

# **DWP ESF CO-FINANCING PLAN EAST OF ENGLAND REGION 2007 - 2010**



**European Union**  
**European Social Fund**  
Investing in jobs and skills

**DWP** Department for  
Work and Pensions

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## **Section 1: How the plan will contribute to the implementation of the Operational Programme and the regional ESF framework**

### **1.1 Background and Introduction**

This plan is being submitted on behalf of DWP in the East of England, which encompasses Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk & Suffolk. It describes the activities, outputs and results DWP will deliver with the European Social Fund and the associated Match Funding throughout the region to support the priorities of the Regional ESF Framework.

The Department for Work and Pensions exists to:

Contribute towards fair, safe and fulfilling lives, free from poverty, for children, people in work and retirement, and those with disabilities;  
Reduce welfare dependency and increase economic competitiveness by helping people to work wherever they can and employers to secure the skills and employees they need; and  
Provide greater choice, personalisation and quality of service for customers in their interests and those of the taxpayer.

As a delivery business of DWP, Jobcentre Plus aims to provide work for those who can and support for those who cannot. It helps disadvantaged people into work, as a route out of poverty, addressing inequalities of opportunity and aims to focus on activities in line with the ESF Framework Document and regional priorities contained in the Operational Programme.

### **1.2 Period of the CFO Plan**

The period of the plan covers the funding allocations from 2007 through to December 2010. Project activity will run to May 2011 with an option to extend to 2012, and with a plan end date of December 2012.

### **1.3 Elements of the framework the CFO will deliver**

Following discussion with Government Office and other Co-financing Organisations, DWP has agreed to co-finance employability activity within Priority 1.

DWP will contribute to the delivery of the regional framework by delivering a wide range of activities identified in priority one for unemployed and inactive adults. We will particularly focus our support on delivering employability activities to the most disadvantaged groups in order to support their move in to work and to increase employment rates.

Activity delivered by DWP will contribute to all of the priority one output and result indicators in respect of unemployed and inactive customers.

## **1.4 Activities to be supported**

DWP intends to deliver a wide range of activities to support the regional ESF priorities as contained within the East of England Framework Document.

To include;

- active and preventative measures which ensure early identification of needs, including individual action plans and personalised support including financial management advice;
- job-search help, advice and guidance;
- work search and work preparation activities, including labour market orientation and work experience placements;
- advice and support for self-employment, entrepreneurship, business creation and social enterprise;
- Skills for Life, including the basic skills of literacy, numeracy and English for Speakers of Other Languages, ICT skills and financial literacy skills;
- activities to provide pathways to employment such as pre-vocational and access training, community-based activities, volunteering, environmental activities, practical soft skills (such as improving aspirations and motivation), work skills, and workplace skills (such as team working);
- vocational training and qualifications for employability;
- improving job brokerage to enable a better match between supply and demand;
- access to childcare and care for dependent persons, where caring responsibilities are a barrier to labour market participation (These activities may take place within projects targeted specifically on people with caring responsibilities or as part of wider projects.);
- activities to help disadvantaged people who persistently return to inactivity benefits address barriers to their retention in sustainable employment;
- activities to help unemployed and economically inactive people with disabilities or health conditions to enter and remain in work and appropriate support to retain in employment people who become disabled or develop health conditions;
- continued support for participants entering jobs to sustain employment and make progress in the workplace
- activities to prolong working lives by re-engaging economically inactive older workers or retaining older workers longer in employment including workers who become disabled or develop health conditions;
- activities to help lone parents, inactivity benefit recipients with children and other disadvantaged parents enter and make progress at work and so contribute to alleviating child poverty;
- mainstreaming and specific action to improve access of women to employment and increase sustainable participation and progress of women in employment and to help men and women access occupations or sectors where they are underrepresented;

- activities to increase participation by people from ethnic minorities in employment including where appropriate training to meet basic English language skills needs;
- activities to encourage and support employers to integrate into the workplace people with disabilities and ethnic minorities and
- activities to develop the employability and skills of offenders and ex-offenders to facilitate labour market entry and thus contribute to reduced re-offending.

## **1.5 Target Groups**

DWP will support unemployed and inactive customers delivering different types of activities or expanding those opportunities already available. Particular emphasis will be on the following groups identified as a priority within the framework document:

- People with disabilities and health conditions
- Lone parents
- Women
- Older adults (aged over 50)
- Black and minority ethnic groups
- Ex-offenders and offenders

In addition DWP will also focus support upon

- Other people with children
- Homeless people

## **1.6 Geographical Coverage**

The activities covered in this plan will encompass all of the East of England. Projects will be delivered at a Jobcentre Plus District level and will focus on local delivery. This will include a particular emphasis on 17 local authority wards where employment rates are significantly below the national average and have been identified as being disadvantaged areas or having disadvantaged customers as shown below:

- Local Authority Wards which have a benefit claim rate of 25% or above of the working age population; and wards in the 10 local Authority Districts with the lowest employment rates, with benefit claim rates between 20% and 25% of the working age population.
  - Victoria and Kursaal in Southend-on-Sea.
  - Golf Green, Rush Green and Pier in Clacton-on-Sea.
  - Harbour and Kirkley in Lowestoft.
  - Central & Northgate and Nelson in Great Yarmouth.
  - North Lynn and St Margarets with St Nicholas in Kings Lynn
  - Mancroft in Norwich

- Local Authority Wards identified as having unemployment levels at 1½ times the national average and a minority ethnic population 3 times the national average.
  - Dallow, Biscot and Northwell in Luton
  - Cauldwell in Bedford
  - Central in Peterborough

## **1.7 Outputs and Results**

For the period of this plan DWP will support a minimum of 20,720 participants and will place at least 4557 participants into work. Please see table at Annex 2 for further details.

## **1.8 Contribution to other regional targets**

DWP ESF co-financing activity in this region will also contribute to a number of other regional targets and pledges, in particular the DWP public service agreements to achieve the aspiration of an 80% employment rate; and to halve the number of children in relatively low-income households with the aim of eradicating child poverty by 2020.

More broadly this plan will contribute to the government's aim of tackling poverty, reducing worklessness, promoting growth and opportunity and will help to deliver the objectives and targets of DWP.

## **1.9 Links to other CFOs**

DWP/Jobcentre Plus recognises that co-operation, not competition, will be in the best interests of ESF participants and the best means to help achieve the priorities of the Regional Framework. We are successfully working with the LSC and EEDA in the delivery of the current programme and have developed a co-operative and supportive working relationship.

Jobcentre Plus on behalf of DWP has held informal discussions regarding the new ESF programme with all potential CFOs, including the four Local Authority applicants, and has had more in depth discussions with EEDA and the LSC through a series of joint planning meetings.

Through these meetings we have been able to share details of emerging plans and reach agreement with EEDA and the LSC in regard to remit, funding and activities to be delivered.

We will continue to work closely with other CFOs and other partners throughout the implementation and delivery of DWP Co-financing plans.

## **Section 2: Funding and added value**

### **2.1 ESF and Match Funding by Priority and Year**

Priority 1 - ESF £25,149,778 & Match £25,149,778. Total £50,299,556

Please see Annex 1 for further details.

### **2.2 Match Funding**

Match funding will be provided from suitable DWP contracted employment provision in the region, as required. This will include the New Deal 18-24 and 25+ programmes and Programme Centres. Provider-led 'Pathways to Work' provision will also be available as match, if needed, once contracts for this provision begin operating from early 2008.

These programmes support a range of people who are unemployed, have a health condition or disability, are a lone parent or who face other barriers to getting or keeping permanent employment. Provision is delivered in conjunction with Jobcentre Plus and supported by Jobcentre Plus' range of employment and benefits advisory interventions.

Please see the following table that provides a brief summary of the range of provision, some of which will be available for match.

Mainstream Provision	Target Group
<p><b>New Deal for Young People (NDYP)</b> is a ‘Welfare to Work’ programme designed to address the problems of long term unemployment. The aim is to move people into sustainable work as quickly as possible and provide those who need it with extra help to improve their employability.</p> <p><b>New Deal 25 plus (ND25 plus)</b> is a ‘Welfare to Work programme’ designed to address the problems of long term unemployment. The aim is to move people into sustainable work as quickly as possible and provide those who need it with extra help to improve their employability.</p> <p><b>New Deal 50 plus (ND 50 plus)</b> is one element of Jobcentre Plus’ contribution to the Governments strategy to address age discrimination and improve the employment prospects of older people.</p> <p><b>New Deal for Disabled People (NDDP)</b> supports the Governments commitment to “work for those who can and support for those who cannot” and is designed to help the Government learn more about supporting people with disabilities and health conditions in finding and sustaining paid employment.</p> <p><b>New Deal for Lone Parents (NDLP)</b> is part of the Governments ‘Welfare to Work’ initiative designed to help and encourage lone parents to improve their prospects and living standards, improve job readiness and to increase their employment opportunities.</p> <p><b>Pathways to Work</b> consists of:</p> <ul style="list-style-type: none"> <li>• an intensive work focused interview</li> <li>• services of an Incapacity Benefits Personal Adviser to directly support the customer to move closer to or into work</li> <li>• completion and review of an action plan detailing the steps the customer needs to move towards or return to work</li> <li>• in-work support to help sustain employment.</li> </ul> <p><b>Programme Centres</b> help participants to acquire and / or update job search skills to enable them to get a job. Participants should be able to demonstrate to potential employers that they are capable of undertaking and sustaining paid work.</p>	<p>Customers aged between 18 and 24 and have had a continuous claim to JSA for 26 weeks or more.</p> <p>Customers aged 25 and over who have had a continuous claim to JSA for 18 months or more or have been unemployed for 18 months out of the last 21 months.</p> <p>People aged 50 or over who have been claiming benefits for 26 weeks or more, move back into the labour market.</p> <p>Customers in receipt of a disability health related benefit.</p> <p>Lone parents who youngest child is under 16 years, who are not working, or working less than 16 hours.</p> <p>Customers in the Pathways to Work areas and claiming incapacity benefit or other related benefits.</p> <p>Job ready customers claiming a working age benefit who have been looking for work for at least 26 weeks.</p>

### **2.3 How ESF and match funded activity complement each other and contribute to Priority activities**

Proposed ESF activity will not duplicate any Jobcentre Plus mainstream activity. We are seeking to enhance opportunities for all customers through increasing the choices and flexibility of support available, to allow customers to progress through a cohesive programme of support moving from Welfare to Work.

To ensure that ESF fully complements the match funded activity, the focus of the ESF provision will be upon different customers or customers for whom mainstream provision does not fully meet their requirements.

ESF provision will:

- extend the amount and range of provision available;
- provide different or more intensive support to specific people alongside their involvement in the main domestic programme;
- provide additional support in key locations and where additional barriers exist;
- support people after entering a job, to assist job retention;
- support employers through Local Employment Partnerships to work with long term unemployed people towards recruiting and retaining them.

Both the ESF and the match funding will deliver a range of activities supporting the priorities of the regional framework and using the wealth of available provision and services we aim to ensure a positive seamless progression for all participants in their journey to sustainable employment.

### **2.4 Breakdown of planned administrative costs**

Using ESF administrative costs DWP, supported by Jobcentre Plus, will provide staff resource to ensure that the 2007 – 2013 programme will be delivered and managed effectively. Job roles covered will include:

- ESF management in Regions, (liaison with and reporting to GO, planning and commissioning ESF provision, co-ordinating claims etc.)
- Finance – Accounting, Payments, Financial Appraisal and Monitoring activity
- Procurement and Contract Management
- Jobcentre Plus work in Districts to support programme referrals and capture of management information

Actual numbers of staff, locations and roles required to ensure full compliance with the 2007 – 2013 programme (Commission Regulation (EC) No 1828/2006) cannot be determined until final decisions are reached on the

amount of ESF funding that DWP will deliver in this region. However, as a guide, we would expect that where ESF funding of £4m per year is received from ESF the numbers of staff engaged on ESF work would be in the region of between 9 – 12 (whole time equivalent). No more than 5% of the total project funding (ESF and Match) will be used towards administrative costs.

## **2.5 Added value of ESF**

Our ESF provision will be open to all unemployed and inactive customers, with a particular focus upon priority customer groups, sectors and locations identified within the regional framework and which support Jobcentre Plus regional priorities. Activity will be targeted at those not eligible for mainstream provision or gives additional/ enhanced support to those customers for whom mainstream provision does not fully meet their requirements.

DWP aims to provide customer-led/individually tailored provision, which offers a full and inclusive range of support in order to move customers into work and will support the needs of employers and the local labour market. In particular, ESF provision will add value in this region by:

- targeting people who may not otherwise come forward to existing provision,
- focusing on specific local authority wards where there are particular difficulties for people wanting to return to work,
- adding to the range of provision available,
- providing different or more intensive support to people facing greater barriers,
- providing specific help to disadvantaged people to help them find and keep a job,
- providing support to employers through Local Employment Partnerships to complementing the help available to them through other DWP provision

## **Section 3: Project selection and tendering arrangements**

### **3.1 Methods of tendering to be used and how procurement comply with national legislation**

The detailed commercial strategy and contract management strategy will be developed to ensure that the procurement process is transparent and conducted in full compliance with the Public Contracts Regulations 2006 and in accordance with best practice guidance from OGC. This provision has been identified as a 'Part B Service.'

Contracts will be awarded to prime contractors, who will be responsible for delivering and managing provision across each of the four Jobcentre Plus districts in the East of England region. This will involve having a number of varied and distinct sub-projects in each district, delivered by the prime contractor both directly and through subcontractors. The sub-projects can be expected to address different key customers within the priorities, have different design and delivery features, and may require specific specialist expertise on the part of the subcontractor. It is expected that prime providers will work with a diverse range of organisations to ensure that the specific needs of eligible customers are met.

The tendering exercise will commence in October 2007, with a view to provision starting in June 2008. Contracts will be awarded to bidders who meet all the stipulated criteria and submit the most economically advantageous tender, with a specific focus on identifying suitably experienced organisations who can deliver innovative and flexible support services to eligible customers. Contracts will be awarded to at least one prime contractor (probably 2-3) in each district through a two-stage approach.

#### **N.B. A detailed timetable for procurement is provided at Section 6.1.**

Prime contractors will be required to:

- directly provide some customer-facing services;
- sub-contract some customer-facing services to other organisations with specific expertise or who can provide a service that is complementary to those of the prime contractor; and
- manage and monitor the performance and quality of the sub-contractors as well as aspects of their own performance in line with ESF requirements;
- meet the specific ESF compliance requirements, taking full responsibility even where aspects of this are delivered by the sub-contractors.

A prime contractor can bid to provide the service to any number of districts and this will provide them with economies of scale, helping them to deliver a value for money service. Further detail on the agreed evaluation criteria will be included in the Bidding Management Strategy.

Contracts will be awarded for a period of 3 years and could be extended for up to a further 2 years. DWP has standardised tendering documentation for use in the forthcoming contracting round to reduce the burden of completion on providers and to ensure a consistent approach across the country.

DWP will work with larger providers to ensure that they understand the need to achieve diversity in the delivery of ESF provision and that optimum use is made of the specialist services offered by smaller providers. DWP will facilitate the interface between prime contractors and sub-contractors through specific provider events and through the Supplier pages of the DWP website.

All DWP contracts are let through fair and open competition, in accordance with public procurement policy and EU regulations. Opportunities to tender are advertised via a link from the 'Supplying DWP' website to the Jobcentre Plus website at [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk) (Partners Home Page) and we welcome bids equally from the private, public, and third sectors. To this end we would look to encourage the involvement of third sector and other organisations by advertising more widely (where appropriate) and ensuring ESF tenders are preceded wherever possible by briefing events to inform potential bidders of our intentions.

In line with government policy, DWP requires that all procurement of goods and services must be based on Value for Money, having due regard to propriety and regularity. Value for Money is defined as the optimum combination of whole-life cost and quality (or fitness for purpose) to meet the participant's requirement. Contracts will be awarded based on price-based competition. Costs claimed will be based on the price agreed in the contract, and provider claims for payment are validated using a risk-based approach.

Procurement will be undertaken by appropriately qualified staff. For all procurements Commercial Employment Provision (CEP) staff follow the procedures set out in the DWP Procurement Standard Operating Model and supporting guidance. This covers the general principles of procurement and provides detailed step by step instructions on correct procurement processes and best practice. The Standard Operating Model also incorporates specific guidance around ESF contracts requirements. In addition, all procurement is conducted in accordance with the wider Department for Work and Pensions Procurement Reference Manual, and best practice from the OGC. All DWP procurement staff act in accordance with the principles of Delegated Procurement Authority.

## **Section 4: Provider funding and monitoring**

### **4.1 How contract costs will be formulated**

Contracts will be funded using the outcome-based DWP Funding Model. The specific features of this model include:

price-based competition for contracts

funding split into delivery and outcome payments with the ratio between these elements determined before the procurement stage

a monthly delivery payment with tolerance levels (in case of no or very limited take-up)

at least one outcome payment for gaining a job

it will be possible to provide participant information to support all payment stages

### **4.2 Payment arrangements for providers**

In line with government policy, DWP requires that all procurement of goods and services must be based on Value for Money, having due regard to propriety and regularity. Value for Money is defined as the optimum combination of whole-life cost and quality (or fitness for purpose) to meet the participant's requirement. Contracts will be awarded based on price-based competition. Costs claimed will be based on the price agreed in the contract, and provider claims for payment are validated using a risk based approach. It is anticipated that provider payment will be through existing DWP systems.

### **4.3 Any plans to reimburse project providers using actual costs (in exceptional circumstances)**

We will not reimburse providers on actual costs in any circumstances.

### **4.4 Arrangements for monitoring ESF providers covering:**

#### **4.4.1 Project delivery and outcomes**

ESF projects will be managed and monitored through the Department's Contract Management Framework (CMF). This sets out the processes for monitoring contracts via a risk based approach taking into account key elements such as contract compliance (including ESF requirements), performance and quality. The CMF takes the form of a Standard Operating Model to be used by all Contract Managers.

The process includes a post contract award briefing, which takes place up to 30 working days before the contract start date. The purpose of the meeting is to ensure that the provider understands what they are required to do, to help the provider to deliver the contract effectively. It also includes a quality

assessment questionnaire, which must be completed by the provider to obtain information about the quality of provision they are delivering. It is intended to help the provider identify service gaps and issues/weakness in the quality of provision. Issues will be addressed and reviewed by both the provider and Contract Manager. The questionnaire is scored as part of the risk rating process following provider performance reviews. In addition to the regular review process a robust communication strategy is in place to ensure that issues can be raised at any time by locally based Jobcentre Plus staff at District level and resolved with the provider and the Contract Manager.

In order to ensure that providers are delivering what they are contracted for in terms of numbers, client groups, and outcomes, the CMF process incorporates monthly analysis of management information, performance management, quality assessment and customer satisfaction feedback. The three areas that the risk rating is based on are average cumulative performance, contract value (per annum), and quality (including outcomes from management visits and any other quality products/information). MI is collated on a monthly basis to inform monitoring and risk assessment. The risk assessment approach means that appropriate interventions are conducted where required, in addition to formal regular reviews.

#### **4.4.2 Quality standards including how Ofsted recommendations will be addressed**

The DWP Quality Framework provides the basis for maintaining and improving the quality of employment programme provision. Continuous self-assessment and action planning by providers are key factors in effective quality assurance. Employment programme provision is subject to external inspection by Ofsted in England.

DWP is committed to raising the standard of provision and our goal is to build and sustain a culture of continuous improvement. Through our Contract Management Framework we will identify, plan and review areas for improvement.

DWP works in partnership with Ofsted to ensure the focus of external inspection drives up both the quality of provision and performance of the contract. After external inspection, the provider is required to update their Provider Development Plan (PDP) to address areas for improvement identified during inspection. Providers should submit the updated plan to the DWP Contract Manager within 4 weeks of receipt of the inspection report. The DWP Contract Manager will assess the appropriateness of the PDP and use it to inform their contract management process.

Providers judged to be inadequate are subject to re-inspection. After re-inspection, providers who are awarded satisfactory grades will return to the normal inspection cycle. If a provider is judged to be unsatisfactory at re-inspection DWP will consider any remedial action to be taken. In the majority of cases, the DWP Contract Manager will work with the provider to agree an Emergency Action Plan. The Emergency Action Plan records the actions

required and where appropriate, the support available to accelerate the rectifying of weaknesses highlighted during re-inspection. The Emergency Action Plan must be submitted to Ofsted for comment within 8 weeks of the report publication. The DWP Contract Manager closely monitors the execution of the Emergency Action Plan, which should be fully implemented within twenty-six weeks following publication of the re-inspection report.

Where DWP considers the Emergency Action Plan has been effective the provider returns to the normal inspection cycle. If the DWP Contract Manager decides the Emergency Action Plan has not brought about the required improvements in provision, they will decide what further action, within their power, is to be taken. In some instances they may decide to cease contracting with the provider and serve notice of the intention to terminate the contract.

Working with the Quality Improvement Agency, DWP offers a wide range of quality improvement support for providers and their Contract Managers. This includes:

- one to one support for providers who are judged as inadequate at inspection;
- quality workshops on areas for improvement identified through the contract management process, self-assessment reports or external inspection; and
- encouraging the sharing of good practice.

#### **4.4.3 Financial performance**

The Financial Reporting and Control Team will identify cumulative spend for ESF and match on a monthly basis and report to the External Relations ESF team.

The ESF regional management team will monitor ESF financial performance data against profiles and report internally within the Region's governance process. They will use performance MI to help forecast likely delivery against profiled expenditure and financial data to identify adjustments needed to match funding and MI. They will assess with contract managers whether action to deliver performance improvement, contract variations, or adjustment of financial profiles with Government Office should be considered.

#### **4.4.4 Audit**

The current audit arrangement in DWP is a system-based approach on the Provider's internal systems conducted by Financial & Appraisal Monitoring (FAM) officers based in the Jobcentre Plus regions. DWP Work, Welfare and Equality Group (WWEG) Finance based in Head Office establishes and maintains the FAM policy, strategy and Standard Operating Model (SOM) including resource model.

In an audit Providers are asked to complete a self-review of their systems in place for submitting valid and accurate claims. FAM verify the information given by selecting a sample of recent claims, ensuring that all the payment triggers specified in the Contracts are examined, checking the validity of the payments. Where payments are found to be unsubstantiated we would recover the funds from the Provider, informing the regional ESF management team of the amounts recovered. An Assurance level is awarded based on the findings of the audit. The Assurance levels awarded are reviewed in accordance with the FAM planning strategy.

From time to time changes may be made to FAM processes but changes will only be made in consultation with ESFD.

Where significant issues or risks are identified, WWEG may commission DWP Risk Assurance Division to undertake a formal internal audit of DWP/Jobcentre Plus processes to identify recommendations to mitigate the risks.

#### **4.5 Provision of management information**

Existing DWP/Jobcentre Plus IT systems will provide Management Information for both ESF and match funded participants as outlined in Annexe 2 below with, as previously agreed by the Managing Authority (DWP ESF Division), the exception of information on NEET participants and numbers of participants in work six months after leaving.

MI will be provided for business monitoring reporting purposes and supplied to support ESF financial claims.

#### **4.6 Reporting performance to the regional ESF committee**

Financial and management performance will be provided to the Regional ESF monitoring committee on a regular basis (for when the committee meets) to show how DWP provision is performing in relation to the targets that have been set and agreed.

## **Section 5: Cross cutting themes**

### **5.1. How the CFO will promote equality and diversity and build equal opportunity into implementation**

Our plan seeks to embrace diversity and equality by targeting resources on those people considered most disadvantaged in the labour market. For example, we plan to target, amongst others, lone parents, disabled people, people from ethnic minorities, women and older workers.

Geographically, whilst we intend to deliver activity across the whole of the East of England we will particularly target resources in the 17 priority local authority wards described in section 1.6 because we know that significantly higher than average numbers of people on benefit and/ or higher than average number of people from ethnic minorities live in these areas.

Our plan also includes specific provision for;

- activities to help people with disabilities or health conditions to enter and remain in work
- activities to prolong working lives by re-engaging older workers;
- activities to help lone parents, and other disadvantaged parents enter work and so contribute to alleviating child poverty
- access to childcare and care for dependent persons, where caring responsibilities are a barrier to labour market participation

DWP/Jobcentre Plus will demonstrate commitment to equality and diversity by providing services that embrace diversity and promote equality of opportunity. Discrimination will not be tolerated on grounds of gender, marital status, sexual orientation, race, colour, nationality, religion or age.

Through the terms and conditions of contracts, providers will be required to ensure that they and subcontractors assist and cooperate with DWP/Jobcentre Plus to actively promote equality of opportunity for all persons irrespective of their, race, gender, age, disability sexual orientation or religion. DWP providers are required to comply with an agreed Equality Policy, Training Plan and Supplier Diversity Plan, and ensure that any subcontractors adopt and implement similar policies and plans.

In addition to this, every 12 months from the beginning of the contract the provider will be required to produce information recording the proportion of its employees that are female, disabled and the ethnic background of all employees. Every 12 months from the start of the contract the provider will be required to produce information recording the proportion of its sub-contractors that are small to medium sized enterprises, ethnic minority enterprises and black minority enterprises.

Before the award of any contract (to the value of £50k and over), providers will be required to complete the accreditation process. As part of this they will be asked how they have ensured that any previous or existing provision meets the *requirements of the relevant Acts, including whether they have a written equal opportunities policy that adheres to the requirements of the following:*

- *Sex Discrimination Act 1975*
- *Race Relations Act 1976 and Race Relations (Amendment) Act 2000.*
- *Disability Discrimination Act (DDA) 1995.*
- *Employment Equality (Religion and Belief) Regulations 2003.*
- *Employment Equality (Sexual Orientation) Regulations 2003.*
- *Age Discrimination 2006.*

Providers will be asked whether any findings of unlawful discrimination in relation to non-employment matters have been made against them in the last three years. Also, if any of their contracts have been terminated on the grounds of failure to comply with legislation prohibiting discrimination, or contract conditions relating to equal opportunities, providers will be asked to confirm that they have a complaints procedure in place and that complaints are addressed and monitored in relation to discrimination.

Through tender documents providers will be asked to give details of their knowledge of the particular needs of the customer groups included in the specification, and the services they require. Evidence must be provided on how their organisation has met the specific needs of those most disadvantaged, including disabled people, people with particular learning difficulties, and people from black and ethnic minority communities. Where providers do not have relevant experience they will be asked to explain how they plan to address this. When assessing a bidder's ability to deliver the specific provision required, providers need to submit details about premises and facilities they intend to use, details of their suitability for the particular provision, what equipment and facilities will be available and to describe transport and accessibility arrangements. This is to support compliance with the DDA.

Programmes should promote equality in a pro-active way by integrating gender equality and equal opportunities into the planning, implementation, monitoring and evaluation of the programme. All providers will be required to promote equal opportunities. All projects will need to take account of the needs of people with disabilities.

## **5.2 How the CFO will support approaches to sustainable development including environmental sustainability**

DWP/Jobcentre Plus will support the goal of sustainable development to enable all people throughout the world to satisfy their basic needs and enjoy a better quality of life without compromising the quality of life of future generations. This goal will be pursued in an integrated way through a sustainable, innovative and productive economy that delivers high levels of

employment and a just society that promotes social inclusion, sustainable communities and personal well being. This will be done in ways that protect and enhance the physical and natural environment and use resources and energy as efficiently as possible.

Sustainable development has four main aims:

- social progress that recognises the needs of everyone;
- effective protection of the environment;
- prudent use of natural resources;
- maintenance of high and stable levels of economic growth.

DWP have worked closely with ESF Division to ensure that sustainability will be an integral part of the procurement process. This will meet the challenge to deliver a comprehensive action plan to ensure supply chains and public services will be increasingly low carbon, low waste, be water efficient, respect biodiversity and deliver wider sustainable goals.

Sustainability will be considered at the very beginning of a potential contract let, and will continue to be used at various stages throughout the life of the contract. At regional level, DWP/Jobcentre Plus will ensure that sustainability issues are considered, and that targets and supporting action plans reflect sustainability aims.

Projects supported by the European Social Fund, whilst helping to improve the employability of participants, should consider environmental or community impacts by:

- minimising travel;
- using innovative delivery methods;
- supporting skills and jobs identified that will work towards improving conservation;
- identify skills needed in work areas that will have a positive effect on the environment; and
- encouraging placements through local and charitable organisations.

ESF funded project staff will be able to access sustainable development workshops to help them with development and to develop their policy and sustainable development plans.

## Section 6: Implementation

### 6.1 Key milestones for the first year of the plan (milestones would be reviewed annually):

PQQ published	03 /10/2007
Briefing events	End Sep/Oct 2007
Return of PQQ	02/11/2007
Bid assessment complete	30/11/2007
Announcement of short-listed bidders	03/12/2007
ITT published	03/12/2007
Provider workshops	Dec 2007
Return of tenders	04/02/2008
Tender assessments complete	14/03/2008
Announcement of preferred bidders	17/03/2008
PTC and contract award	07/04/2008
Delivery Commences	23/06/2008

### 6.2 Participant Starts and Outcomes

Quarter Ending	Jun 2008	Sep 2008	Dec 2008	Mar 2009	Jun 2009	Sep 2009
Starts Cumulative	0	768	2303	4605	6907	9209
Outcomes Cumulative	0	154	462	917	1372	1827

Quarter Ending	Dec 2009	Mar 2010	Jun 2010	Sep 2010	Dec 2010	Mar 2011
Starts Cumulative	11511	13813	16115	18417	19952	20720
Outcomes Cumulative	2282	2737	3192	3647	4102	4557

## Section 7: Finance and Targets

### Annexe 1 - Financial Allocation

#### ESF and Match Funding by Priority and Year

<b>Priority 1</b>			
<b>Year</b>	<b>ESF (£)</b>	<b>Public Match (£)</b>	<b>ESF + Match (£)</b>
<b>2007</b>	£6,092,911	£6,092,911	£12,185,822
<b>2008</b>	£6,220,885	£6,220,885	£12,441,770
<b>2009</b>	£6,351,419	£6,351,419	£12,702,838
<b>2010</b>	£6,484,563	£6,484,563	£12,969,126
<b>Total</b>	<b>£25,149,778</b>	<b>£25,149,778</b>	<b>£50,299,556</b>

## Annex 2 - Output and Results Targets, Priority 1 ESF and Match

### DWP East of England Plan 1 (2007-2010)

<b>Outputs</b>	
Total number of unemployed / inactive participants	20720
Number and % of unemployed	11400 (55%)
Number and % of inactive participants	9320 (45%)
Number and % of participants age 14 to 19 who are NEET or at risk of becoming NEET	<i>Not applicable to DWP provision</i>
% of participants with disabilities or health conditions	(22%)
% of participants who are lone parents	(12%)
% of participants aged 50 or over	(18%)
% of participants from ethnic minorities	(16%)
% of female participants	(51%)

<b>Results</b>	
Number and % of participants in work on leaving	4557 (22%)
Number and % of participants in work six months after leaving	<i>Agreed with ESFD we will not be able to provide this data</i>
Number and % of economically inactive participants engaged in jobsearch activity or further learning	3190 (45%)
Number and % of 14 to 19 year old NEETS or at risk in education, employment or training on leaving	<i>Not applicable to DWP provision</i>