Hamlets, Hackney, Camden, Islington, Southwark, and Lambeth) providing a focus on and links into City-type businesses (e.g. banking, accounting, insurance, law and consulting) located within the City of London.

There are several existing job brokerage services open to and often well used by residents of the City's neighbouring boroughs. The project will be distinct from the services delivered by these existing job brokerages in that it will provide a service tailored specifically to employment opportunities arising within City-type businesses, including outsourced services based within City-type firms. The project will support jobseekers currently living in the City's neighbouring boroughs, named above, to access these employment opportunities in City-type businesses.

This ties in with City Corporation priorities and avoids duplicating any other provision in the City's neighbouring boroughs. The City Corporation is committed to supporting residents of the City's neighbouring boroughs to access employment within the City. To this end, the City Corporation employs an Employer Engagement Manager to promote local recruitment to City firms. This project has been conceived to address some of the barriers that the Employer Engagement Manager has uncovered, which are outlined below.

The primary target group for this project will be participants of working age (18-65) who seek employment opportunities arising specifically within City-type businesses. Participants will be workless individuals currently living in the **City** and its neighbouring boroughs – **Tower Hamlets, Hackney, Camden, Islington, Southwark, and Lambeth**. Bidders should note that direct participants must NOT include groups mandated on to the Work Programme.

The project should address the following key gaps:

- a) The lack of 'City' focus with regard to much of the general employment support in the City fringes – generic support seldom caters directly to the specific needs of many City-type businesses even for entry level or outsourced support roles;
- b) The limited involvement of City-type businesses in shaping job search, employment support provision and Information Advice and Guidance provision in the City's neighbouring boroughs;
- c) Challenges that job brokerages face in screening and vetting candidates for vacancies in City-type firms;
- d) The lack of soft skills preparation of candidates for roles in City-type businesses, such as time keeping, communication and body language skills, presentation skills, and so forth;
- e) Lack of awareness locally of the wide range of roles available within City-type businesses and ways of accessing these (e.g. temping agencies, networking, and

other avenues beyond advertisements or through local job brokerage/employment support agencies);

- f) Inaccurate preconceptions of City businesses by City fringe residents; and
- g) Inaccurate preconceptions of City fringe residents by City businesses.

Provision

The project will provide training and support - actively informed by City-type businesses located within the City of London - to help residents of the City and its six neighbouring boroughs named above into work within City businesses. We would expect roles typically to be at non-graduate, entry level or in a support function. Active involvement of City businesses in the delivery of the support is essential. Crucially, while the direct provision of training and support is important, we also require the project to develop a legacy of longer term improved awareness and knowledge among City fringe employment support agencies of the needs of City-type businesses of which more detail below.

Activity should include:

- a) Outreach to residents of Southwark, Lambeth, Tower Hamlets, Hackney, Camden, Islington, and the City itself, to offer a specialised employment support service focused on employment in the City of London;
- b) Active engagement of City-type businesses based in the City of London to support the development and delivery of employment support activity in the City fringes; Applicants must show a proven track record of engaging and working with City-type businesses in the 'Square Mile', especially through managing employee volunteers¹⁷;
- c) Provision of at least 6 hours of one-to-one practical employability support and training for 100 participants, aimed at the requirements of jobs within City-type businesses and likely to include but not be limited to CV preparation, assistance with job applications and interview preparation, identification of networking opportunities and development of relevant soft skills;
- d) At least 2 hours of each 6 hours of support provided to participants should be developed and delivered with direct involvement of City businesses, with a minimum of 15 City businesses to be involved over the duration of the project;
- e) Support for participants to gain an understanding of the available employment opportunities found in the City and support to identify and apply for specific employment opportunities located in City-type firms in the City;
- f) Matching of prepared participants with emerging job opportunities within City-type businesses; and

¹⁷ Bidders should indicate how they might work with City businesses to develop the employment support activity e.g. use of volunteers to mentor participants / speak at careers sessions, and how such volunteers might be supported / trained by the bidder. The City Corporation can support bidders in accessing City businesses' employee volunteers (through City Action), although all volunteer training, evaluation, insurances, criminal record checks etc would be the responsibility of the bidder.

- g) Delivery of a 'legacy' of improved awareness and knowledge among City fringe employment support agencies of the needs of City-type businesses achieved through innovative dissemination of good practice and lessons learned throughout the project.

Bidders should take the following into consideration in developing proposals:

- a) All activity should be supported by a clear, demonstrable track record of working with City businesses and a coherent plan for working with City businesses on this project. Bidders should provide an indication of which City businesses they anticipate engaging, accompanied by evidence supporting the likelihood of engaging them successfully (e.g. letters of support, evidence of previous successful joint working etc.).
- b) Bidders should provide a list of job brokerage and employment support agencies in the six target City fringe boroughs that they have links with and that they would propose engaging in the project.
- c) There should be a broadly even spread of participants across the City's six neighbouring boroughs with no less than 10% and no more than 25% of participants from any one borough. There should also be some participation by City residents, with at least 3% of participants living in the City of London.
- d) Bidders should demonstrate an understanding of how City-type firms located in the City of London recruit for non-graduate, entry level and support function roles.
- e) Building on a comprehensive project evaluation, the project should deliver a legacy element. In designing the legacy element, bidders should demonstrate an understanding of effective and innovative ways of disseminating good practice in providing employment support tailored to City-type firms, whilst also considering that job brokerages may experience high turnover. Bidders should describe their approach under question C5 (b) of the tendering response.
- f) Bidders should incorporate, but not limit 'legacy' activity to: roundtable discussions, networking and dissemination events, which promote improved awareness and knowledge of needs of City-type businesses among City fringe employment support services.

The City of London Corporation will need to approve the nature and scope of the legacy element.

Suggested strategic partners

- Jobcentre Plus
- City businesses (in the financial and related business services sectors)
- Employment support and job brokerage agencies based in the City's neighbouring boroughs
- Specialist agencies in the City and neighbouring boroughs focusing on supporting people into work and training in the City and the financial and related business services sector more broadly (e.g. The Financial Skills Partnership, the Brokerage Citylink, etc.).
- City of London Corporation's Employer Engagement Manager

- City Action, the City Corporation's in-house employee volunteering broker¹⁸.

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¹⁸ City Action can support the successful bidder in accessing City businesses' employee volunteers, although all volunteer training, evaluation, insurances, criminal record checks etc would be the responsibility of the bidder.

Specification 1: City-focused job-search service and improved job brokerage developed and implemented in partnership with City businesses				
Number of projects to be funded and Borough	x1 - City of London			
Project Timescale	Contract period		Start 01/01/2013	End 30/06/2015
	Final Evaluation			30/06/2015
Outputs for payment	Number	Unit cost	Total	Must be achieved by
Number of participants receiving 6+ hours of one-to-one support (IAG, job-search, mentoring, training, etc.), of which at least 2 hours should be delivered in partnership with City businesses, with a minimum of 15 City businesses involved in total.	100	£600	£60,000	31/12/2014
City businesses actively contributing to the project	15	-	-	-
Submission of a project evaluation report including 'legacy element' which, through innovative dissemination, should lead to improved awareness and knowledge among City fringe employment support agencies of the needs of City-type businesses.	1	£12,630	£12,630*	30/06/2015
Innovative dissemination of transferrable good practice across the duration of the project through delivery of a series of 'legacy element' roundtable discussions / networking / dissemination events promoting improved awareness and knowledge among City fringe employment support agencies of the needs of City-type businesses.	5	£7,000	£35,000**	30/06/2015
Results for payment	Number	Unit cost	Total	Must be achieved by
Number of participants into further job-search and training	20	£600	£12,000	31/12/2014
Number of participants in employment within 13 weeks of leaving the project	30	£899	£26,970	31/12/2014
Number of participants in sustained employment for 26 weeks (6M)	20	£1,350	£27,000	30/06/2015♦
Maximum funding available	-	-	£173,600	

*a proportion of this total, up to £2,526, is provided entirely by the City of London Corporation and is not being match funded by ESF.

**Funding for this activity is provided, entirely by the City of London Corporation and is not being match funded by ESF

♦Please note that participants must be in employment by the 01/01/15 to be able to claim a tracking result in the 1/01/2015-30/06/2015 period.

11. *London Borough Hammersmith and Fulham - Specification*

Priority 1.1 – Improving the Employability and Skills of unemployed and economically inactive people

Introduction to the borough

London Borough of Hammersmith and Fulham (LBHF) is the third smallest London borough both geographically and in terms of population. However, the population density is the sixth highest in the country. The Borough is one of huge contrasts with some of the wealthiest households in the country living cheek by jowl with residents living on social housing estates where significant pockets of deprivation are concentrated.

There are 82,000 dwellings in the Borough, of which the council or other social landlords own a third (26,000 dwellings). Seventeen of our housing estates feature amongst the 20% most deprived neighbourhoods in England and Wales. Unemployment in some of these areas is as high as 35%, and contributes to the Borough having 43% more Job Seekers Allowance (JSA) claimants than prior to entering recession in November 2008¹⁹.

The working age population of the borough is vulnerable to long term unemployment as 47% of claimants have been receiving JSA for six months or longer; the highest level for over a decade. The borough has the 16th highest proportion of JSA Claimants that have been claiming for 12 months or more out of all 326 English local authorities.

In real terms, since entering recession, there has been a 130% increase in the numbers claiming more than 6 months in LBHF. Youth unemployment has risen sharply and there are now 35% more claimants aged 18 to 24 than there were in December 2008²⁰.

Strategy

The Council's Community Strategy 2007/14 sets out the 'borough of opportunity' vision which has the regeneration of deprived areas, top class education for all, housing and housing options at the heart of its agenda and aims to reduce social and economic polarisation in our neighbourhoods.

The LBHF Economic Development Strategy and Work Matters programme of work set out clearly our approach and commitment to working in partnership with:

- key employers and businesses to maximise employment opportunities for all of our residents
- community responsive agencies who deliver economies of scale, are high performers and results driven. In this way we will be able to better engage with residents on 'what works' for their communities including employment support and achieving economic prosperity for all more widely

The Borough has three of the London Plan's 15 Opportunity Areas (Earls Court, White City & Old Oak) which will create 40, 000 plus jobs and build 18,000 homes over the coming twenty years and our draft Supplementary Planning Documents and Opportunity Area

¹⁹ Nomis Website: JSA claimants Hammersmith and Fulham Nov 2008: 3,650, March 2012: 5,220
http://www.nomisweb.co.uk/reports/lmp/la/2038431863/subreports/dwp_time_series/report.aspx?

²⁰ Nomis Webdite: 18-24 Claimants, Hammersmith and Fulham Nov 2008: 800, March 2012: 1,085
http://www.nomisweb.co.uk/reports/lmp/la/2038431863/subreports/ccadr_time_series/report.aspx?

Framework emphasise the importance of harnessing these opportunities to achieve socio-economic renewal in tandem with major physical regeneration projects.

In addition the Borough is one of the government's Whole Place Community Budget pilot areas (Tri-borough pilot: London Borough Hammersmith & Fulham, Royal Borough Kensington & Chelsea, Westminster City Council) and White City is a Neighbourhood Community Budget area. In both pilots we are looking at ways to pool resources, expertise and responses to deliver sharper, preventative and value for money services. ESF funding will help develop our community budget work particularly as we anticipate more focused interventions which drill down to a locality and specifically the housing estates within.

Population

The borough's demography is characterised by a relatively young population, with high degrees of mobility and ethnic diversity, a high population density and a high proportion of people living alone.

Using the average score from each of the domains from the 2010 Indices of Deprivation, LBHF is now more deprived than in 2007, being the 55th most deprived authority (out of 326) compared to its previous rank of 59th. Using the average rank across all of the domains shows that H&F is measured as the 31st most deprived.

LBHF has 4 Lower Layer Super Output Areas (LSOA)²¹ within the 10% most deprived nationally and 25 LSOAs within 10-20% most deprived. Overall, LBHF has just over 26% of its LSOAs ranked among the most deprived 20% in England. A further 23% are areas that fall within the 20-30% most deprived.

The 2011 Office of National Statistics (ONS) Census population estimate for LBHF shows a total population of 182,500 people²².

The age profile in the borough is typical of an urban population. There are fewer people near the retirement age and a corresponding lower level of younger children. The proportion of children and predominantly dependent young population in the 0-15 age group (16.8%) is lower than both West London (19.3%) and London (19.3%). 120,450 (71.0%) people are of working age (16 to 64 years).

According to NI 116 which measured the percentage of children living in poverty, 36% of all children in the borough were in poverty in 2008; this is the 10th highest level within London, and the 13th highest nationally. 77.8% of those children living in poverty in LBHF were in lone parent families. Again, this is high – being the 13th highest percentage nationally.

There are significant variations locally. I.e. in northern wards; 57.5% of children living in College Park & Old Oak live in child poverty (according to NI 116), 52.3% of children living in Wormholt & White City living in poverty whilst just 10.8% of children live in poverty in the southern Palace Riverside ward.

²¹ Low layer super output areas are a geographic hierarchy designed to improve the reporting of small area statistics in England and Wales. For further info: <http://www.ons.gov.uk/about-statistics/geography/products/geog-products-area/names-codes/soa/index.html>

²² http://www.lbhf.gov.uk/Directory/Council_and_Democracy/Plans_performance_and_statistics/Statistics_and_census_information/Census_information/174025_2011_Census_Population_Estimates.asp

Nearly one third of all children living in out of work households live in just three wards – Wormholt & White City, College Park & Old Oak and Shepherds Bush Green. However, when expressed as a percentage of the total number of children (0-15) in an area, both North End and Sands End have higher proportions of children living in out of work households than Shepherds Bush Green. The southern wards of Parsons Green, Walham and Palace Riverside have the lowest proportions of children living in out of work households.

Using the POLAR statistic, it is the same wards in the north of the borough that have the lowest participation rates in further education out of all of the wards in the borough.

Geographical targeting

The southern wards of Palace Riverside, Munster, and Parsons Green & Walham have the three lowest claimant rates in the borough (at 1.4%, 2.0% and 1.9% respectively). The northern wards of Wormholt & White City, College Park & Old Oak and Askew have the three highest JSA claimant rates in the borough (at 6.6%, 6.5% and 5.5% respectively).²³

It is the same wards in the north of the borough that have the highest youth unemployment levels, and the highest long term unemployment levels. The same areas tend to have high proportions of the working age population that are in receipt of incapacity benefits due to mental health problems with most housing estate areas having between 4% and 6% of their working age population receiving incapacity benefits (due to mental health problems).

At a smaller, local level it is the LSOAs covering estates in the wards outlined above that have the highest Job Seekers Claimant rates. As at March 2011, the LSOA covering the Edwards Woods Estate had a claimant rate of 11.4%, well over double that of the borough as a whole. Those areas covering the White City Estate have high claimant rates ranging from 8.1% to 10.8% of the working age population. The Emlyn Gardens estate in the far west of the borough has a high rate at 8.6% over double the borough average, as does the Old Oak estate in the north of the borough. The West Kensington and Gibbs Green estates have claimant rates at 9%, and the Clem Atlee estate has a rate of 8.4% - exactly double the borough level. In the south of the borough, the Fulham Court estate has a claimant rate at 7.7%.

One specific area of the White City estate has seen a 38% increase in JSA claimants between March 2010 and March 2011.

It is the same areas in the same wards that are classed as being the most financially vulnerable to debt and in need of financial advice; often not having bank accounts. Combining this data with existing customer segmentation work shows the multiple disadvantages that specific households face. Those households in the three most financially vulnerable bands tend to be those classed as “Deprived Families in Public Housing”.

These households are characterised by a high proportion of people from BME backgrounds, high proportions of single parent families, a large child population, high density social housing, low levels of employment and income, high levels of debt, low education attainment, high use of statutory services and poor health outcomes compared to the rest of the borough.

²³ July 2012 figures

<http://www.nomisweb.co.uk/reports/lmp/ward/1312817271/report.aspx>

It is in order to respond to the acute need of the population living predominantly on housing estates that this bid seeks to target estate and community based employment support as the most effective way of reaching out into entrenched communities to tackle generational worklessness.

Labour market

As at July 2012 LBHF had the 16th highest Job Seekers Allowance claimant rate of all of the London boroughs,²⁴

JSA claimant rates vary significantly by ethnic group, with the claimant rate for people from Black Caribbean groups almost seven times higher than that for people from White British backgrounds. Currently, only 6% of people from White ethnic backgrounds work in elementary occupations compared to over 14% for people from BME groups.

By age, the borough has low employment rates for most age bands except for between 25 and 34. Employment rates in the borough are particularly low for females. Employment rates for people from Black or minority ethnic groups are also low and particularly low for males.

People that are either physically disabled or impaired, carers, ex-offenders, care leavers or have drug and alcohol problems have significantly lower employment rates than the general population in the borough. In real terms, since entering recession, there has been a 99.5% increase in the numbers claiming out of work benefits for more than 6 months in LBHF, compared to a 74.1% increase in Greater London and 86.5% increase in the UK²⁵.

The table below outlines the latest published figures on the number of JSA and out of work benefit claimants within the borough:

Table 1.

London Borough of Hammersmith & Fulham			
JSA Claimants	Other out of work benefit claimants - Economically Inactive residents	Proportion of JSA claimants to all benefits	Proportion of Other benefit claimants - Economically Inactive
5,090	10,930	32%	68%

NOMIS February 2012

Delivery partners will be expected to reflect the above unemployed and economically inactive split in service take up i.e. participant numbers.

Sources of match funding

ESF funding requires match funding and this will come from LBHF general fund and S106 revenue from physical regeneration developments in the borough.

²⁴ http://www.nomisweb.co.uk/reports/lmp/la/2038431863/subreports/jsa_compared/report.aspx

²⁵ <http://www.nomisweb.co.uk/reports/lmp/la/2038431863/report.aspx>

Project Specification 2–Our Ambitions (Priority 1.1)

Project description and overview of requirements

Our Work Matters programme of works seeks to break the cycle of generational worklessness by practically equipping residents, particularly those furthest from the labour market, to compete for jobs, secure skills and qualifications and overcome barriers to employment. This ESF project will complement existing initiatives namely;

DWP Work Programme provision in the borough (contractors: Ingeus, Maximus and Reed in Partnership)

DCLG Troubled Families initiative –

<http://www.communities.gov.uk/communities/troubledfamilies/>

DWP – ESF Families Programme – (contractor: Reed in Partnership)

Council led partnerships

- The WorkZone: Westfield London funded recruitment & retention service, offering job brokerage, personalised support and training to help eligible unemployed and economically inactive residents progress towards, and into, sustained employment. (Partnership: LBHF, Job Centre Plus, Ealing H'smith West London College, Tendis, Westfield London)
- H&F JCP OnePlace: Council partnership with Job Centre Plus which sees council officers (housing benefits, welfare benefits, debt) based in job centres to deliver multi-agency 'one & done' service. Housing benefit assessment, benefits advice, financial capability offered alongside employment IAG.

We have considered social return on investment, social impact bonds in order to look innovatively at payment by results models which could deliver outcomes more efficiently and we remain keen to develop multi-agency data sharing protocols ('tell us once') in order to deliver faster, better services and reduce processes and red tape .

The Council is keen to work with service providers who are high performers with a proven track record of innovative practice and measurable outcomes to help achieve our aim to assist residents to get and sustain jobs.

This project aims to fill the gaps between other existing provision and ensure no one gets left behind. We also want to do more to target provision where we know incentives and workable progression routes exist and unemployed residents can directly benefit from some timely integrated interventions e.g.

- LBHF draft housing allocation policy (to be established April 2013) seeks to prioritise working household for housing allocation – this will give focus to employability work with unemployed people in temporary accommodation

ESF funding will be targeted at the following participants;

- those long term economically inactive and not mandated on to the Work Programme; Income support, Incapacity Benefit and Employment Support Allowance recipients;
- residents in temporary accommodation

- young people; those who have been economically inactive for less than a year (*aged 18-24 years, those under 18 should be referred to appropriate Skills Funding Agency provision*)
- residents who are impacted most severely by recent and imminent welfare reform i.e. housing benefit cap, universal credit and household benefit cap
- those on the LBHF 'Home Buy Register'
- and challenge those who benefit from illegal 'grey' economy income (i.e. cash in hand recipients).

Our delivery partners will work with the council to achieve the following objectives;

1. Real Sustainable Job Outcomes for Residents

Consulting residents/jobseekers and delivering employment support services in communities and on housing estates with a rolling programme of intensive activities covering:

- barriers to employment (debt advice, ESOL, Skills for Life sessions, confidence building, childcare options, CRB disclosure) as well as
- employment support, job application help, completing applications for live vacancies (including vacancies for part time work over 8 hours a week), resulting in real sustainable employment outcomes
- skills development (delivering short courses ,including qualification courses) and signposting to longer term vocational training options
- information on the impact that welfare reform, and specifically universal credit and the household benefit cap, will have on workless families and promoting work rather than benefits as the best way to maximise income levels.

Opening up trainee and work placement opportunities for a minimum of 30 hours over a period of time not exceeding 12 weeks, particularly with 3rd sector organisations specifically providing first step work experience/workplace re-engagement activities; apprenticeships and trainee positions in growth sectors (e.g. health & social care, retail & hospitality, childcare and facilities management).

2. Value for Money & Service excellence

Testing new practice and partnerships in order to capture 'what works' – Adding value to our community budgets work and synergised services in order to achieve seamless and cost efficient services.

Influencing partner specialist employment support providers particularly 3rd Sector agencies which focus on geographical areas or specific job seekers e.g. Older People in order to increase referral rates and seamless delivery .

3. Maximising Job Opportunities

Growing hourly work opportunities through Slivers of Time working by adding more local employers to the pool of businesses wanting to recruit staff/cover in flexible ways. This scheme enables Income Support claimants moving on to JSA to taste work and undertake hourly work to fit in with caring responsibilities and personal circumstances.

These objectives will achieve the stated outputs and outcomes and therefore contribute significantly to addressing social immobility and achieving the aims of our Community Strategy.

Provision

Our delivery partners will work in partnership with the council's WorkZone. This could be through cross referrals, delivering services from WorkZone premises and joint marketing, promotions and events.

We will prioritise bids which clearly demonstrate :

- service synergies and co-location such as our JCP OnePlace initiative - connecting to where participants are likely to already access services and where complementary support services exist.
- How job-seekers are encouraged to take greater personal responsibility and self manage their transition into employment.
- A connection with health provision including GPs, community health care and job-retention programmes which minimise the likelihood of long term sickness absence from work

The successful delivery partners will also be required to allocate a Discretionary Budget, up to a maximum of c£680.00 per person. This Discretionary Budget can be utilised by the provider for the purposes of meeting the specific needs of a participant in bringing them closer to the labour market. The Discretionary Budget would be used to cover the cost, of:

- Training and work experience
- Childcare
- Help preparing for work
- In-work support
- Interview clothing and travel costs for interviews where JCP support is not available

The discretionary budget cannot be used to fund wage subsidies. Allowances made to participants should be discussed with their JCP advisor before being awarded, to avoid any conflict with their benefit entitlements.

Providers must demonstrate connections with existing, funded and successful provision in LBHF, including DWP, Skills Funding Agency and Jobcentre Plus commissioned provision rather than duplicating what already exists.

Key activities will include:

Pre Employment

- Providing high quality employment focused information, advice and guidance by qualified and experienced IAG staff
- Developing a personal Action Plan with each job seeker which includes realistic goals and targets and practical ways to address barriers to work
- Access to relevant basic skills training including literacy, numeracy, ESOL classes and ICT where a need is identified
- Vocational certificated short courses such as safe handling and customer services, food hygiene, health safety at work etc to enable participants to apply for currently

available jobs within the retail and hospitality sectors and suitable preparatory work with job seekers to enable them to become job-ready

- Access to work placements and volunteering opportunities within the council and with external organisations and partners
- Signposting to appropriate specialist provision such as H&F Credit Union, child-care solutions and health care services

Job Ready

- Support to job seekers in applying for vacancies and learning opportunities through focussed workshops such as interview skills, CV production and job-search sessions
- Secure job vacancies by building upon existing relationships with employers and matching vacancies to local job seekers
- Work with Work Programme providers to ensure job seekers who are not eligible for support from the WP are aware of and are able to access support from the flexibility of this initiative.

Post Employment

- Support users to access in-work benefits such as working tax credits, housing benefits and run-on benefits to ease the transition into work
- Support job seekers throughout the transition into employment to maximise job sustainability through mentoring support
- Provide post-employment (in work) support for both employer and employee for 12 months to encourage sustained employment.

Key partners and providers to engage with the project

- LB Hammersmith & Fulham departments that can provide additionality including:
 - Children's Services Department; Locality based Family Support teams, Children's Centres
 - Community Services Department; Adult Health & Social Care
 - Housing & Regeneration Department; area housing offices
- LBHF Primary Care Trust (and National Health Service Westminster, National Health Service Royal Borough of Kensington & Chelsea)
- Registered Social Landlords inc Notting Hill Housing Trust
- Work Programme prime contractors (Reed in Partnership, Ingeus, Maximus/CDG and their suppliers)
- DWP ESF Families Programme delivered by Reed
- West London District Jobcentre Plus
- Local colleges and training providers inc Ealing, Hammersmith West London College
- Borough based employment support services (public, private and third sector)
- Business Improvement Districts; Hammersmith London and Park Royal Partnership, local business forums
- WorkZone and key borough employers including Westfield London retailers, BBC and small businesses

Project management

The successful provider will:

- Have a successful track record of delivering similar programmes in Hammersmith and Fulham
- Demonstrate effective management of suppliers and sub-contractors
- Have existing strong working relationships with organisations based in the borough that can support delivery and including social enterprises, charities, not for profit organisations and Registered Social Landlords

Advance Payment

- Please note an advance of £100,000 will be released, rather than 15% as mentioned elsewhere in this document.

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Specification – Required outputs, results and unit costs				
Number of projects to be funded and Borough	1 - London Borough of Hammersmith and Fulham			
Project Timescale	Contract period	Start	End	Option for 6months of jobs results tracking until 31/6/2015
		01/01/2013	31/12/2014	
	Final Evaluation	31/12/2014		
Outputs for payment	Number	Unit cost	Total	Must be achieved by
Number of participants receiving 6+ hours of support (IAG, job search, mentoring, training)	1,500	£333	£499,500	31/12/2014
Number of participants achieving a vocational qualification	630	£250	£157,500	31/12/2014
Number of participants achieving a qualification at NVQ level 2	50	£1,500	£75,000	31/12/2014
Participants undertaking a work placement	100	£230	£23,000	31/12/2014
Submission of a mid-term evaluation report	1	£1,500	£1,500	01/02/2014
Submission of final evaluation report	1	£3,714	£3,714	31/12/2014
Results for payment	Number	Unit cost	Total	
Number of participants in employment within 13 weeks of leaving the project	543	£782	£424,626	31/12/2014
Number of participants in sustained employment for 26 weeks (6M)	380	£1,167	£443,460	31/06/2015*
Number of participants in sustained employment for 52 weeks (1Y)	220	£1,235	£271,700	31/06/2015*
Maximum funding available	-	-	£1,900,000	

** Please note that participants must be in employment by the 31/12/14 to be able to claim a tracking result in the 1/1/2015-31/6/2015 period.

12. The City of Westminster - Specification

1. Introduction to the borough

The City of Westminster stretches from Pimlico and Victoria in the south through the West End, Marylebone and Bayswater to Paddington and Queen's Park in the north-west. It includes the capital's principal areas of government, shopping, entertainment and tourism and the headquarters of innumerable commercial and professional organisations together with extensive residential areas of all types.

The resident population now stands at approximately 234,000 but it is estimated that about 1 million people set foot in Westminster at some time during the day. There are also tens of thousands of people who live in the City for short-periods or on a part-time basis who are not included in the resident population.

1.1 Specific challenges

- Diversity and churn create unique pressures on Westminster's housing, education, health and community services, public space and infrastructure;
- Westminster has a population growth of 23% (2001-2010), compared with less than 6% across London;
- 30% annual population turnover;
- 71% of Westminster school pupils do not speak English as their first language;
- Balancing Westminster's national economic role and its position in the international spotlight with the needs created by pockets of serious deprivation;
- Westminster creates over 2% of national GDP;
- 600,000 workers, 48,000 businesses and over 1m visitors each day;
- 12 year life expectancy gap between Westminster's most affluent and deprived wards;
- Over 20,000 residents of working age claim out of work benefits and over 6,400 households receive Local Housing Allowance; and
- The introduction of the welfare cap will particularly affect households in large families and private rented accommodation.

1.2 Strategies

Bidders will be expected to have knowledge and demonstrate awareness of the following Westminster City Council documents:

- Westminster Civic Contract (2011)
- Work & Skills Commissioning Plan (2012)
- Westminster Local Economic Assessment (2011)
- Westminster Child Poverty Needs Assessment & Strategy (2011)
- Westminster Housing Renewal Strategy (2010)

1.3 An overview of worklessness in Westminster

Please see Appendix 1

1.4 Evaluation and learning from previous programmes

Recent programmes and evaluation include:

- **Westminster Works (ECORYS 2011):** (see Appendix 2) highlighting the added value of a multi-agency approach in supporting economically inactive and long term unemployed residents into work. The programme also demonstrated the added value of providing information, advice and guidance in neighbourhood settings, which led to improved job outcomes.

From a commissioning perspective, the Council learnt the following:

- Many residents need to be equipped with skills before they are ready to improve their employment situation and therefore providing output payments for residents' attainment of training or jobs without taking this into consideration was unnecessary
 - Information Advice and Guidance (IAG) delivered for 6 hours or more was a paid outcome measure of the Westminster Works programme. We have broadened the flexibility of pre-employment support beyond IAG and have incorporated this into the IAG payment, which will support pre-employment activities including childcare and training.
- **Westminster Child Poverty Pilots (GHK Consulting, 2010 & 2011):** highlighting the Team Around the Family approach delivered through Children's Centres, the role of key workers in delivering personalised support and the key role which affordable childcare, discretionary housing benefit payments and debt and financial advice services have played in supporting families into work.

For further information please contact tharding@westminster.gov.uk

1.5 Overview of existing and planned provision connecting to this contract

- Childcare (existing and future provision): Westminster provides a variety of childcare for 0-4 year olds in order to meet parents' needs, such as full day care, 'sessional' provision and childminding. 12 children's centres are located across Westminster which provide targeted services for parents such as outreach, childcare brokerage and parent support.

Childcare in Westminster is expensive in comparison to neighbouring authorities, and for low income families, it can represent a significant barrier to employment. In order to overcome these barriers, the City Council has implemented pilots which

have supported 35 parents using childcare into work and 48 parents with their childcare costs whilst undertaking training as a stepping stone into work. The City Council subsequently introduced the Childcare Employability Scheme in January 2012 which is currently benefitting 4 families. This help sits alongside childcare brokerage and a new scheme of Parent Champions, which is in the process of being introduced. The City Council has also been working closely with childcare providers to develop more affordable and accessible childcare including delivery of the 2 year old offer which secures 15 hours of free early education for the City's most disadvantaged families. This offer is expected to increase significantly when it becomes statutory from September 2013 onwards.

- Financial & Debt Advice (existing provision): services are delivered by the Citizens Advice Bureau and Action for Children through Children's Centres.
- Job Brokerage (existing and planned provision): an existing brokerage service in the West End - 'Workplace co-ordinators' - will be expanded to increase opportunities for residents living in the areas targeted in this commission. Opportunities to be brokered will include entry level jobs, pre-employment training courses with employers, apprenticeships and work placements. The service will support back to work services operating in Westminster and not exclusively for this commission.

Specification for providers and appendices

Project Specification 3: Unemployed and economically inactive participants (Priority 1.1)

Contract value & funding	
Westminster City Council funding	£350,000
ESF Match Funding	£350,000
Total funding	£700,000²⁶
Contract value	£665,000²⁷

2.1 Project description and overview of requirements

The commission will support adults in the areas of the City with the highest levels of worklessness into work and training and where necessary provide a single point of contact for other specialist provision in Westminster.

The programme will offer routes to sustained employment focussing on residents living in Housing Renewal areas with barriers to work which could include a lack of skills and recent work experience, caring responsibilities, health impairments and a history of being out of work. It will also support residents into employment who may be affected by welfare caps including households in large families and private rented accommodation supporting their progression into employment.

The programme will build on the previous *Westminster Works* programme to engage with a 'hidden' cohort of residents; for example through estate based job fairs, personalised estate based support and outreach.

Interventions will be determined by the provider working with the participant and will address barriers to work.

Providers must maximise publicly funded provision which already exists and wrap services around the individual through the connections which the provider will be expected to have e.g. with colleges for training courses, council services such as childcare & children's centres and Registered Social Landlords, the local volunteer centre and brokerage services.

2.2 Targeting

²⁶ Minimum and maximum contract values - the minimum contract value is £665,000. Additional funding of up to £240,000 may become available and added to the contract during the contract period.

²⁷ The £35,000 difference between the contract value and the total funding reflects the management fee to administer the funds.

Priority groups

The focus of provision will include but not be limited to the following groups prioritised by the City Council²⁸ and that meet the European Social Fund's eligibility criteria:

- Participants who are 18 years or older
- Older people (over 50 years)
- Workless and low income adults with barriers to work living in social housing and at risk of not achieving sustainable employment
- Vulnerable adults including those with disabilities, health conditions and/or who are homeless
- Families with multiple barriers to work, low income parents and carers (who are not supported by any other welfare to work project)
- Young people (18-24) not in education, employment or training including young people leaving care, young people at risk of offending and offenders (who are not supported by any other welfare to work project)
- Westminster employers, with a particular focus on those that can offer work experience, apprenticeships, part time employment and entry level jobs with ongoing skills progression which helps meet the demand from the cohorts above
- BME groups

Geographical targeting

The programme will focus on supporting workless residents and families living on the following Housing Renewal estates in Westminster²⁹:

Estate focus
Church Street Paddington Green Westbourne Green Tollgate Gardens Ebury Estate Brunel Estate
Wider beneficiary areas for outreach (Wards)
Church Street Westbourne Queen's Park Harrow Road St James'

Providers will be required to provide a breakdown of beneficiaries and outcomes achieved by estate and the wider beneficiary areas listed above.

²⁸ Westminster Work & Skills Board, 2012

²⁹ Please see appendix 3 for more information on these areas

For further information on ward profiles, a breakdown of worklessness in Westminster's estates and the latest **labour market information** please contact Tom Harding tharding@westminster.gov.uk

2.3 The service offer

Building on what has worked through similar commissions in the past it is suggested that providers employ personal advisers to engage and work with a case load of residents seeking work.

Provision should be based in the localities with the highest levels of worklessness identified above. Providers will identify eligible residents for the programme through a strong locality presence and through connections with a range of referral routes including Children's Centres, libraries, housing estate offices and families provision.

Providers will be expected to provide the support customers need to enter and remain in employment.

This will include, but not be confined to: engagement activities to identify beneficiaries, information advice and guidance, CV support, job search, job placement and in-work support.

Providers will determine the interventions necessary for each job-seeker. Existing relationships with providers and key referral agencies will need to be demonstrated to ensure the project set-up phase is reduced and to connect with provision funded by other sponsors, including the Department of Education, Job Centre Plus and other ESF provision. You must ensure that referrals to other provision is complementary and ensure against any potential double funding.

Providers are encouraged to design innovative ways of delivering services which challenge and improve existing service delivery models and learn from the successful Westminster Works programme³⁰ as well as multi-agency programmes including Westminster's Family Recovery programme.

We would strongly welcome provision which encourages the following:

- Co-location with other services - connecting to where beneficiaries are likely to already access services and where complementary support services exist;
- Job-seekers to take greater personal responsibility;
- Identification of barriers to work with the beneficiary and individual action plans developed;
- Connection with health provision including GPs, community health care and job-retention programmes which minimise the likelihood of long term sickness absence from work³¹;

³⁰ Westminster Works had particular success in engaging with a hidden cohort of job-seekers, the flexible neighbourhood support and the connections with a wider range of service including debt, financial advice, childcare and brokerage functions

³¹ Fit for Work Service funded by DWP and INWL.

- Testing new ways of delivering services in specific localities with the aim of joining up the array of different back to work services in hubs or similar models;
- Creative and pragmatic ways of helping beneficiaries to stay in work and develop their skills through working with their employer;
- Connection with debt and advice services; and
- Programmes which better connect the supply of residents looking for work with the demand from smaller employers and businesses, preferably based in the City.

2.4 Supply Chains

The successful provider must work with charities, social enterprises and not for profit organisations, preferably services with existing connections and reach into the targeted areas and communities and with a strong track record of delivery in Westminster.

Providers will be responsible for managing their sub-contractors, including addressing poor performance. Providers will need to ensure that all systems and processes used for the monitoring and recording of performance are robust, provide a clear audit trail of evidence, and give confidence to GLE and the City Council that the provider and its supply chain are delivering the programme in accordance with the provider's overall contractual obligations.

Providers will be encouraged to work with local suppliers in recognition of the expertise, knowledge and strengths which particular organisations have in delivering within particular localities.

2.5 Discretionary Budget

The provider will also be required to allocate a Discretionary Budget, up to a maximum of c£680.00 per person. This Discretionary Budget can be utilised by the provider for the purposes of meeting the specific needs of a participant in bringing them closer to the labour market. The Discretionary Budget would be to cover the cost, of:

- 1) Training and Work Experience³²
- 2) Childcare
- 3) Help preparing for work
- 4) In work support

The Discretionary budget has been built into the IAG unit costs listed at the end of this specification.

All evidence towards spend of the Discretionary Budget will be closely monitored by GLE during regular monitoring visits by the checking of invoices.

The discretionary budget cannot be used to fund wage subsidies, i.e. direct financial payments to providers.

³² The expectation is that providers will make use of existing Further Education provision in the City and in particular connect with City of Westminster College, Westminster Adult Education Service and Westminster Kingsway College.

Providers must demonstrate connections with existing, funded and successful provision in the City, including DWP, Skills Funding Agency and Jobcentre Plus commissioned provision rather than duplicating what already exists.

2.6 Key partners & providers

Providers are expected to engage with the following key partners in the delivery of this project:

- Westminster City Council departments, including:
 - Housing
 - Children's Services – particularly Children's Centres
 - Adult Social Services
- NHS Westminster
- CityWest Homes and Registered Social Landlords based in the City
- Work Programme prime contractors and their suppliers
- DWP ESF for Families Programme
- Jobcentre Plus
- Local colleges and training providers
- Existing providers delivering specialist employment support including the HELP project and Westminster Employment
- Business Improvement Districts, commercial landlords and employer partnerships

2.7 Project management

The successful provider will:

- Have a successful track record of delivering similar programmes in Westminster.
- Demonstrate effective management of suppliers and sub-contractors.
- Have strong working relationships with organisations based in the city that can support delivery including social enterprises, charities, not for profit organisations and Registered Social Landlords.

2.8 Non-target outputs & soft outcomes to be collected by the provider and submitted to GLE

- **Tracking skills progression in work** – this will be a non-output target which monitors participants' development of skills whilst at work. If you would like further information on how this will be tracked please contact David Jones (David.Jones@londoncouncils.gov.uk). Administration costs associated with this can be met by the discretionary fund outlined above.
- **Estate level breakdown** – Westminster City Council will provide a breakdown of postcodes to the provider to track outcomes for residents living in areas being regenerated via an Estate Renewal Programme. Outcomes will also be tracked for residents living in the Paddington area.

- **Families with multiple barriers to work** – are a priority group for the City Council and the provider will be expected to work with the Family Recovery programme and Children's Centres to support outcomes for this cohort.
- **Satisfaction surveys** - Providers will be expected to collect regular customer feedback on the quality of the service and the types of jobs customers move into. The successful provider will agree the design of the survey work at the start of the contract with the City Council.

2.9 Soft outcomes

Providers will also be expected to collect information on soft outcomes. This will include, but not be confined to:

- Key work skills; such as the acquisition of key language and communication skills
- Attitudinal skills; for example increased levels of motivation, confidence and self-esteem
- Personal skills; including improvements in timekeeping, attendance and personal wellbeing
- Practical skills; which may be indicated by the ability to complete forms or to manage money

Providers will also be expected to promptly address any poor performance and continually improve the level of service received by residents.

2.10 Required outputs, results and unit costs

Specification – Required outputs, results and unit costs				
Number of projects to be funded and Borough	Westminster estate employment programme			
Project Timescale	Contract period	Start 02/01/2013	End 31/03/2015	
	Final Evaluation		31/03/2015	
Outputs for payment	Number	Unit cost	Total	Must be achieved by
Number of participants receiving 3+ hours of support (IAG, job search, mentoring, training)	382	£680.00	£259,760	30/06/2014
Submission of final evaluation report	1	£3,740	£3,740	31/03/2015
Results for payment	Number	Unit cost	Total	
Number of participants in employment within 13 weeks of leaving the project	190	£600.00	£114,000	30/09/2014
Number of participants in sustained employment for 13 weeks (3M)	170	£330.00	£56,100	30/09/2014
Number of participants in sustained employment for 26 weeks (6M)	130	£1,100.00	£143,000	31/12/2014
Number of participants in sustained employment for 39 weeks (9M)	68	£1,300.00	£88,400	31/03/2015
Maximum funding available	-	-	£665,000	

APPENDIX 1

An overview of worklessness in Westminster

The following is a high level summary of worklessness in the City of Westminster, setting out the key trends and nature of the issues in supporting residents into sustainable employment.

High numbers of residents not working relative to Westminster's economic success

Over 19,000 residents in the City are claiming out of work benefits, including 4,773 Jobseekers Allowance claimants (JSA). The ONS Annual Population Survey also suggests that there are an additional 4,000 residents not claiming benefits and not working. This could include students and recent arrivals not eligible for benefits.

The table below outlines the latest published figures on the number of JSA and out of work benefit claimants within the borough:

City of Westminster			
JSA Claimants	Economically Inactive residents	Proportion of residents Unemployed	Proportion of residents Economically Inactive
4773	14327	25%	75%

NOMIS February 2012

¹ Claimant count July 2012

² Annual Population Survey 2011-2012

³ Economically inactive people are not in work and not claiming Job Seekers Allowance.

⁴ Annual Population Survey 2011-2012

⁵ Annual Population Survey 2011-2012

The provisions outlined in the specification will equate to targeting 25% of the total claimants in the borough (NOMIS 2011). As a result we do not anticipate that there will be a duplication of provision.

Participants should be 18 years or older to be eligible for this project.

Worklessness and housing tenure

Worklessness is associated with social housing and temporary accommodation in and around north Paddington and south of Victoria Street. Housing benefits are now paid to more than 26,500 households and continue to rise (private rented accommodation households account for 61% of all claimants). Of the 8,855 people claiming benefits in social housing areas, 87% claim 'out of work' benefits'.

Migration & population churn

Westminster has a high turnover of residents. Over one quarter of all Westminster residents have lived in the City for less than 2 years and over one quarter of all residents arrive or leave each year (Community Profile). From 2001 to 2008, approximately 76,300 international adult migrants entered Westminster with the intention of living in the UK for at least 1 year (International Passenger Survey).

Skills levels

Connected to the migration figure above, there are over 42,000 residents of working age with English language needs which impact upon their ability to find work and progress. There are also 14,600 residents of working age who do not have any formal qualifications.

Approximately 40,000 Westminster residents have ESOL needs. This figure is based on the number of people living in Westminster born in a non-English speaking country, and in and out migration estimates. This figure is affected by changes in population growth and migration patterns, and will likely increase each year.

Childcare

On average there are 3 children aged 0 to 4 years for each available registered childcare place in the city (i.e. both filled and unfilled places). Supply is a particular issue for low income and unemployed parents.

Debt

Evidence from providers in the city points to growing levels of debt; particularly for low income residents. This is important because high levels of debt are one of the primary obstacles for jobseekers who want to move back into work. Westminster CAB saw record numbers of clients (an increase of 40%) seeking debt and welfare benefits advice during October and November 2008, compared with the same period in the previous year. Demand has since remained very high.

Poor health

5.8% of Westminster's working age population are claiming Incapacity Benefit (Nomis 2012) which indicates the particular problem of long term illness affecting employment: 60% of claimants have been receiving the benefit for 5 years and over. Further analysis of Incapacity Benefit figures reveals that Westminster has one of the highest proportions of claimants for Mental and Behavioural Difficulties.

2,500 claimants in Westminster will be migrated off IB and onto JSA between 2010 and 2013. The majority of the remaining 8,370³³ claimants will be assessed as capable for work and migrated onto ESA on the condition they move towards employment. This will be an unprecedented challenge for employment support services in the city.

Families and families with multiple problems

³³ Jobcentre Plus presentation to London Councils Heads of Economic Regeneration meeting (15 September 2010)

Over 12,000 children (40.7%) live in poverty, mainly in the north west of Westminster and south of Victoria Street. There are 7,565 children living in lone parent families who are in receipt of income support or employment support benefits. Findings from Westminster Works for Families³⁴ show that families face a hierarchy of needs that have to be addressed before parents are ready for work. For example, concerns over safety, housing, childcare and debt all need to be resolved before individuals can start to think about employment and training. Need is particularly high amongst lone parents, many of whom face multiple problems including alcohol and drug misuse, lower level mental health issues, anti-social behaviour and poor parenting skills.

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³⁴ Westminster City Council's Family Recovery and Child Poverty programmes

APPENDIX 2

Lessons learnt from the existing Westminster Works Programme

Based on an independent evaluation of an existing multi-agency ESF programme and feedback from commissioners, residents and providers the council would expect that the following issues are incorporated or considered in submissions from prospective providers:

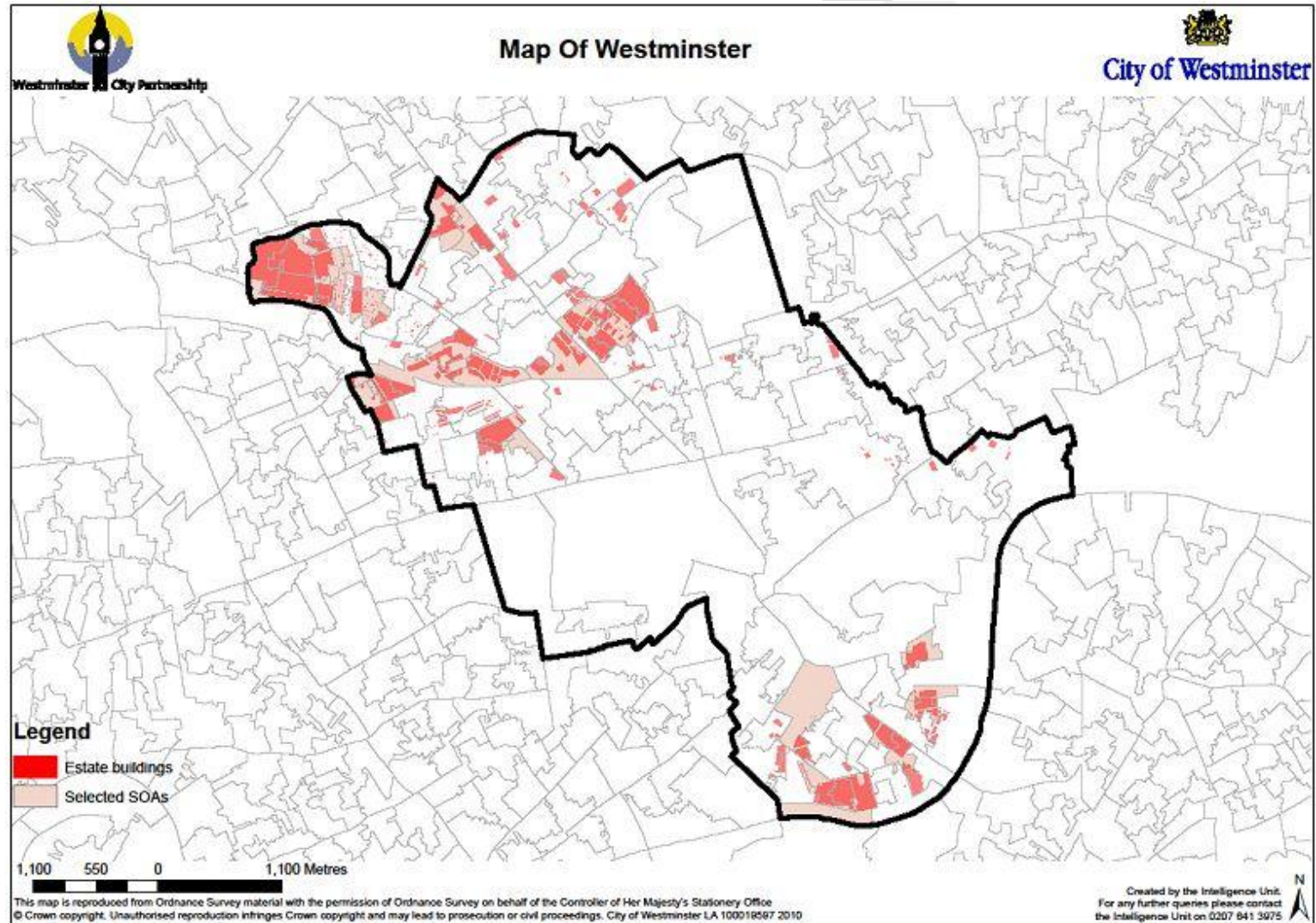
- Any new programme should seek to **reduce the cost of separate premises** for each adviser via co-location. This will enable for more funding to be spent on the programme and beneficiaries.
- The council encourages **consortium bids** from a range of providers acknowledging that no one organisation in the city can support the targeted beneficiaries into sustained employment. The council advocates multi-agency working and strengthened connections between services including Housing, Children's Services, Health and support for vulnerable adults.
- **Providers need to be given greater flexibility** to support interventions which are specifically tailored to the individual's needs. The council wishes to give providers the greatest level of flexibility through payment profiles to achieve this. This will be balanced with the need for providers to meet ESF monitoring requirements.
- **Managing suppliers through a prime contract and a central programme management team has worked** but management costs should be minimised. It has enabled shared reporting systems to be developed and greater competition amongst providers. Higher performing providers get more business and any poor performing providers can have contracts withdrawn or have volumes reduced without having to amend the whole ESF contract.
- **Engagement with housing providers and the training of front line staff greatly enhanced enrolments and knowledge of the programme.** Any programme should seek to actively work with RSLs and the council's housing provider – City West Homes - as part of the wider effort to reduce worklessness.
- **Targeting should continue in the areas with the highest levels of worklessness** in Queens Park, Church Street, Harrow Road, Westbourne and estates, temporary accommodation and hostels south of Victoria Street as well as in Soho.
- **Neighbourhood based delivery is valued by beneficiaries** as evidenced through the independent evaluation of Westminster Works and Child Poverty programmes.
- Aligning resources with other providers and commissioners (such as Jobcentre Plus, the NHS and Registered Social Landlords), **enables programmes to achieve additional outcomes at minimal extra costs.** These can include improved health outcomes and reduced re-offending.
- The council would want to ensure that **ESF programmes connect with the wider effort to reduce worklessness, child poverty and benefit dependency in the city.** It makes sense for us to work jointly with prime contractors delivering the Work Programme, Jobcentre Plus and providers delivering ESF contracts.
- **ESF programmes can ensure support is available for those not claiming out of work benefits,** such as second earners in low income families, residents recently

made redundant and young people that might be living at home with parents. This aligns with the success of Child Poverty Pilots in the city and an existing Westminster Works programme.

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APENDIX 3

Housing Estates in Westminster



13. Project duration

Projects will be funded between the dates specified on each individual tender specification. Please note that projects will start no earlier than 1st January 2012 and end no later than 30th June 2015.

All claimable outputs and results, must be delivered and claimed within the project start and end dates and before the achieved by date listed in each project specification payments table, those dates supersede those listed above.

14. Soft outcomes

Recognising individuals' personal achievements, or soft outcomes, is an important part of helping people towards finding suitable employment. These 'soft outcomes' include for example, helping people to acquire greater self-confidence in their potential or taking steps to overcome barriers to employment.

You will be expected to measure the 'distance travelled' by participants while on the project, based on prior assessment and recording of suitable steps. This may take the form of progress reports or self-assessment questionnaires. You will be expected to compile an evaluation report on your project at project close, which will include an assessment of soft outcomes for participants. You should therefore ensure that you collect information on soft outcomes for each participant throughout the lifetime of the project. Organisations unfamiliar with the measurement of soft outcomes will be able to access support and guidance to develop such measures.

Employability Performance Rating

ESF funded projects in London are required to implement the Employability Performance Rating system. The Performance Rating is a comprehensive tool to benchmark the achievements of employability service providers in London. The rating system awards a rating of between four and zero stars against three key areas: delivery performance, quality and contract compliance. Ratings are made public and published biannually. Funded projects will be required to complete the performance rating calculator (PRC) quarterly. One of the requirements is a standardised client completed feedback form. It is expected that this requirement will be integrated into successful bidders soft outcomes measurement systems.

More information about the PRC requirements will be providing during the contracting process and the reporting systems will be provided to you, however an overview of the requirements can be found here:

<http://www.london.gov.uk/priorities/employment-skills/working-partnership/london-employability-performance-rating> and <http://lseo.org.uk/content/1248>

Directory of London ESF Skills & Employment Services

The London Directory of ESF Skills and Employment Services is a new online database that enables advisers to search for services to support workless individuals into employment.

It provides a single point of access to information on ESF funded skills and employment services across London funded by the Skills Funding Agency, National Offender Management Service (NOMS), London Councils, Greater London Authority and the Department for Work and Pensions (DWP), including Work Programme provision.

All ESF and match-funded providers are expected to enter and maintain details of their provision on the London Directory of ESF Skills and Employment Services by completing the online form available from their respective co-financing organisation.

For further details on the directory, please visit the website www.esfdirectory.co.uk or contact the EPMU at the GLA by email to esfdirectory@london.gov.uk.

15. Added value

London Councils, the Boroughs and ESF wish to support projects that could not be delivered without its funding and which bring additional benefits to local provision and individuals. This is called 'added value'.

Your project may provide added value because it increases the number of people who receive the support they need to move towards work, or because it allows you to do more for people than would otherwise be permitted by other funding streams. Alternatively this funding may allow you to continue existing activity which would otherwise be cut back or it may allow you to develop new activities or to fill a gap in provision.

Subject to the eligibility criteria in Section 2, organisations which receive funding from any London Councils or ESF grants programme are welcome to apply for funding under this programme. However, your application should make very clear what additional activity, outputs or achievements you will deliver through this project. Organisations which have previously received a London Councils grant should note that, unlike other grants, the co-financing programme, only fund those costs which relate solely to the cost of the ESF funded project.

16. Financial information

London Councils ESF programmes pay providers on the basis of contracted unit costs. In other words, your project will be paid for the delivery of certain pre-specified outputs and results. The unit costs for each output and result are fixed, and are stated in each project specification.

London Councils has worked in conjunction with the participating boroughs to develop unit costs for each of the project specifications. It is important to note that each project specification contains different unit costs. London Councils would advise your organisation to plan your project on the basis of the actual costs, your organisation should be able to compare the anticipated budget for delivering the specification with the funding available. Please note that London Councils expects that the project activities you are applying to deliver are not dependent on other sources of funding. By planning your delivery on the basis of actual costs, your organisation should be able to compare the anticipated budget for delivering the specification with the funding available. Please note that unless otherwise stated in the tender specification, the funding and number of outputs/results represent the maximum funding available.

You will be required to submit a project budget as part of your tender. Whilst you will be paid on the basis of contract costs, London Councils' assessors will be looking at your project budget to check that your contract represents value for money, and that all costs included are ESF eligible. Assessors will also be checking to see that you have included enough staff in your budget to deliver the project. In addition, assessors will be checking that you have included adequate provision for participant support measures such as childcare and also for publicity. These factors will be taken into account as part of the award process.

Staff costs

In this section of the application form you should provide details of all the costs which relate to staffing your project. List the job title of the staff member involved and a short explanation of how the cost was calculated. If there are any other costs relating to staff (e.g. travel, subsistence etc.) you should include them in this section. You should give a brief explanation of how you calculated your costs, to enable assessors to clearly understand what is being funded.

For example -

Item	Calculation	Amount
Trainer	5hrs per month x 9 months x £16 per hr	£720
Travel to outreach centre	1 person x £3 x 2 per wk x 34 weeks	£204

Participant costs

In this section of the application form you should provide details of all the costs relating to items that you will provide to participants. For example, childcare, out of pocket travel costs, allowances, refreshments, equipment that participants may need for training (e.g. protective clothing), and so on. All entries should be itemised and calculations shown to explain the costs.

For example:

Item	Calculation	Amount
Childcare/carer allowance	£50 per wk x 7 people x 34 weeks	£11,900
Travel	10 people x £3 x 3 per wk x 34 weeks	£3,060

London Councils expects all projects to provide child or dependent care for participants as required in order to enable them to access the programme.

Other costs

In this section of the application form you should provide details of any other costs of your project, which do not relate to staff or participants. This will include other direct and indirect costs of the project, for example, small items of equipment, exam fees, publicity materials, postage, photocopying etc. Indirect costs, which are shared organisational costs e.g. rent, utilities, that cannot be connected directly to project activity and which are difficult to attribute to the project may be claimed but must be apportioned appropriately.

Match funding

Co-financing means that you apply for the full amount of your total project cost. The co-financing programme **does not** require you to produce additional match funding because this is being provided by London Councils. Your project should be designed so that the funding provided by the London Councils ESF Borough Programme covers all costs associated with it.

Eligible items of expenditure

Funding can cover all the running costs of your project as long as they are ESF eligible (please see below) and you list them in your application. When budgeting, if some items are used for both this project and your other activities, you should apportion the cost as appropriate.

This funding does not cover capital expenditure; it only covers the costs associated with setting up and running your project. However you are permitted to include the purchase of small items of equipment under the value of £1000 per item which are necessary for the delivery of your project.³⁵

Eligible

Staff costs:

- Administrative staff;
- Book keeping;
- Business counselling;
- Counselling and guidance;
- Project manager;

³⁵ The purchase of a computer is understood to be a maximum of £999 for the complete computer. You cannot claim separately for each component part such as the monitor, keyboard etc. The computer is to be a complete set up.

- Office manager;
- Outreach staff;
- Project co-ordinator;
- Staff recruitment;
- Staff training;
- Staff travel and subsistence;
- Trainer;
- Tutor; and
- Work experience co-ordinator.

Participant costs:

- Childcare;
- Subsistence;
- Training allowances; and
- Travel costs.

Please note that participant costs can't be used to fund wage subsidies. Allowances made to participants should be discussed with their JCP advisor before being awarded, to avoid any conflict with their benefit entitlements

Other costs:

- Advertising and promotion;
- Participant equipment and clothing;
- Cleaning;
- Consultancy;
- Copier rental;
- Depreciation of owned buildings;
- Depreciation of owned equipment;
- Equipment (small items under £1,000);
- Exam fees;
- Fax;
- Insurance;
- Operating equipment lease;
- Postage;
- Professional fees and costs;
- Rent;
- Room hire;
- Service charges;
- Stationary and office supplies;
- Telephones; and
- Utilities.

The following items of expenditure will be ineligible for ESF support:

- In-kind contributions which comprise the provision of land, real estate, equipment and unpaid voluntary work;
- Purchase of furniture, vehicles and equipment (other than small items of equipment)
- Purchase of second hand equipment;
- Bank debit charges;
- Legal fees;
- Fines, financial penalties and expenses arising from litigation;
- Purchase of land;
- Purchase of real estate (i.e. buildings after construction and the land on which they are built);
- Expenditure relating to venture capital, loan and guarantee funds.
- Redundancy Costs

Applicants should ensure that the cost of tracking all participants for thirteen weeks when they leave a project has been considered and is built into the project budget. Likewise tracking those participants who progress to a positive employment result and any additional post-employment support offered to participants is also considered in any financial planning.

17. Publicity arrangements

ESF funding carries requirements to:

- ensure that potential and actual participants, project partners, and employers, are aware of the source of support;
- publicise project successes; and
- participate as far as is practicable in London and national ESF publicity initiatives, including providing information for public directories of projects and the Directory of London ESF Skills and Employment Services.

London Councils, borough and ESF logos should be present on all information and forms given to participants and included in all project publicity produced. Further guidance on publicity will be given to successful applicants.

ESF funds a project, ESF Works, to showcase projects and products that illustrate the variety of activities taking place under the 2007–2013 European Social Fund (ESF) programme in England. Funded projects may be featured on the ESF Works website and all will have the opportunity to access the resources available there. Please see <http://www.esf-works.com/>

Funded projects will also be required to submit regular case studies using a provided template developed from the national ESF case-study template. Participants will need to be consulted and their permission sought to be used as case studies. These case studies may then be used in local and national publicity strategies.

All publicity materials developed to advertise or promote the project will need to be made available for inspection and approved prior to use.

18. Assessment process

Assessment against criteria

All tenders submitted under this round will be carefully assessed against the criteria set out in this guidance and the tender specifications and their fit with the stated objectives will be judged. This guidance fits within the framework of targets and objectives set out in the Co-financing Plan and projects must therefore contribute towards achieving the Co-financing Plan targets. Projects' proposed outputs and value for money will also be assessed e.g. assessors will check your budget to see that you have given due consideration to staff numbers and participant costs, the track record of your organisation will also be considered. Funds are limited and not all projects which apply will receive funding. It is therefore important that you demonstrate in your project application how your project meets the criteria laid out in this guidance.

Your project must fit one of the specifications outlined in the separate tender specification document. Once the assessor is satisfied that your project and organisation is eligible for support, the rest of your application will be scored by awarding points against each of the assessment questions. Instructions on completing the tender form are included with each question in the application, and should be read carefully before you complete your answer. Each tender will be scored separately by two independent assessors. The tender form sets out the points available for each part of each question.

All applicants must achieve the minimum score on cross cutting themes (see Gateway Criteria, Section 5 above) in order to be considered for funding. Applicants who achieve sufficient points on this question will then be subject to a minimum quality threshold on the application as a whole: projects that score lower than 50% will not be funded, even if there is sufficient funding remaining.

References

London Councils intends to reference delivery organisations through its network of Borough grants officers, to verify whether the organisation has experience of working within the Boroughs and with the particular participant group relevant to this application.

If you do not consider that the relevant officer has sufficient knowledge of your organisation to provide this reference, please supply details of an alternative referee in the tender form.

The appraisal panels

Following scoring, an appraisal panel will be convened to assess each project on the criteria outlined above. The panel will comprise of senior representatives from London Councils' Grants Team, the relevant borough(s) and from the GLE co-financing team. Other participants may be invited to join the appraisal panel should the number of applications warrant this. The appraisal panel will consider each project in score order, taking into account the further factors of value for money and the project's fit within the strategic framework set out under the co-financing plan. Track record on previous London Councils and other funded provision will also be taken into account.

The recommendations from the appraisal panel will then be presented to an independent external panel which will include:

- a representative from a suitable general voluntary sector umbrella organisation;
- other co-financing organisations; and
- representatives of the Managing Authority for ESF in London (the European Programmes Management Unit)

The external panel will take a strategic view of the projects submitted, including their duration, the extent to which they contribute to the co-financing plan and the Regional ESF Framework. This process will ensure that the projects chosen meet the aims and objectives outlined in London Councils' ESF CFO Plan and the London Regional ESF Framework. It will also help to ensure that there is no duplication of activities. Track record of delivery for other funders may also be taken into account when making award decisions.

Following this panel meeting, results will be made available to applicants. All applicants will be provided with their scores, and unsuccessful projects will be given feedback about the reasons for the decision, if requested in writing. This feedback will include a summary of the assessors' comments to help clarify the reasons for the decision. Unsuccessful applicants will be given the right of appeal on certain conditions.

19. Appeals

The selection process will be as open, objective and fair as possible but because the amount of funding available through London Councils ESF Borough Programme is limited, only a small number of projects can be funded. Applicants whose projects have not been selected for funding will have the right to appeal. There are two grounds for appeal following standard ESF practice.

For an appeal to be considered the applicant will need to make a case (by presenting convincing evidence in writing) that the scoring panel and/or appraisers had either:

- demonstrated bias against the proposed project; or
- made a decision that no reasonable person would make.

Due to the limited funding available, it is likely that a number of good proposals will not be successful. Most disappointed applicants tend to think that their tender deserved a higher score. However, a simple disagreement with the score will not suffice, nor will repetition of information already provided in the application. **No new information can be considered**, but clarification or further explanation of an answer could be relevant. An unsubstantiated allegation of bias or unreasonableness, or an appeal based on the fact that the project has been successful in the past will not be investigated further, and the appeal will fail. Your appeal therefore needs to be clear, state on what grounds it is based and then explain why this conclusion has been reached. Decisions reached after appeal will be final.

If London Councils agrees to consider an appeal the application will be re-scored independently (by people not involved in the original scoring) and re-appraised. This could result in an increase, a decrease or no change in the original total score. If the appeal is successful, London Councils will seek to enter into contract with the provider where possible.

20. Monitoring and reporting on your project

London Councils has to report to the Managing Authority for ESF on the progress of the ESF co-financing programme each quarter as part of the procedure for claiming funds. These reports will include data on participants, on project activities and on total expenditure.

Successful applicants will therefore be required to submit reports at the end of each quarter. These reports will enable London Councils to meet the ESF and its own reporting requirements but will also form the basis for monitoring your project progress and achievements. Successful projects may also be monitored by and have reports requested of them by the Borough providing the match funding.

Organisations will be given full advice in the pre-contracting phase on the information which must be recorded and reported and the implications for project procedures and systems. For further information see the London Councils ESF Co-financing Plan.

All funded organisations that enter a contract with London Councils are required to store project records until 31 December 2022, this requirement will be written into your contract. London Councils provides guidance to funded organisations about the storing of project records electronically in line with ESF requirements.

21. Payment arrangements

London Councils will provide an advance payment to all funded organisations.

15% of the agreed grant will be paid in advance to providers upon satisfactory completion of funding agreements with London Councils, unless the amount is specified differently in the individual tender specification (see Hammersmith and Fulham). Payments in the final quarters of delivery will be reduced to take into account the initial first advance payment.

London Councils will then pay providers quarterly in arrears on the basis of contract costs. Projects will be paid for the delivery of pre-specified outputs. These are described in Section 9.

Please note: London Councils is generally unable to recover any Value Added Tax charged. Therefore, the maximum sum stated in the project specifications listed above includes any VAT or other taxes charged. Under the provision of item 5A to group 6 of schedule 9 of the VAT Act 1994, the supply of education or vocational training funded by London Councils, and the supply by the person providing that education or training, of any goods or services essential to that provision, is an exempt supply for VAT purposes. In addition, the maximum sum stated in the project specification should include provision for direct costs to participants such as childcare, travel, subsistence, or participant incentives.

22. Key initiatives

This section is included to inform providers of good practice being promoted and developed through national skills and employment initiatives and also those across London. When designing your project and writing your tender, you should consider how your organisation links with the following initiatives:

Department for Work and Pensions

The DWP have a number of major welfare to work reforms which aim to fight poverty, support the most vulnerable and help people break the cycle of benefit dependency as part of their Get Britain Working strategy. Further details of the full range of initiatives can be found here: <http://www.dwp.gov.uk/policy/welfare-reform/get-britain-working/#britain> Providers are expected to consider how their provision will be distinctive from these initiatives.

The Work Programme:

The Government is committed to fighting poverty and supporting the most vulnerable and helping people break the cycle of benefit dependency. As a result significant reforms to the welfare-to-work programmes currently available to Jobcentre Plus customers are being made.

The Spending Review 2010, announced on 20 October 2010, confirmed the DWP's commitment to reform and the introduction of the Work Programme. The Work Programme represents a step change for Welfare to Work, it will replace much of the confusing array of existing programmes for unemployed people.

The Work Programme will base payments largely on results, and paying providers from the benefits saved from getting people into work. It is a partnership between Government and providers from across the public, private and third sectors - including social enterprises.

The Work Programme is now in place nationally.

The Work Programme delivers provision for, JSA and ESA individuals, and when Universal Credit is introduced it is expected to support similar relevant individuals.

Individuals will be referred onto the Work Programme at different milestones, and for some participants that referral may either be Mandatory or Voluntary.

Customer Group	Time of Referral	Basis for referral
Jobseekers Allowance customers aged 18 to 24	From 9 months	Mandatory
Jobseekers Allowance customers aged 25 and over	From 12 months	Mandatory
Jobseeker Allowance - Early Access customers facing significant disadvantage (e.g. young people with significant barriers, NEETs, ex-offenders)	From 3 months	Mandatory or voluntary depending on circumstance

Jobseekers Allowance customers who have recently moved from Incapacity Benefit	From 3 months	Mandatory
All Employment Support Allowance customers including contribution based, work related activity unlikely to be fit for work in the short term and support group customers.	At any time	Voluntary
Employment Support Allowance flow (income related) customers who are placed in the Work Related Activity Group and Support Group	At any time When customers are expected to be fit for work in 3 months	Mandatory or voluntary depending on circumstance
Ex-Incapacity Benefit Employment Support Allowance (income related) customers who are placed in the Work Related Activity Group and Support Group (who have recently moved from Incapacity Benefit)	At any time When customers are expected to be fit for work in 3 months	Mandatory or voluntary depending on circumstance
Income Support and incapacity benefit customers	At any time	Voluntary

Incapacity Benefit and Income Support customers who have undergone reassessment and have a known Work Capability Assessment outcome, will remain on the Work Programme if placed in the ESA Work Related Activity Group or on JSA, with the conditionality appropriate to their new benefit.

The London Region's contract package areas (CPA) is split into East and West, with three Prime contractors in each CAP. These organisations are:

West London	Ingeus UK Ltd	Maximus UK Ltd Employment	Reed in Partnership
East London	A4E Ltd	Careers Development Group (CDG) *	Seetec

[DWP has a Framework Agreement](#) for the provision of employment related support services including the new Work Programme and the next round of ESF contracts.

<http://www.dwp.gov.uk/docs/dwp-framework-eoi11.pdf>

The Framework competition was launched in June 2010 and information about the preferred suppliers was published in November 2010 and can be found on the DWP website through the link below.

<http://www.dwp.gov.uk/supplying-dwp/what-we-buy/welfare-to-work-services/framework-for-the-provision/>

DWP ESF funds for 2011-2013 will focus on:

- Support for disadvantaged customers claiming Incapacity Benefit or Income Support, through voluntary participation in the new Work Programme
- Targeted support to tackle worklessness in families with multiple problems.

Support for Families with Multiple Problems Provision aims to tackle entrenched worklessness in England by progressing people in families with multiple problems closer to employment.

The provision is aimed at families with multiple problems and complex needs where:

- At least one member of the family receives a DWP working age benefit; and
- Either no one in the family is working, or there is a history of worklessness across generations.

This provision is voluntary and focuses on providing a whole family approach, making support available to individual family members across the generations. It involves Providers working closely with Local Authorities (LAs) to identify families who can benefit from this provision.

This provision will not duplicate, and should complement and align with, local provision

Primes will work with Local Authorities to explore local opportunities and to ensure that proposals are appropriate.

<http://www.dwp.gov.uk/supplying-dwp/what-we-buy/welfare-to-work-services/european-social-fund/support-for-families/>

Skills Funding Agency

Register of Training Organisations

The Skills Funding Agency have a register of training organisations, it's role is to: confirm which organisations with an existing funding agreement are suitable to continue to fund; to provide the Skills Funding Agency with a list of organisations that are eligible to be selected to be invited to tender for the provision of education and training services; to enable the Skills Funding Agency to identify which subcontractors (organisations who do not hold a direct contract) prime contractors need to be asked to undertake a higher level of due diligence, monitoring and review on.

<http://skillsfundingagency.bis.gov.uk/providers/programmes/register/>

All organisations wishing to deliver education and vocational training services on behalf of the Skills Funding Agency (including provision for adults co-financed by ESF) need to be on the Register.

ESF provision for 14- 19 year olds

For 14-19 ESF provision, the Skills Funding Agency acts on behalf of the Young People's Learning Agency (YPLA) to procure and contract manage ESF activity for young people.

In London, the Skills Funding Agency ran a tendering round for the provision of activity to support the 'at risk of becoming NEET' group, plus pre-Apprenticeship specifications for NEETs and those at risk of becoming NEET.

- New providers need to register on the portal in order to access the relevant documents.
- <https://skillsfundingagency.bravosolution.co.uk/web/login.shtml>

In the current ESF programme, running from 2007-13, the Skills Funding Agency is responsible for ESF learning provision to the 19+ age group.

It also manages ESF provision for learners aged 14-19, as a shared service for the Education Funding Agency (EFA). A [technical document](#) supporting the shared service agreement details specific issues such as match funding, audit and publicity.

For adults, the Skills Funding Agency primarily procures and manages ESF provision that helps to develop a skilled and adaptable workforce in England: to help unemployed people re-enter the labour market; to support individuals with low skills in employment; and to engage with the hardest to reach individuals.

For young people, ESF will support young people aged 14-19 who are not in education, employment or training (NEET) and those at risk of becoming so. They will likely be those who face multiple barriers to their participation and need a different type of offer of post 16 provision to engage them in learning and keep them engaged. The main focus of using ESF monies for the period 2011-13 will be in conjunction with the EFA, securing the continued provision of individually tailored packages of education and support, which will enable the engagement of such young people.

The Skills Funding Agency currently funds four ESF projects to support adults and young people.

1. **Skills Support for the Unemployed** ensures that capacity is in place to provide skills support to unemployed individuals on benefits who are looking for work but face a skills barrier to entering the labour market. The Agency procures provision which will ensure adults (aged 19 and over) are given the right level of skills and employability support that they need to improve their chances of gaining employment (including starting an Apprenticeship).

This activity is delivered in partnership with the Apprenticeship Grant to Employers, which provides financing support to small employers taking on an apprentice as a progression from Skills Support for the Unemployed (SSU).

2. **Skills Support for Redundancy** provision ensures that capacity is in place to respond to redundancies and the employment implications of local economic conditions. The Agency procures training opportunities for individuals who are: under consultation or notice of redundancy; have been notified by their employer

that they are likely to be directly affected by downsizing or company closure locally; or have recently been made unemployed.

3. Employed individuals with low skills can benefit from **Workplace Learning**, which promotes in-work progression through the delivery of work related skills training. The Skills Funding Agency is seeking to fund provision that will raise their level of attainment, enabling individuals to improve their employment status and to move on to undertake higher levels of training.

There should be particular focus on those more vulnerable to future unemployment, with barriers to achieving sustainable employment, such as individuals aged 19-24 who are not in education, employment or training (NEET) and who are recently unemployed.

4. For the ESF Programme in England, the Skills Funding Agency also manages **Community Grants**. This project provides grants of up to £12,000 to allow small third sector organisations, which would not normally be able to access ESF, through simplified arrangements. These grants support a range of activities that help individuals in the hardest to reach communities to enter the labour market. Community Grants funding must not duplicate provision made available through mainstream ESF activity from the Skills Funding Agency.

A series of grant co-ordinating bodies administer Community Grants for the Skills Funding Agency on a regional basis. They publicise the availability of grants as well as providing support to successful applicants. In London this activity is coordinated by London Councils.

In addition to these four main projects, the Skills Funding Agency will also use ESF to contribute additional and enhanced provision to mainstream programmes such as Apprenticeships. ESF will add value by preparing participants with pre-Apprenticeship training and supporting access to and progression within Apprenticeships and other Workplace Learning.

Greater London Authority (GLA)

Co-funded by the European Social Fund, the GLA's new Youth programme will be in skills, employment and training to support vulnerable young Londoners.

Helping young people to succeed in education and preparing them for work is key to the economic success of the capital. The Mayor has identified this as a priority in his Young Londoners - successful futures plan.

The GLA's ESF programme will give young people opportunities to improve their skills and increase their chances to access further education and long-term sustainable employment. A market warming event to announce the projects to be delivered as part of the GLA's ESF Youth Programme was held on 21 February 2012. This was a very successful event with over 260 attendees from a variety of organisations across London. The presentation from

the event is now available to be downloaded. If you have any questions or queries please email ESFProgramme2011-13@london.gov.uk

Funding opportunities

The GLA's ESF Youth Programme Prospectus which contains the detailed Statement of Requirements for each youth project was published on 28 February. The bidding round for these projects opened on 29 February on CompeteFor, the online service being used for the Stage 1 pre-selection phase of the bidding process, and closed on Wednesday 21 March 2012 at 5pm. Successful applicants will be invited to submit full applications as part of Stage 2.

The GLA welcomes applications for the ESF opportunities from organisations working together as a partnership or consortium. Organisations may wish to use the London Directory of ESF Skills and Employment Services Partnership tool.

<http://www.london.gov.uk/priorities/young-people/education-training/lda/esf-youth-programme/gla-esf-youth-programme-2011-13>

National Offender Management Service (NOMS)

Following conclusion of the procurement exercise for the second round of the NOMS European Social Fund co-financing programme (2011 – 2014), the award of the London Prime Provider contract went to Working Links (Employment) Ltd.

The fundamental objective of the contract is to enhance the employability prospects of offenders by bridging the existing gaps between offenders and mainstream education, skills and employment services before, during and after release from custody. The Contract complements, rather than duplicates or competes with existing service arrangements with delivery built around a case management model operating across both custody and the community. In addition, there is a focus on specified hard-to-help groups (i.e. sub-projects) in the region.

The selected Prime Providers have named and engaged with a range of sub-contractors to ensure successful delivery of regional targets. The supply chain for the contracts show a good mix of organisations from different sectors, including probation trusts, private sector businesses, charities and voluntary and community groups.

The following project was also launched in London to continue 'NOMS' commitment to develop a mutually beneficial relationship with the social enterprise sector:

Furnish – Overview:

Vehicle and Warehouse assistants will collect and deliver furniture to customers and sort warehouse orders. Provision of 'Fit Out' services for landlords, e.g. curtaining and flooring. Office assistants will undertake a wide range of office services, from telephone answering to product ordering and client interaction.

ESF Technical Assistance (TA) Projects

Technical Assistance is provided under Priority 3 of the London 2007-13 European Social Fund (ESF) Programme. It supports programme implementation, including programme management and development to reinforce the administrative capacity.

London Skills and Employment Observatory

The London Skills & Employment Observatory is the central source of information, research and data on all skills and employment issues for London. Applicants are encouraged to make use of the labour market information available on the Observatory, which includes statistics at borough level: <http://lseo.org.uk/data/local-data>

The Age and Employment Network (TAEN)

TAEN works to promote an effective labour market that serves the needs of people in mid and later life, employers and the economy.

TAEN run a national TA project nationally to support the national ESF programme's objectives related to people aged 50+. They aim to:

- to raise awareness and spreading information and understanding of the specific issues people face in the labour market as they get older and wish to maintain or extend their working lives;
- to assist organisations involved in the ESF programme to work effectively with older clients in order to help them remain in or return to work;
- to highlight examples of good practice;
- to strengthen the focus on participants aged 50 and over.

<http://taen.org.uk/esf>

London Voluntary Service Council (LVSC)

LVSC delivers an ESF funded TA project to enhance support for voluntary/community organisations seeking to access ESF funding. The project also facilitates partnership working between providers in London.

In general LVSC aims to:

- Lead the London voluntary and community sector in developing the strategy for learning & skills and in promoting this to the policy makers.
- Help voluntary and community sector organisations to provide high quality training/services by and for socially excluded groups in London with particular attention to funds available from the European Union.

<http://www.lvstc.org.uk/index.php>

GLE Borough ESF TA Project

GLE is currently providing support to help London local authorities influence, plan and engage in the delivery of ESF provision in their area. They will be launching a new webpage dedicated to this project during September 2012, but if you have any questions in the meantime, please email james.h@gle.co.uk.

Green Mark

Green Mark is an environmental certification which is being offered free to ESF funded organisations. Green Mark helps organisations to improve environmental and economic sustainability through awareness and integrating environmental measures within their operations. The TA project will offer support to organisations to undertake the Green Mark accreditation including telephone and email support during the process.

There is a limited amount of support available and organisations will be supported on a first-come-first-served basis.

<http://greenmark.co.uk/>

ESF WORKS

ESF Works is the showcase and forum for policy & practice lessons from the 2007-2013 ESF programme in England. ESF-works regularly collect case studies and share best practice from all the ESF projects across the country.

<http://www.esf-works.com/>

Other Initiatives

Changes to benefits: Universal Credit

The DWP is planning an overhaul of the current method of payments in the welfare system. It is the Coalition Government's intention to introduce legislation to reform the welfare system by creating a new Universal Credit. When designing these specifications this planned change has been taken into account, prospective projects are advised to consider how they will adapt to the changes.

Further information is available in the White Paper:

<http://www.dwp.gov.uk/policy/welfare-reform/legislation-and-key-documents/universal-credit/>

Community budgets

Community budgets represent a shift in how central government funding is directed to boroughs and how that funding is allocated.

- Pool various strands of central funding into a single 'pot' for tackling social problems. Boroughs then allocate the funding against the priorities in their region.

- Over the next few years this method of allocation is expected to be rolled out across the country.
- Community budgets are now running in 16 areas. In London the boroughs are:
 - Barnet
 - Croydon
 - Islington
 - Lewisham
 - Westminster,
 - Hammersmith and Fulham,
 - Kensington & Chelsea
 - Wandsworth

Further information can be found here:

<http://www.communities.gov.uk/news/corporate/1748111>

The Mayors Economic Development Strategy

The Economic Development Strategy sets out this vision with respect to the London economy, and how it can be realised. The Mayor's ambitions are for London to be the World Capital of Business, and to have the most competitive business environment in the world; to be one of the world's leading low carbon capitals, for all Londoners to share in London's economic success and for London to maximise the benefits of the 2012 Olympic and Paralympic games.

The Economic Development Strategy is a call to action for all those involved in London's economy and concerned with its success.

<http://www.london.gov.uk/who-runs-london/mayor/publications/business-and-economy/eds>

London Enterprise Panel

The London Enterprise Panel's role is to advise the Mayor on actions to provide strategic investment to support private sector growth and employment in London; promote enterprise and innovation; promote the acquisition of skills for sustained employment in London; and Protect and enhance London's competitiveness.

£41m has been allocated to the LEP to unlock potential areas of growth in the capital, and an additional £70 million Growing Places Fund (GPF), was awarded to the London Enterprise Panel in the March Budget.

<http://www.london.gov.uk/business-economy/working-partnership/lep> and
<http://www.london.gov.uk/moderngov/ieListMeetings.aspx?CId=253>

National Apprenticeships Service (NAS)

Apprenticeships are a key part of the post-16 education offer and will play a central role in the Government's plans for growing skills in the economy. World-class Apprenticeships: Unlocking Talent, Building Skills for All, published by the Department for Innovation,

Universities and Skills (DIUS) and the Department for Children, Schools and Families (DCSF) in January 2008, indicated the Government's intention to increase the Apprenticeship opportunities available through those employers already offering high-quality Apprenticeships.

The National Apprenticeship Service (NAS) was announced in January 2008 and officially launched in April 2009. Reporting to the Departments for Innovation, Universities and Skills (DIUS) and Children, Schools and Families (DCSF), the service will drive forward the Government's ambition for Apprenticeships. The service aims to bring about a significant growth in the number of employers offering Apprenticeships.

The NAS will assume total responsibility for the delivery of Apprenticeships that includes: Employer Services; Learner Services; and a web-based vacancy matching system. This online system enables individuals to search and apply for live vacancies and allows employers, and their training providers to advertise their vacancies to a wide range of interested applicants.

For more information on Apprenticeships, please go to

<http://www.apprenticeships.org.uk/About-Us/National-Apprenticeship-Service.aspx>

Diversity Works

Diversity Works for London is the Mayor of London's campaign to engage organisations in harnessing the benefits of a diverse workforce and supplier base, providing all Londoners with a chance to share in the city's opportunities and prosperity.

The website includes practical tools to implement diversity in the workplace. Providers can consider using these tools when working with employers within ESF projects (for more information, please see <http://www.diversityworksforlondon.com>).

Skills for Life

Skills for Life include supporting adult learners with improving their basic literacy, numeracy, language and ICT skills. English for Speakers of Other Languages (ESOL) training forms part of Skills for Life.

Further Education and Skills

Providers delivering skills are advised to refer to relevant Government reports when planning projects.

The Government's strategy for skills and reform of the further education and skills system can be found here: <http://www.bis.gov.uk/policies/further-education-skills>

In November 2010 the government set out their vision in Skills for Sustainable Growth and the funding to support this. In December 2011 they published New Challenges, New Chances, their reform plan building on Skills for Sustainable Growth, and the Skills Investment Statement 2011-2014.

Unionlearn

Unionlearn was established by the TUC to help unions to become learning organisations, with programmes for union representatives and regional officers and strategic support for national officers.

National Careers Service – Information, Advice and Guidance

The National Careers Service provides information, advice and guidance to help you make decisions on learning, training and work opportunities. The service offers confidential, helpful and impartial advice, supported by qualified careers advisers. (<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>).

Skills for Business – Sector Skills Councils

The Skills for Business network aims to boost the productivity and profitability of the UK by identifying and tackling skills gaps and shortages on a sector by sector basis. In short, they aim to get the right people with the right skills in the right place at the right time.

The Skills for Business network is made up of 25 Sector Skills Councils (SSCs) – each one is an employer-led, independent organisation. The UK Commission for Employment and Skills and the Alliance of Sector Skills Councils underpin the network.

Projects tendering for ESF under this ITT are advised to liaise with the relevant SSC for the identified sector being targeted (see <http://www.sscalliance.org>).

23. Contacts

<i>For technical queries regarding the application process please contact:</i>
<p>David Jones, London Councils ESF Co-financing Programme Manager david.jones@londoncouncils.gov.uk 020 7934 9707</p> <p>or</p> <p>Stephen Boon, Managing Consultant stephen.boon@londoncouncils.gov.uk 020 7934 9707</p> <p>http://www.londoncouncils.gov.uk/grants</p>
<i>For other support, including a discussion of your project, please contact:</i>
<p>Steve Kerr, Policy Officer – Employment and Skills steve@lvsc.org.uk 020 7832 5811</p> <p>London Voluntary Service Council (LVSC) 2nd floor, 200a Pentonville Road London N1 9JP</p> <p>http://www.lvsc.org.uk/</p>

If you wish to contact the borough in which your project will take place, please see below:

Name	Organisation	Contact details
Catriona Mahoney	City of London Corporation	Email: catriona.mahoney@cityoflondon.gov.uk Tel: 020 7332 3635
Neil Wigglesworth	Hammersmith & Fulham	Email: neil.wigglesworth@lbhf.gov.uk Tel: 020 8753 3375
Tom Harding	Westminster	Email: tharding@westminster.gov.uk Tel: 020 7641 2244

London Co-financing Organisations:	
London Councils	
<p>David Jones London Councils ESF Programme Manager Contact details above</p> <p>Mark Brangwyn (London Councils) Head Grants 020 7934 9794 Mark.Brangwyn@londoncouncils.gov.uk</p>	<p>London Councils 59 ½ Southwark Street London SE1 0AL http://www.londoncouncils.gov.uk</p>
London Development Agency	
<p>Julie Sexton Senior Manager - Programme Delivery</p> <p>020 7983 5610 julie.sexton@london.gov.uk</p>	<p>ESF Delivery Unit, Communities and Intelligence, Greater London Authority City Hall, The Queen's Walk More London London SE1 2AA http://www.london.gov.uk/</p>
Skills Funding Agency	
<p>Joyce Roberts Joyce.roberts@skillsfundingagency.bis.gov.uk</p> <p>Neil Roberts Neil.Roberts@skillsfundingagency.bis.gov.uk</p>	<p>Skills Funding Agency Cheylesmore House Quinton Road Coventry CV1 2WT</p> <p>http://skillsfundingagency.bis.gov.uk/</p>
Jobcentre Plus/Department of Work and Pensions	
<p>Philip Naniewski Regional ESF Manager for London 020 7342 3106 07961 130359 philip.naniewski@jobcentreplus.gsi.gov.uk</p>	<p>Jobcentre Plus Office of the Director European Social Fund Tresco House 65 Lisson Grove London NW1 6UW</p> <p>http://www.jobcentreplus.gov.uk</p>
NOMS	
<p>Sharon Flynn Regional Engagement Manager London Directorate of Commissioning and Commercial Development 030 0047 5866 Sharon.Flynn@noms.gsi.gov.uk</p>	<p>National Offender Management Service 2.08, Clive House, 70 Petty France London SW1H 9EX</p> <p>http://www.justice.gov.uk/about/noms/</p>

Annex 1. Sustainable development: Further information

What is Sustainable Development?

Sustainable Development is a process that seeks to ensure a better quality of life for everyone, now and for generations to come. It does this by integrating social, environmental and economic considerations equally into everything we do. It recognises that social, economic and environmental issues are interdependent and therefore activity in one of these areas should not be pursued in isolation but with consideration for each of the other areas as well.

National Context

The coalition government is committed to being the greenest government ever. It is taking action to cut carbon emissions, create the conditions for green growth, and improve resilience to climate change – all of which is necessary for delivering sustainable development and long term economic growth.

The Secretaries of State for the Environment, Food and Rural Affairs and for Energy and Climate Change will take the lead in mainstreaming sustainable development across government, and work is underway to develop the governance and framework for achieving this.

In addition, government aims to lead by example by reducing the emissions of the government estate by 10% and ensuring government purchases sustainable goods and services.

The Department for Work and Pensions is committed to building sustainable development into all its policies, plans and decisions as well as procuring sustainable goods and services.

<http://www.dwp.gov.uk/esf/resources/sustainable-development/#q3>

Sustainable development training tools to design and implement a sustainable development policy and plan are available from:

<http://www.dwp.gov.uk/esf/resources/sustainable-development/sustainable-development-tools/>

Regional Context

The Mayor has a clear vision of London being recognised as a world leader in improving the environment locally and globally. He is focusing on realising this vision through big, bold programmes for improvement and an ongoing determination to encourage everyone to get involved and work together.

London is striving to be one of the greenest cities in the world. This is the only way we will preserve and improve London and the quality of life of all Londoners and in so doing lead the world in tackling environmental issues.

The Mayor has set out his overriding environmental strategy in Leading to a greener London, an environment programme for the capital.

This is supported by strategies focusing on air quality, water, waste, noise, biodiversity, climate change adaptation, climate change mitigation and energy.

More details about all of the above can be found at:

<http://www.london.gov.uk/priorities/environment>

Application Process and Information

As part of the application process you will have to illustrate how you have considered and integrated into your project all the three elements of sustainable development: social, economic and environmental. There will also be an accompanying sustainable development checklist that you will have to complete and you should use this to identify the activity that you will provide further information on in the sustainable development section of the application form.

Annex 2. Checklist – Health cross cutting theme

The ESF programmes have potential to improve the health of Londoners.

Below are some key questions that you should consider when developing your project. These should help your project meet the requirements of the new health cross-cutting theme in the London ESF Programme.

Some questions will be more relevant than others, as some projects will specifically aim to get people with health problems into work.

There is no expectation that every project will answer yes to each question.

1	Is your project working with individuals with health issues including those with mental ill health issues?	YES/NO
2	Have you contacted your Primary Care Trust (PCT) and local Health Improvement Programme in order to develop your project?	YES/NO
3	Have you considered the links with sustainable development and equalities objectives?	YES/NO
4	Will your project offer health promotion information to your participants?	YES/NO
5	Will your project refer individuals onto health services locally, where this is appropriate?	YES/NO

Annex 3. Core Participant MI Requirement (ESF and Match)

Identification data

- Priority Project Number

- Transfer Date

NOTE: Characteristics such as Region, Objective and Priority can be derived from the above project number.

Individual participant details

Variable	Descriptors	Definition
All starters		
Gender	Male/Female	The gender of the participant
Age	Date of Birth	The full date of birth of the participant
Identifier	Participant identifier	The unique number by which the CFO identifies an individual participant. May be required for follow up surveys. ³⁶
Location	Postcode	The full postcode of the address that the participant resides at
Participation	Start date	The date that the participant started on the ESF project. ³⁷

³⁶ For DWP, this is the 12 digit numeric client reference no. For LSC, this is the provider code followed by the client number.

³⁷ A MI participant record is required for each participation in the programme by an individual.

Variable	Descriptors	Definition
Status ³⁸	Employed	<p>Participants who are in paid employment on the day they commence an ESF project. The participant must work 8 hours or more per week.</p> <p>This includes :</p> <ul style="list-style-type: none"> • Employees (people who work for a company and have their National Insurance paid directly from their wages) and • Self-employed (people who work for themselves and generally pay their National Insurance themselves).
	Unemployed	Participants who are without a job and available to start work and looking for work, or waiting to start a job that has already been obtained, as at the date they started on the ESF project. This includes people who are working fewer than 16 hours a week but who are signing on and report their earnings to Jobcentre Plus.
	Economically inactive	Participants who are not employed, but who do not satisfy the ILO criteria for unemployment. This is because they are either not seeking work or are unavailable to start work.
	Full time education or training	<p>A participant who satisfies one of the following criteria but is not a 14-19 NEET:</p> <ul style="list-style-type: none"> • Full-time education either in a school, A FE Institution or a HE institution • In full-time Work-based learning (including apprenticeships, Entry to Employment and NVQ learning) <p>Other education or training (including independent colleges or training centres or receiving training or part-time education but not currently employed).</p>
	14 -19 NEET	Participants aged 14-19 who on joining an ESF project who are not in:

³⁸ The values for 'status' are mutually exclusive i.e. a participant can only belong to one of these categories not more than one.

Variable	Descriptors	Definition
		<ul style="list-style-type: none"> • Full-time education either in a school, A FE Institution or a HE institution or • Work-based learning (including apprenticeships, Entry to Employment and NVQ learning or • Other education or training (including independent colleges or training centres or receiving training or part-time education but not currently employed) or • Employment <p>And</p> <p>Participants aged 14 and 15 who are at risk of becoming NEET when they leave school, for example those identified by the Connexions Service as needing 'support' or 'intensive support'.</p> <p>³⁹</p>
If unemployed	Length of unemployment on starting < 6 months 6 – 11 months 12 – 23 months 24 – 35 months 36 + months	<p>Only for those whose status is Unemployed. Set to zero for participants who are not unemployed.</p> <p>Information on length of unemployment to be provided using bandings provided (i.e. less than six months; 6-11 months etc).</p>

³⁹ Young people in part-time learning (less than 16 hours) are included in 'full-time education and training' and are not counted as NEET.

Variable	Descriptors	Definition
Ethnicity ⁴⁰	White 1) British 2) Irish 3) Other	
	Mixed 4) White and Black Caribbean 5) White and Black African 6) White and Asian 7) Other mixed background	
	Asian or Asian British 8) Indian 9) Pakistani 10) Bangladeshi 11) Other Asian background	
	Black or Black British 12) Caribbean 13) African 14) Other Black background	
	Chinese or other ethnic group 15) Chinese 16) Any other ethnic group	
	Prefer not to say 17) Not stated	

⁴⁰ One only of the 17 ethnicity options to be used for each participant.

Disability	Disabled/with health conditions (Yes/No)	<p>Participants who on joining an ESF project report having a:</p> <ul style="list-style-type: none"> • Work-limiting disability or learning difficulty (which includes long term health problems); or • A current disability covered by the Disability Discrimination Act (DDA). <p>A 'work-limiting disability' is a long-term health problem disability or learning difficulty that affects the amount or type of work a person can do.</p> <p>The DDA defines disability as a 'physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. To count as disabling under this definition an impairment must be physical or mental, have a substantial adverse effect on day to day activities and be long-term.</p> <p>When this variable is set to 'yes' this indicates that the participant has either indicated that they have a disability or suffer from a health condition or have a disability and also suffer from a health condition.</p> <p>When set to 'no' this indicates that a participant has indicated that they do not have a disability and do not suffer from a health condition</p>
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Highest level of qualification held ⁴¹	None	Participants who do not have a QCA defined relevant qualification at any level.
	Below Level 1	Participants who on starting ESF do not have a relevant full qualification at level 1 or above (as defined in the QCA National Qualifications Framework).
	Level 1 or equivalent	Participants who on starting ESF have a relevant full qualification at level 1 or the equivalent
	Level 2 or equivalent	Participants who on starting ESF have a relevant full qualification at level 2 or the equivalent
	Level 3 or equivalent	Participants who on starting ESF have a relevant full qualification at level 3 or the equivalent
	Level 4 or equivalent	Participants who on starting ESF have a relevant full qualification at level 4 or the equivalent
	Level 5 or higher or equivalent	Participants who on starting ESF have a relevant full qualification at level 5 or the equivalent
	Not known	<p>This value indicates that it is not known which relevant qualifications the participant does or does not hold.</p> <p>(N.B 'Relevant' means a qualification relevant to the sector in which a participant is working or seeking to work. For example, a participant may have academic qualifications at level 2 but these may not be relevant to the sector or occupation. Or a participant may have a level 2 vocational qualification which relates to an old or declining industry, and is not relevant to their current sector or organisation).</p>

⁴¹ These values are mutually exclusive i.e. it is only the highest level relevant qualification for a participant that is recorded.

Priority 1 and Priority 4 leavers		
Date of leaving	End date	The date that the participant left the ESF project
Leaving status ⁴²	Employed	Participants who are in employment within 13 weeks of leaving an ESF project in a job that lasts for 8 hours or more per week. This includes employees and self-employed people.
	Unemployed	Participants who on leaving the ESF project are unemployed.
	Economically inactive	Participants who on leaving the ESF project are economically inactive
	Into education or training	Participants who on leaving the ESF project are in education or training
	14 – 19 NEET	Participants who are classified as '14-19 NEET' on leaving the ESF project

⁴² The values for 'leaving status' are mutually exclusive i.e. a participant can only belong to one category.

Qualifications gained ⁴³	Gained no qualification	Participants who did not acquire any relevant new qualifications after participating in the ESF project
	Gained basics skills qualifications	A participant who gained a Skills for Life entry level, level 1 or level 2 qualification in literacy or numeracy or language (e.g. ESOL) or ICT, as a result of the ESF project (even if the qualification is awarded after the participant has left the project).
	Gained Level 1	A participant who acquired a relevant level 1 qualification as a result of participating in the ESF project.
	Gained Level 2	A participant who acquired a relevant level 2 qualification as a result of participating in the ESF project
	Gained Level 3	A participant who acquired a relevant level 3 qualification as a result of participating in the ESF project
	Gained Level 4	A participant who acquired a relevant level 4 qualification as a result of participating in the ESF project
	Gained Level 5 or higher	A participant who acquired a relevant level 5 qualification as a result of participating in the ESF project.

⁴³ These values are not mutually exclusive. Any qualification that a participant has acquired must be recorded i.e. a participant may acquire one or more qualifications.

Priority 2 and 5 leavers		
Date of leaving	End date	The date that the participant left the project
Leaving status	Into education or training (Yes/No)	Participants who on leaving the ESF project are in education or training

Qualifications gained ⁴⁴	Gained no qualification	A participant, who did not acquire any relevant new qualifications after participating in the ESF project
	Gained basic skills qualifications	A participant who acquired a Skills for Life qualification as a result of participating in the ESF project
	Gained Level 1	A participant who acquired a relevant level 1 qualification as a result of participating in the ESF project
	Gained units or modules of level 2 qualifications	A participant who gains at least one unit or module of a level 2 qualification, but not a full level 2 qualification as a result of participating in an ESF project
	Gained Level 2	A participant who acquired a relevant level 2 qualification as a result of participating in the ESF project
	Gained units or modules of level 3 qualifications	A participant who gains at least one unit or module of a level 3 qualification, but not a full level 3 qualification as a result of participating in an ESF project
	Gained Level 3	A participant who acquired a relevant level 3 qualification as a result of participating in the ESF project
	Gained units or modules of level 4 qualifications	A participant who gains at least one unit or module of a level 4 qualification, but not a full level 4 qualification as a result of participating in an ESF project.
	Gained Level 4	A participant who acquired a relevant level 4 qualification as a result of participating in the ESF project
	Gained Level 5 or higher	A participant who acquired a relevant level 5 qualification as a result of participating in the ESF project.

⁴⁴ These values are not mutually exclusive. Any qualification that a participant has acquired must be recorded i.e. a participant may acquire one or more qualifications.