

European Social Fund in England
2007-2013 Operational Programme

DWP ESF CO-FINANCING PLAN SOUTH EAST REGION 2007 – 2010



European Union
European Social Fund
Investing in jobs and skills

DWP

Department for
Work and Pensions

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1. HOW THE PLAN WILL CONTRIBUTE TO THE IMPLEMENTATION OF THE OPERATIONAL PROGRAMME AND THE REGIONAL ESF FRAMEWORK

1.1 Regional Overview

Introduction

This Co-Financing Plan is being submitted on behalf of DWP in the South East and describes the activities, outputs and results the organisation will deliver with the European Social Fund and the associated Match Funding. The outputs and results will contribute to the England Operational Programme (OP) and the Regional ESF Framework, which in turn supports achievement of the Regional Economic Strategy (RES). The processes that are to be deployed to support delivery of the ESF programme are laid out in the plan.

Activities are in line with the requirements of the Regional ESF Framework and aim to respond to the needs identified by the recent Worcester Research analysis undertaken to inform the ESF Framework. Activities will cover the whole of the Region.

The period of the plan covers the funding allocations, as detailed in the Operational Programme, from 2007 through to December 2010. Project activity will run to May 2012 with a plan end date of December 2012.

DWP and Jobcentre Plus

The Department for Work and Pensions was established in 2001. Its objectives are to:

- ensure the best start for all children and end child poverty by 2020;
- promote work as the best form of welfare for people of working age, whilst protecting the position of those in greatest need;
- combat poverty and promote security and independence in retirement for today's and tomorrow's pensioners;
- improve rights and opportunities for disabled people in a fair and inclusive society; and
- modernise welfare delivery so as to improve the accessibility, accuracy and value for money of services to customers, including employers.

Jobcentre Plus is very supportive of the ESF Framework and has been actively involved in its planning and development. 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 and to address inequalities of opportunity. Jobcentre Plus plays an active role in numerous partnerships across the Region to tackle worklessness issues and is

well placed to identify and receive information about emerging needs and gaps in delivery.

The ESF plan will support ongoing Jobcentre Plus partnership activities to enable a sustained and co-ordinated approach to tackling worklessness. As well as governmental bodies such as the RDA, GO and LSC we are working with other sectors to strengthen activity. Local Authorities, through Local Area Agreements play a central role in tackling key issues of economic development and social inclusion. The Voluntary and Community Sector is also key in helping people move into employment and improve their skills, particularly the most vulnerable and hard to help.

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This plan covers all of the South East Region. Projects will be delivered at a Jobcentre Plus District level and will focus on local delivery with particular emphasis on the priority areas identified in the ESF Framework. There are four Jobcentre Plus Districts in South East Region:

- Berkshire, Buckinghamshire and Oxfordshire
- Hampshire and Isle of Wight
- Kent
- Surrey and Sussex

1.2 The elements of the Framework to be delivered by DWP

Following dialogue with Government Office South East and other Co-financing Organisations (CFOs); DWP has agreed to co-finance activity under Priority 1 within the Regional Competitiveness and Employment Objective.

The range of activity within this priority clearly complements the objectives of both DWP and Jobcentre Plus. The organisation is well placed to successfully deliver in this priority, especially as the Operational Programme and regional ESF Framework have clear links to the DWP Five Year Strategy. This is most apparent in the role of tackling worklessness where the priority areas and target groups identified in the DWP Strategy mirror those in the Regional ESF Framework. Hence the organisation is strongly focussed and equipped to achieve the required outputs and results from the ESF and Match Funded projects.

1.3 Activities to be supported

Priority 1 focuses on economically inactive people in the South East who are not fully supported by existing employment programmes. Through flexible and personalised packages of support, it will enhance engagement and work readiness activity, as well as help to ensure sustained employment outcomes for disadvantaged people facing multiple barriers to work.

A wide range of activities will be delivered to support the regional ESF priorities contained within the South East Framework Document and the Operational Programme. These will include:

- helping unemployed and inactive people with disabilities or health conditions to enter and remain in work, and providing support to retain in employment people who become disabled or develop health conditions;
- helping lone parents, economically inactive recipients with children and other disadvantaged parents enter and make progress in the workplace, including access to childcare;
- tailored and personalised packages of support by providing pathways to employment such as mentoring and advocacy support, pre-vocational, access and practical soft skills training, job-related customised training (including qualifications for employability), labour market orientation and work experience, work trials and post employment support;
- active and preventative measures which ensure early identification of the needs of disadvantaged people, including individual action plans and personalised support, work search activities, information, advice and guidance including financial management advice, and access to childcare and care for dependent people where caring responsibilities are a barrier to labour market participation;
- activities to extend working lives by re-engaging inactive older workers, including those who become disabled or develop health conditions;
- improving access of women to employment and increasing sustainable participation and progress of women in employment and to help men and women access occupations or sectors where they are underrepresented;
- activities to support Local Employment Partnerships (LEPs)
- helping disadvantaged people who persistently return to Jobseekers' Allowance, and addressing barriers to their retention in sustainable employment;
- increasing the participation by people from ethnic minorities in employment including, where appropriate, training to meet basic English language skills needs;
- developing the skills and employability of offenders and ex-offenders to help them enter the labour market;
- activities to tackle specific barriers to work faced by unemployed inactive people in rural areas including community-based activities and outreach.

Target Groups:

South East Region priority groups for DWP support in ranked order are:

- People on incapacity benefits (particularly existing claimants, and those with children);
- Lone parents;
- Other people with children, including those not on benefit;
- Most disadvantaged (eg ex-offenders, people from black and ethnic minority communities, homeless people, persistent returners to JSA);
- People with Basic Skills needs;
- Jobseeker's Allowance customers;

Geographical Areas:

Priority areas for support include:

Surrey and Sussex: Spelthorne, Woking, Coastal West Sussex, Brighton and Hove, Hastings, Wealden, Gatwick Diamond.

Kent: Ashford, Gravesham, Canterbury, Dartford, Swale, Medway towns, Maidstone, Dover, Sevenoaks, Shepway, Thanet.

Berks/Bucks/Oxon: Bracknell Forest, Milton Keynes, Oxford, Slough, Reading.

Hants/Isle of Wight: Southampton, Portsmouth, Rushmoor, Isle of Wight, Havant, Gosport, Basingstoke, New Forest.

These priority areas have been chosen to reflect the patterns of deprivation and growth potential identified in the Regional Economic Strategy (RES) and South East Framework Document.

1.4 Quantified outputs, results and contribution to other regional targets

For the period of this plan DWP will support a minimum of 20,560 participants and will place at least 4560 participants into work. Please see table at Annex 2 for further details.

In addition to the outputs and results of the OP, ESF co-financing activity in this Region will contribute to a number of other regional targets and pledges, in particular those detailed below:-

DWP Public Service Agreement Targets:

- Achieve the aspirational 80% employment rate;
- Halve the number of children in relatively low-income households with an aim of eradicating child poverty by 2020;

- Reduce the proportion of children living in household where no-one is working;
- Increase the employment rates of disadvantaged groups (lone parents, ethnic minorities, people aged 50 and over, those with the poorest initial labour market position);
- Significantly reduce the difference between the employment rate of disadvantaged groups and the overall rate.

The Regional Economic Strategy 2006-2016:

In particular the employment targets linked to Objective 2 'Smart Growth'.

1.5 Links with other CFOs

DWP/Jobcentre Plus is successfully working with the LSC and SEEDA in delivery of the current programme and has developed a co-operative and supportive working relationship. The CFO organisations meet on a regular basis at all levels and have forged an open and trusting working relationship.

Measures will be taken to eliminate any potential overlap and or duplication in ESF delivery. Joint working with the LSC and other partner organisations means that ESF activity will be used to plug the gaps either through new initiatives and or enhancing what is already available to ensure a full spectrum of complementary activity.

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

2. FUNDING AND ADDED VALUE

2.1 ESF Funding by Priority and Year

Priority 1 ESF £26,202,403, and Match £26,202,403, total £52,404,403. Please see Annex 1 for further details.

2.2 Sources of Match funding

Match funding will be identified from suitable DWP contracted employment provision in the region, as required. At this stage match provision may include the New Deals 18-24 and 25+, Programme Centres and provider-led Pathways to Work (contracts will 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 – all of these participant groups also fall within ESF Priority 1. Provision is delivered in conjunction with Jobcentre Plus and supported by Jobcentre Plus' range of employment and benefits advisory interventions.

Indicative funding for DWP contracted employment provision for the period 2008-2011 in South East Region is as follows:

Year	New Deals	Programme Centres	Pathways to Work	Totals
2008-9	£16.6m	£1.2	£25.5	£43.3
2009-2010	£17.4m	£1.2	£25.5	£44.1
2010-2011	£21.3m	£1.2	£25.5	£48
Total	£55.3	£3.6	£76.5	£135.4

Jobcentre Plus South East Region staff will determine locally the priority order for the use of eligible provision as Match. Provision with the highest value and expected level of outcomes will be used first.

2.3 How ESF and Match-Funded activity complement each other

ESF provision will complement match funded activity and other DWP provision in different ways which include:

- extending the amount or range of provision available
- providing different or more intensive support to specific people alongside their involvement in the main domestic programme
- providing additional support in key locations where additional barriers exist
- helping people to engage with main DWP provision by supporting them initially to overcome barriers, develop confidence and understanding of their own potential
- supporting people after entering a job, to assist job retention
- supporting 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 will help unemployed and inactive customers return to work.

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

Mainstream DWP/Jobcentre Plus employment programmes and initiatives include:

Mainstream Provision	Target Group
<p>New Deal for Young People (NDYP) 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>Customers aged between 18 and 24 and have had a continuous claim to JSA for 26 weeks or more.</p>
<p>New Deal 25 plus (ND25 plus) 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>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>New Deal 50 plus (ND 50 plus) 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>People aged 50 or over who have been claiming benefits for 26 weeks or more, move back into the labour market.</p>
<p>New Deal for Lone Parents (NDLP) 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>Lone parents whose youngest child is under 16 years, who are not working, or working less than 16 hours.</p>

Mainstream Provision	Target Group
<p>Pathways to Work consists of:</p> <ul style="list-style-type: none"> • an intensive work focused interview • services of an Incapacity Benefits Personal Adviser to directly support the customer to move closer to or into work • completion and review of an action plan detailing the steps the customer needs to move towards or return to work • in-work support to help sustain employment. <p>Programme Centres 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 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>

DWP ESF provision will add value in this Region by:

- targeting people who may not otherwise come forward to existing provision
- focusing on specific localities where there are particular difficulties for people wanting to return to work
- adding to the range of provision available or providing additional facilities already shown to be working in other parts of the region
- providing different or more intensive support to people facing greater barriers, alongside their involvement in the main domestic programme
- 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

3. PROJECT SELECTION AND TENDERING ARRANGEMENTS

3.1 Methods of Tendering to be used

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 South East 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 (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.

4. PROVIDER FUNDING AND MONITORING

4.1 How contract costs are 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 for achieving 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 Plans to use actual costs to reimburse providers

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

4.4 Arrangements for monitoring ESF Providers

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.

Quality standards including Ofsted recommendations

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;
- encouraging the sharing of good practice.

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.

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 Annex 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 Programme Monitoring 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.

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, people on incapacity benefits, lone parents, ex-offenders, people from black and minority ethnic communities, and homeless people.

Geographically, we intend to target resources in the priority areas identified in section 1.3 because we know that these areas have the highest concentrations of our region's people with disabilities, lone parents and ethnic minority population.

Our plan also includes specific provision for:

- helping people with disabilities enter and remain in work;
- supporting lone parents and other people with children to enter and make progress in the workplace including by improving access to childcare;
- activities to extend working lives and re-engage inactive older workers;
- helping men and women access occupations or sectors in which they are under-represented and increasing the participation and progress of women in employment;
- increasing the participation by people from ethnic minorities in employment.

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.

6. IMPLEMENTATION

6.1 Key Milestones for Year One (to be reviewed annually)

- **Contracting with Providers**

Currently, planned timing for provider contracts is:

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

- **Progress towards Results Targets**

Participant Starts and Outcomes, ESF and match combined

Quarter Ending	Jun 2008	Sep 2008	Dec 2008	Mar 2009	Jun 2009	Sep 2009
Starts Cumulative	0	822	2255	4510	6784	9064
Outcomes Cumulative	0	135	450	900	1350	1800

Quarter Ending	Dec 2009	Mar 2010	Jun 2010	Sep 2010	Dec 2010	Mar 2011
Starts Cumulative	11330	13596	15785	18040	19776	20560
Outcomes Cumulative	2250	2700	3150	3600	4050	4560

7. Tables

7.1 Annex 1

Region	South East
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CFO and Plan Details

DWP South East Region CFO Plan1

Financial allocation

Priority 1			
Year	ESF (£)	Public Match (£)	ESF + Match (£)
2007	£6,357,325	£0	£6,357,325
2008	£6,484,472	£8,603,580	£15,088,052
2009	£6,614,161	£8,733,269	£15,347,430
2010	£6,746,445	£8,865,554	£15,611,999
Total	£26,202,403	£26,202,403	£52,404,806

7.2 Annex 2

Region	South East
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CFO and Plan Details

DWP South East Region CFO Plan 1

Output and results targets

Priority 1	
Target	Quantification
Outputs	
Total number of participants	20560
1.2 Number and % of participants who are unemployed (a) Number (b) Percentage	a) 11320 b) 55%
1.3 Number and % of participants who are inactive (a) Number (b) Percentage	a) 9240 b) 45%
1.4 Number and % of participants age 14 to 19 who are NEET or at risk of becoming NEET (a) Number (b) Percentage	<i>Is not applicable to DWP provision</i>
1.5 % of participants with disabilities or health conditions	22%
1.6 % of participants who are lone parents	12%
1.7 % of participants aged 50 or over	18%
1.8 % of participants from ethnic minorities	11%
1.9 % of female participants	51%
Results	
1.10 Number and % of participants in work on leaving (a) Number (b) Percentage	a) 4560 b) 22%
1.11 Number and % of participants in work six months after leaving	<i>Agreed with ESFD, DWP will not be able to provide this data</i>
1.12 Number and % of economically inactive participants engaged in jobsearch activity or further learning (a) Number (b) Percentage	a) 9252 b) 45%
1.13 Number and % of 14 to 19 year old NEETS or at risk in education, employment or training on leaving (a) Number (b) Percentage	<i>Is not applicable to DWP provision</i>

