

# Full Application Form

## EUROPEAN STRUCTURAL & INVESTMENT FUNDS

### ESIF-Form-2-010

| For completion by the Managing Authority <sup>1</sup>                                       |                      |  |
|---|----------------------|--|
| Project Number  |                      |  |
| Date received   |                      |  |
| Version number  |                      |  |
| 1.0 Applicant Details   |                      |  |
| 1.1 Applicant organisation  | Bristol City Council |  |
| 1.2 Status of organisation  | Local Authority      |  |
| 1.3 For private sector applicants, what is the size of the enterprise applying for funding? | <b>Small</b>         |  |
|   | <b>Medium</b>        |  |
|   | <b>Large</b>         |  |

<sup>1</sup> Throughout this document, "Managing Authority" means the European Regional Development Fund Managing Authority (Ministry of Housing, Communities and Local Government), the London Intermediate Body (Greater London Authority) and the European Social Fund Managing Authority (Department for Work and Pensions)

|  |  |
|--|--|
| 1.4 Company/charity registration number (where applicable) |  |
| 1.5 VAT number (where applicable)                          | 139 5634 45  |
| 1.6 Applicant address                                      | City Hall  |
| 1.7 Applicant address (row 2)                              | College Green  |
| 1.8 Applicant address (row 3)                              |  |
| 1.9 Town / City  | Bristol  |
| 1.10 County  | Bristol  |
| 1.11 Postcode  | BS1 5TR  |
| 1.12 Main contact  | Jane Taylor  |
| 1.13 Job Title / Position in the Organisation              | Head of Service:<br>Employment, Skills and<br>Learning |
| 1.14 Email   | jane.taylor@bristol.gov.uk                             |
| 1.15 Telephone Number                                      | +441179039750  |
| 1.16 Mobile Number (optional)                              | +447810506586  |

| <b>2.0 Project Details</b>   |   |
|--|---|
| 2.1 Project Name   | WE Work for Everyone  |
| 2.2 Local Enterprise area(s) covered   | <i>West of England LEP</i>                                    |
| 2.3 Reference number of the call you responded to.   | <i>OC37S19P1292</i>   |
| 2.4 Name of European Structural & Investment Funds Investment Priority   | 1.1: Access to Employment for Jobseekers and Inactive People. |
| <p>2.5 Project Description – Fully describe how the project will be delivered. You should avoid overly technical terminology. Your response should be understood by a non-expert. In your response please cover There is no word limit but you are encouraged to keep this description <u>focussed</u> on the activity of the project:</p> <ul style="list-style-type: none"> <li>• What the project is, including the specific activities undertaken as part of the project</li> <li>• Where the project will be delivered</li> <li>• Over what timescale</li> <li>• Who will deliver it</li> <li>• Who will benefit from the project</li> <li>• What the benefits will be</li> </ul> <p>For capital funded activity, please complete Annex 2(c)</p> <p>Please refer to organisation names (and job titles if necessary) rather than the actual names of individuals when describing project delivery arrangements and responsibilities.</p> <p>Please ensure your response addresses each of the listed bullet points. You may use sub-headings in your response if this is helpful.</p> <p>For ESF projects, please include a high level, end-to-end customer journey document e.g. flow chart as an annex to your application.</p> |   |
| <p><b><i>WE Work for Everyone</i></b><br/>           Research identifies that many people with a learning disability can and do want to work, but are often denied the opportunity because there are many barriers to finding meaningful paid work. Up to 10% of the population have a learning disability however the employment rate in the UK for people with learning disabilities is low at 5.7% with 71% of those working for less than 16 hours per week.</p>   |   |

The aim of the 'WE Work for Everyone' project is to offer a unified approach to improving employment outcomes for people with learning disabilities living in the West of England Combined Authority area. Underpinned by the principles of specialist employment support and supported internships, and designed to respond to the specific needs of people with learning disabilities from age 16+. 'WE Work for Everyone' will improve employment outcomes through a dedicated individualised approach which will comprise intensive specialist support and an education and enterprise infrastructure which will provide the depth and intensity of support many people with a learning disability need to help them work towards, find and retain paid employment.

The objectives of the project are to:

- Offer an individualised programme to support people with a learning disability to access the labour market, and identify pathways to help them obtain employment.
- Provide intensive 1 to 1 support to identify suitable career pathways and signpost to specialist services, including bespoke models of provision aimed at people with learning disabilities.
- Strengthen the work with service users, schools, employers and parents / carers.
- Work with people with a learning disability to retain employment by ensuring ongoing support once in employment, and working with their employer to meet both the employer's and the employee's specific needs.
- Identify and embed models of effective practice with internships and supported employment.
- Raise awareness of the contribution which people with learning disabilities can make to employers.
- Developing a Quality Standards and commissioning framework for specialist employment support, for the West of England area.
- Establish a sustainable model of support which can continue long-term across the West of England LEP area.

***Who will benefit from the project?***

The project will be specifically aimed at people with learning disabilities, from aged 16+. This group faces particular labour market disadvantages, are often distant from the labour market and need additional support to give them the skills and / or confidence to enable them to move towards employment (including self-employment).

The project will be targeted at:

- People with learning disabilities not currently in receipt of care and support but not engaging in other DWP provision.
- Long term unemployed people with learning disabilities in receipt of social care including people with complex needs.
- Unemployed people with learning disabilities aged 50+.
- Young people with special educational needs as they leave school and college
- Young people who have learning disabilities, who are still disengaged from education who are aged 16+ and who are at risk of disengaging from a pathway to employment

## **DELIVERY MODEL / SPECIFIC ACTIVITIES**

### **Recruiting participants**

Participants will be recruited via a range of sources, including self-referral, from family, social workers, education and training providers, other local funded programmes (such as the Building Better Opportunities programme for people exiting on a job search), and specialist providers who work with people with learning disabilities. We also have agreement with DWP to facilitate the inclusion of returners through the Health and Work Programme. This list is not exhaustive and through the lifetime of the project, we will be identifying other referral / signposting mechanisms and alternative organisations or programmes which support the unemployed.

A single web based, Menu of Opportunity will outline the full support options available through the programme. This resource will be available to referring agencies and individuals including support professionals, educators, parents & carers and potential service users.

The project will work with a number of organisations who support people with learning disabilities, to set up agreed signposting and referral process. This will include promoting the programme through each local authorities' 'local offer' (which provides details on the services available for young people with an Education Health and Care Plan), working with specialist organisations which supports job seekers with learning disabilities, West of England Works (ESIF / Lottery funded Building Better Opportunities programme and led by Weston College), DWP Work and Health Programme (delivered by PLUS in the South), and Future Bright (West of England programme which helps local people in employment develop skills to progress in their careers). The project will work closely with these and other local organisations to share best practice, set up cross-referral and sign-posting mechanisms, to ensure that the ESIF funding provides additionality and added value to what is already on offer.

Participants will be able to register their interest in the project through a dedicated 'phone line, dedicated email address or online through a branded website. All enquiries will be handled by the Project Officer who will check their eligibility to join the project, and then refer onto an Employment Navigator, depending on where the participant lives. The participants' initial point of contact with the project will be the Employment Navigators. It is expected that participants will spend between six and twelve months on the project.

### **Employment Navigators x 12**

An essential part of the 'WE Work for Everyone' infrastructure will be the establishment of Employment Navigators across the region, who will support, signpost and offer specialist Careers Education, Information, Advice and Guidance [CEIAG]. There will be a total of 12 across the region, each with an approximate case load of 82 at any point in time, providing an average of 10 contact hours per participant, plus 10 hours administrative hours per participant.

Bristol City Council is currently going through the application process to be Matrix ac-

credited. It is expected that a number of the Employment Navigators will be qualified careers advisers. Support will be available for any Navigators who would like to work towards their Level 4 or 6 qualification in Careers Guidance.

The role of the Employment Navigator:

- **Client Engagement (one to one interview)** – The participant will initially meet with the Employment Navigator to sign up the project and have their initial interview. The interview will be an opportunity for the participant to find out more about the project, what support will be on offer, and agree next actions.
- **CEIAG** – Offering good quality CEIAG to every participant. This will include access to online careers tools, identifying job and career opportunities and pathways, matching LMI employment data with career aspirations.
- **Diagnostic toolkit**- The toolkit will draw on a number of diagnostic approaches typical of supported employment and careers development to establish potential routes to work.
- **Pathway Planning** – This will be identified from the toolkit and will establish their pathway and next steps.
- **Signposting** – Based on the information from working with the Employment Navigator, the participant will be navigated towards one or more appropriate pathways. The pathways will include ‘Specialist Employment Support, ‘Education or Training opportunities’ (including Supported Internships), or other Alternative Provision.
- **Track participant progress** – Following up and tracking participant progress from signing up to leaving the project, ensuring that information on their outcomes (employment etc) is gathered and ensuring that when they are referred onto further support, that they are contacted within an agreed timescale.
- **Digital Profile** – This is a system which matches the skills, interests and aspirations of job seekers to the needs of local employers and works with the participant to input information into a career management system. This will be optional for participants. It is fully GDPR compliant. This fits within the wider strategic thinking of supply chain management, as part of BCC’s social values strategy.

Participants will be referred to one or more of three pathways:

1. Employment Support Specialists
2. Education and training
3. Alternative provision

### 1. Employment Support Specialists

We will construct an Employment Support model across the area to ensure that participants are supported through a robust model of supported employment that includes:

- **Vocational profiling** – working with an Employment Support Specialist, the participant will undertake vocational profiling. This is a detailed and unique discovery and planning process that enables people to identify what they want to achieve and work out a plan for getting there. Vocational profiling and planning normally takes around 25-30 hours.
- **Employment planning** - this brings together a number of chosen people to discuss the best approach to look for the ideal job. It also uses the Job Seeker’s existing networks and can often lead to a number of opportunities being identified.

- **Job search**– The Employment Support Specialist and participant work together to find vacancies that meet the client’s employment goals.
- **Pre-employment training** – Participants from Supported Internships will be supported by an Employment Support Specialist to secure and sustain paid employment. This will include specialist employment support at work, training, identifying support needs, helping the participant learn on the job, and regular workplace reviews.

## 2. Education and training

The project will work with the FE colleges and specialist training providers across the area, to signpost participants onto appropriate training, including functional skills. The Careers Education, Information, Advice and Guidance (CEIAG) and diagnostics undertaken by the Employment Navigators and Employment Support Specialists will inform the training and learning requirements for the participants’ aspirations and career options. The project will work closely with the colleges and other providers to determine the most appropriate levels and courses.

Educational activities will include access to a range of:

- **Vocational qualifications** - Working with contracted delivery partners to identify appropriate training opportunities.
- **Functional skills** - As above, working with contracted delivery partners to support participants with improving their maths, English and ICT skills).
- **Employability skills** - Working with specialist providers who have a track record of successfully delivering a range of accredited employability skills training at various levels.
- **Community education** - Signposting to appropriate community education courses to improve employability and vocational skills.
- **Supported Internships** - Supported Internships are year-long education programmes designed to support people into work and are available to people with an EHCP. The area currently has 10 internship programmes with over 100 people being supported each year. Currently many interns are drawn from other college courses to join the internship programme. The additionality on this project is the wrap around support. Participants with an EHCP will be supported for 12 months on an internship, and those without an EHCP will be supported for 6 months. A specific target for non-EHCP participants will be people aged 50+ as they are less likely to find employment.
- **Pre-employment activities** - Working with people aged 16 to 17, ensuring they get opportunities for work experience and Saturday jobs has a big impact on the numbers of young people going into employment. Work is already underway with a number of schools to embed conversations and increase work focused activity into the school curriculum. This includes the My Working Future programme being run through the Bristol Works project locally which includes the When I Grow Up approach developed by the Foundation for People with Learning Disabilities and previously tested across and number of local authority areas. Through these programmes, we will continue to support schools to develop more inclusive experiences of work for young people with learning disabilities, from age 15 and who will be at risk of becoming inactive.

The West of England local authorities are already building a growing reputation of delivering good quality education programmes. In response to the Children and Families Act and the Special Educational Needs and Disability Code of Practice [SENDCoP] a number of formal and community based educational programmes have been established in the area including supported internships, apprenticeships and traineeships. These are significantly improving the employment rates for the young people involved with some reporting employment outcomes of 75% or more.

'WE Work for Everyone' will build on these successes and ensure even more innovation and inclusive educational programmes are available.

### 3. Alternative provision

We understand that the best educational and support provision operates in a local context. This will include expanding opportunities for people with learning difficulties to explore self-employment, enterprise and alternative models of support to enable them to move into employment. Alternative provision will include a range of models and pilot programmes which will be set up according to demand, with some based on local pilot initiatives. This strand will be innovative and creative – as well as responding to local demands. We will introduce some completely new initiatives, designed by the programme to meet specific local need. Programmes will include the following, and will be expanding during the lifetime of the programme to incorporate new initiatives:

- **Family led jobs** - A new way of working which will offer young people with SEND an exciting opportunity to lay the foundations for their future working life. By building community and employer relationships, Family Led Jobs offers young people with learning disabilities the chance to explore part-time, Saturday and holiday jobs. Supported by local job coaching specialists, family led jobs will deliver a number of aspirational employment workshops to young people, produce individualised employment plans and support young people to take their first steps towards employment.
- **Supported Self-employment Academy** – The Supported Self Employment Academy (SSEA) is a creative partnership of specialist enterprise trainers, supported employment and community connectors. The programme will comprise:
  - A 10 week classroom based group enterprise training course
  - Bespoke business clinics delivered by business specialists.
  - Ongoing specialist individual disability support input provided specialist job coaching organisation.
  - Further group mentoring, marketing and branding guidance.
- **Social Enterprise** - Workshops will deliver an interactive and accessible approach to building the skills and capacity available to support people with learning disabilities interested in exploring the enterprise route to work. We also will explore the potential to establish an Enterprise Hub that can support a range of self-employment, micro and social enterprise solutions for people. An example model is a course which leads to employment in the creative arts sector.
- **Sector driven** – working with employers moving to the area or who are looking to recruit a number of people in similar roles. The model will be similar to the DWP



Sector Based Work Academy approach whereby the project works closely with an employer or a cluster of employers from a specific sector, and provides a group of participants the pre-work training as required by the employer, offering short-term work experience placements and guaranteeing job interview. Another example is the 'Beeches' programme which is a 1 year programme of support preparing participants for the hospitality & catering sector.

### **Community of Practice**

We recognise that building good quality supports takes time so we will introduce a quality framework from job coaching and a community of practice to drive the development of good quality job coaching across the region. This will share best and effective practice and provide a support and advisory community for the Employment Support Specialists and the Employment Navigators. The community of practice will be led by the Employment Support Specialists and include a programme of training and CPD online and face to face engagement covering relevant topics, regular email updates, and regular meetings.

### **Promoting 'WE Work for Everyone'**

'WE Work for Everyone' will promote the project through:

- Working with specialist agencies, social services, other funded programmes aimed at participants disadvantaged from the labour market, training providers (FE colleges and private providers).
- Drafting a marketing and promotion plan which will outline activities, timelines and media plans.
- A formal media project launch.
- A dedicated website branded for the project, linking with other sites such as Mencap, Building Better Opportunities.
- Linking with local Jobcentre Plus offices.
- Branded literature.
- Family engagement and employment promotion workshops and seminars.
- Training for non-employment staff, employers and families.
- Working with young people in schools and colleges, who are aged 15+, who have a learning disability and are at risk of inactive. This will be part of the – pre-employment work in schools to raise aspirations, provide sector and job-role specific advice and guidance, for example, the Access to Work programme, funding travel to training, and offering additional mentoring.

### **Where the project will be delivered?**

The project will be delivered across the entire area of the West of England LEP area which covers the combined authorities of Bristol, South Gloucestershire, Bath and NE Somerset and North Somerset.

|  |   |   |  |  |
|--|---|---|--|--|
| 2.6 Will the project involve Delivery Partners? If yes complete 2.6.1  | Yes   | ✓ | No   |  |
| 2.6.1 Delivery partner name & address including postcode, and their Company / Charity registration number.<br><br>(Please refer to organisation names rather than the actual names of individuals) | Role and confirmation that they will defray expenditure (will they provide match funding)   |   | Is an SLA in place and if not when it will be?                           |  |
| North Somerset Council, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ  | Provide match funding, route to market through adult social care and preparing for adulthood team. Overseeing local delivery and targets. |   | <i>Will be in place within 30 days of signing the funding agreement.</i> |  |
| Bath and North East Somerset Council, 15 High Street, Bath BA1 1JG   | Provide match funding, route to market through adult social care and preparing for adulthood team. Overseeing local delivery and targets. |   | <i>Will be in place within 30 days of signing the funding agreement.</i> |  |
| South Gloucestershire Council  | Provide match funding, route to market through adult social care and preparing for adulthood team. Overseeing local delivery and targets. |   | <i>Will be in place within 30 days of signing the funding agreement.</i> |  |
| City of Bristol College  | Provide route to market   |   | <i>Letter provided confirming support</i>                                |  |
| SGS College, Filton Avenue, Filton, Bristol BS34 7AG   | Provide route to market   |   | <i>Letter provided confirming support</i>                                |  |
| Weston College, Knightstone Campus, Knightstone Road, Weston-super-Mare, BS23 2AL  | Provide match funding and route to market   |   | <i>Letter provided confirming match funding and support</i>              |  |
| Bath College, Avon Street, Bath BA1 1UP  | Provide route to market   |   | <i>Letter provided confirming support</i>                                |  |

**2.7 Outline Application Conditions**

Explain how you have addressed each of the conditions made at the Outline Application endorsement stage. Add additional rows if necessary

**Outline Application Stage Conditions & how they have been met**

a) NA

How has it been met?

b)

How has it been met?

c)

How has it been met?

d)

How has it been met?

e)

How has it been met?

**2.8 Any changes since Outline Application**

What changes, if any, to your proposal have there been since the submission of your Outline Application? Add additional rows if necessary.

**Change & Justification for the change**

a)

Justification:

b)

Justification:

c)

Justification:

d)

Justification:

e)

Justification:

**Evidence to Support the Proposal**

**2.9 European Social Fund only.** Proposed design: How does the proposed delivery model build on evidence of good practice, and what works most effectively for the target group?

There is much research and information that providing good quality support to people who are interested in finding work, and matching their skills, interests and aspirations with the needs of local employers leads to good job outcomes, improved self-esteem and well-being. This proposal builds on the years of academic, practical and anecdotal evidence which demonstrates that supported employment has a positive impact and this needs to be underpinned by good quality specialist individualised employment support for people with learning disabilities.

Up to 10% of the population have a learning disability. We have seen employment rates for people with learning disabilities remain stubbornly low and this is reflected locally in the West of England LEP area. The employment rate in the UK for people with learning disabilities is low at 5.7% with 71% of those working for less than 16 hours per week.

However, where effective support is available, the numbers of people getting jobs rises significantly. Supported employment services using evidence based practices and processes get better outcomes with programmes that link these with large local employers. Our own local experience of supported internships and individualised employment support similarly suggests that a strategic focus on employment, combined with an emphasis on well evidenced models of delivery and strong partnerships leads to better job outcomes. We also know that one of the biggest barriers to employment for people with a learning disability is a lack of aspiration and expectation that they will get a job.

### **Evidence and impact from a Supported Internships programme**

Research and evidence from a project in Bristol offering supported internships achieved the following results:

- 21% of the 33 young people who had graduated from supported internship programmes had been moved into paid employment.
- When the job development work continued, this helped to increase this figure to 72%.

The project also identified a number of factors which contributed to successful internship programmes: ensuring clear pathways; developing strong partnerships; sustaining good quality job / employment support; respecting the needs of employers; delivering appropriate education; a strong focus on employment; and monitoring and reviewing.

Research suggests that evidence based practice can provide a more consistent support in order to move people with learning disabilities into employment, and are cheaper than other forms of support. The key theme is the impact of employment on people with learning disabilities' health and well-being as well as their economic security and community participation.

The West of England Combined Authorities (WECA) can boast of a number of innovative and effective approaches which build a strong voluntary, community and statutory sector partnership. The programmes deliver a range of targeted interventions across the region, aimed at people with learning disabilities. This involves established links with local and regional JC+ and DWP colleagues, community partners, educators, specialist organisations working with learning disabilities and other agencies.

However, with few notable exceptions, we have seen well-meaning but largely unguided efforts to get more people into work despite the research and practice that tells us that without the systematic approach and technical skills of trained employment specialists, jobs tend to be part time, low waged and often short term.. As a result of an increased strategic focus on this priority group, we have recently started to see local employment rates for people with learning disabilities rise a little and with ESF support, we can build on what works and accelerate momentum.

Employment sector research suggests the ultimate average Employment Navigator caseload should be in the region of 40 job seekers each at any one time in order to improve employment prospects for people with a learning disability and to meet the area's own aspirations.

Job search has changed with technological developments. Gone are the days when people submitted written or typed CVs direct to employers. The majority of application processes now involve using technology or bespoke employer negotiations and this presents problems to people with learning difficulties. At the age of 16, young disabled people hold the same aspirations to stay in education and find fulfilling careers as their non-disabled classmates.

Research reports state that ‘evidence from across learning disability, mental health, physical rehabilitation and beyond shows consistently that support that is flexible, personalised, long lasting when needed, with a rapid focus on job search, is more effective than a series of stepping stones to employment. It also shows support must be available to the employer.’

2.10 European Regional Development Fund only. Need for the project within the market– please describe the market failure(s) that your project will address. Please provide relevant evidence and research to support your case.

**NA**

2.11 European Regional Development Fund only. Demand for the project – please set out the demand for the project; what are the demand projections; how have these been identified?

**NA**

2.12 Explain the impact for the project for each of the following:

- If the project did not receive European Structural & Investment Funds
- If the level of European Structural & Investment Funds was reduced
- If there was a delay in European Structural & Investment Funds

**If the project did not receive European Structural & Investment Funds**

If the project does not receive ESIF, the partners will have to look at alternative ways of offering parts of the project, such as using some of the funds identified as match to possibly support some of the delivery aspects (in particular the Job Coaching) on a much reduced basis. There would be limited support, if at all, to develop the role of the Employment Specialists and to integrate the role of Employment Navigators in the process.

The ESIF funds being applied for will enable the project to be a significant collaborative partnership operating across local authority boundaries with the added value of the proposed innovative models, and a joint approach to creating a ‘one stop shop’ approach to provision to support people with disabilities back into work.

Without ESIF support, a number of the local specialist agencies who would be involved with the project may be able to run specific parts of the overall project but would be restricted in what would be available to people with learning disabilities with regard to supporting them to move into sustainable employment, as per the research and anecdotal evidence.

**If the level of European Structural and Investment Funds was reduced**

If the level of ESIF was reduced, the number of beneficiaries, the Employment Specialists, and Employment Navigators would be reduced proportionally. In addition, some of the provision (basic and employment skills, vocational courses, pilot and innovative programmes) may not be run as they may not be financially viable.

**If there was a delay in European Structural & Investment Funds**

Much of the infrastructure to start the project is already in place, with delivery partnerships identified, local authorities under the West of England LEP area already on board, and the process already in place to recruit the staff required. The delay would have limited impact, apart from the recruitment of participants being put back slightly.

**3.0 Strategic Fit**

3.1 How does the project still address the strategic domestic priorities, needs / opportunities set out in the call specification at national, local and sub national level?

The project addresses the needs / opportunities as set out in the call specification, in that it offers an intensive programme of support which meets the specific employability and job search needs of people with learning disabilities and aligns with local strategic priorities, through:

- Providing access to employment for people with learning disabilities. This includes those who are long-term unemployed and those furthest from the labour market.
- Offering effective support to enable people with learning disabilities to get into and retain paid employment (including self-employment).
- Contributing to improving the health and wellbeing of people with learning disabilities and helping them to be active members of society and economically independent. It is known that the exclusion of people with learning disabilities from employment means that their health and wellbeing is effectively at risk.
- Providing individualised support which will include information to help people with learning disabilities explore self-employment and entrepreneurship options.
- Offering access to employment for jobseekers and inactive people who have learning disabilities.
- Alignment with West of England Combine Authority Employment and Skills Strategy, Local Authority strategies and local DWP priorities.

People with learning disabilities are likely to be long-term unemployed, more likely to work part-time and are less likely to move back into work than people who have been unemployed for less time. They need much more in depth support and interventions to enable them to move into employment, remain in employment, and progress from part-time to full-time roles. When in employment they often require continuing intensive support, for a period of time in order to remain in employment, in addition to supporting their employer to understand their needs and requirements in the workplace.

Participants will be helped to apply for Access to Work as appropriate, to enable them to continue to be supported in the workplace.

Delivering support through good practice specialist employment support and supported employment to people with learning disabilities who are interested in work, the project will be able to match their skills, interests and aspirations to the need of local employers, leading to positive outcomes and impact. We know that due to memory and cognitive processing difficulties experienced by many people with a learning disability, the prior learning of a set of tasks in a different location can be problematic. We understand the importance of experienced support in this process.

The project will be based on evidence and impact from other projects and programmes which have worked effectively with unemployed people with learning disabilities, and drawing on best and effective practice and specific research on what works most effectively and has the most impact on this group's employability skills and their ability to move into sustainable employment.

### 3.2 How does the project deliver the objectives of the relevant priority axes set out in the Operational Programme?

The project will deliver the objectives of Investment Priority 1.1 'Access to employment for job seekers and inactive people, including the long term unemployed and people far from the labour market.' It will address the specific objectives of the ESIF operational programme:

- 'To provide individuals from groups which face particular labour market disadvantage with additional support so that they can compete effectively in the labour market.'
- 'To encourage inactive people to participate in the labour market and to improve their employability.'
- 'To improve the employability of long-term unemployed people, so that they can compete effectively in the labour market.'

People with learning disabilities face particular labour market disadvantage, may have more than one disadvantage barrier, have potential low level basic and employability skills, and struggle to move into and retain paid employment and sustainable career pathways.

The project will meet the objectives by improving and increasing the employment outcomes. It will promote social inclusion for people with learning disabilities through an individualised programme which will focus on their specific needs, and identify pathways (specific support, vocational and education opportunities, career planning, on the job coaching) to move them into paid and sustainable employment. Often people with learning disabilities are far from the labour market and require more in depth interventions to enable them to access paid employment. Through an individualised approach, this programme will increase participation in the labour market, improve social inclusion, self-esteem, social mobility, and the well-being of people with learning disabilities.

Research reports state that 'evidence from across learning disability, mental health, physical rehabilitation and beyond shows consistently that support that is flexible,

personalised, long lasting when needed, with a rapid focus on job search, is effective.

### 3.3 Describe the medium to long-term results/impacts that the project will deliver.

The project will deliver the following medium to long-term results:

- An increase in the number of people with learning disabilities in paid employment (this will include full-time and part-time, and self-employment).
- An increase in the number of people with learning disabilities in full-time paid employment (currently nationally there 71% are in part-time employment).
- Long-term, employment statistics of people with learning difficulties will match the proportion of people with learning disabilities in the working age population (from 5.7% to 10%).
- An improvement in the employability and basic skills levels of people with learning disabilities.
- An increase in the number of Supported Internships and supported employment opportunities available and delivered.
- Additional educational programmes for people with learning disabilities who do not have an EHCP in place.
- An increase in the number of people with learning disabilities in self-employment and social enterprises.
- An increase in the number of work experience / placement opportunities available, and employers offering work experience placements to people with learning disabilities.

The medium and long-term impacts will be:

- Improved employer knowledge and understanding of the contribution which people with learning disabilities can make to the workplace.
- Local models of effective practice in place which enable people with learning disabilities to move into self-employment which are self-sustainable.
- The establishment of a collaborative approach to supporting people with learning disabilities into job search and employment in the West of England LEP area, working with a range of organisations, training providers, the local authorities and specialist agencies
- An effective referral and signposting process between organisations and specialist agencies.
- Increased earnings – greater numbers of people with learning disabilities moving into full-time employment, following identified career pathways and moving out of in work benefits.
- Employment Support Specialists and Employment Navigators will have an improved knowledge of the different career pathway opportunities and local training (vocational, employability and basic skills) courses.
- An improved infrastructure of support through a 'community of practice' for Employment Specialists and Employment Navigators will be in place, which will enable the sharing of good and effective practice when supporting people with learning disabilities.
- An improved understanding of local labour market information, on local employment



demand and career pathways. This will include knowledge of types of job vacancies, and local disability confident employers.

3.4 Has the applicant identified any organisations offering the same or similar activity? Explain how the proposed project adds value to and doesn't duplicate this, and does not conflict with national policy?

Locally there are a number of current programmes in place which offer similar programmes and / or provision aimed at people with learning disabilities. These are:

*Building Better Opportunities (West of England Works)*

This project aims to tackle multiple needs to improve employability, working with people who face multiple barriers and / or multiple disadvantages in the labour market, providing them with support to move towards and into employment. It particularly works with carers, ex-offenders, those with disabilities or long term health issues and those with a history of substance misuse. The project also includes activity to tackle youth unemployment in areas where the risk of young people becoming inactive (not in education, employment or training) is high and the accessibility of support for NEETs is low. It is led by Weston College who will be working with the 'WE Work for Everyone' project.

A Service Level Agreement has been agreed to include cross-referring between the projects as appropriate. West of England Works will feed all Job Search exit participants with a learning difficulty into the programme.

*Sixteen Co-operative Ltd*

Sixteen runs a range of community and supported internship programmes in and around Bristol. They work with a range of partners, practitioners and providers to deliver better job outcomes for people with a learning disability. Sixteen will be involved in the delivery of the project, sharing best practice and providing advice. Through this project, Sixteen will be able increase capacity and provide additionality through the wider project (central support, access to a wider range of external provision, central support).

*Mencap*

Mencap works with employers offering work experience placements. The organisation will be working with the project, providing advice, information on best practice and supporting delivery. From year 2 of the project, it is expected that Mencap will offer supported apprenticeships, working with cluster employers, as an outcome for participants.

*Future Bright*

Future Bright offers a 3-6 month programme of support to increase confidence, practical advice to help overcome barriers, training and development. It is aimed at people aged over 19, who are in paid work, living in the West of England and receiving benefits or tax credits. This is an in-work progression course, currently funded by DWP. The ESIF will target people with learning disabilities to help them increase their income (for example career progression, moving from part-time to full-time). Future Bright will work with eligible participants when they achieve paid employment.

### *My Working Future (When I Grow Up)*

'When I Grow Up' was a four-year programme run by the Foundation for People with Learning Disabilities and funded by the Big Lottery Fund, which aimed to increase work expectations, aspirations and opportunities for students with learning disabilities at three schools and colleges in West Berkshire, Kent and the London Borough of Redbridge. As part of this programme a range of resources and tools were developed along with a facilitators handbook to enable educator to develop early conversations about employment.

The 'My Working Future' project run by BCC under its Bristol Works programme utilises the 'When I Grow Up' materials across a number of schools in Bristol. It will add value to the above programmes and, by drawing on best practice and local expertise across the West of England LEP area. The ESIF funding will support an increase in capacity.

### **Supported Internships**

Supported Internships including Project SEARCH is an employability programme based at Bath and North East Somerset Council, which helps young adults with learning disabilities gain the skills they need to become employed. It provides a mixture of structured work placements and classroom learning and it all happens in the work place. The aim is paid employment (with any business) for young people with disabilities or learning difficulties at the end of their year-long programme. The WE Work project will work with Project Search on a cross-referral process, to ensure that the participant accesses the most appropriate provision, and enabling participants to access the specialist support under the WE Work project.

### **Nationally**

#### *DWP Work and Health Programme - Pluss*

Pluss have the DWP Work and Health Programme contract which covers the West of England LEP area. The programme offers personalised support to participants which includes disabled people who are either claiming benefits or out of work. The personalised support works with people to identify their employment needs, match them to work that is available, identify training to help find work, and put people in touch with employers. There will be a cross-referral system in place with the project. Pluss will work with the local DWP to undertake a warm referral to the 'WE Work for Everyone' project for WHP returners to the Job Centre.

| <b>4.0 Project timetable</b>   |                             |
|--|-----------------------------|
| 4.1 Start date (date from which eligible expenditure will be incurred)   | 1 January 2020              |
| 4.2 Financial completion date (date by which eligible costs will have been defrayed (European Social Fund – contractual completion date) | 31 March 2024 <sup>43</sup> |
| 4.3 Practical completion date (date by which all outputs will be achieved. European Regional Development Fund only)                      | NA                          |
| 4.4 Activity end date (date by which all the activities  | 31 December 2023            |

| described in the funding agreement will be completed)   |               |                 |
|---|---------------|-----------------|
| 4.5 Other milestones - complete the schedule below with detailed project delivery dates as relevant for the implementation, on-going development and delivery of the project. |               |                 |
| Milestone   | Start date    | Completion date |
| Full business case to WECA to trigger match funding   | July 2019     | July 2019       |
| Project Initiation Document (Bristol City Council)  | July 2019     | July 2019       |
| Implement data sharing agreements, based on existing similar work programmes, using WECA's GDPR team  | August 2019   | August 2019     |
| Draft project plan to identify significant dates and timelines, tasks, specific actions and responsibilities.   | August 2019   | August 2019     |
| Equalities Impact Assessment  | August 2019   | August 2019     |
| Recruit Project Manager   | October 2019  | January 2020    |
| Recruit Project Officer   | November 2019 | February 2020   |
| Recruit Steering Group members  | November 2019 | January 2020    |
| Identify and recruit service users to serve on Steering Group   | November 2019 | January 2020    |
| Send out SLAs for signatures to the local authorities (BANES, North East Somerset and South Gloucestershire) and any existing delivery partners.                              | November 2019 | December 2019   |
| Draft Marketing and Communications plan   | December 2019 | January 2020    |
| Recruit Employment Navigators   | January 2020  | July 2020       |
| Recruit Finance & Compliance officer  | January 2020  | March 2020      |
| Confirm which member of staff at each local authority will be the main point of contact for the project   | January 2020  | March 2020      |
| DPS Procurement Process to identify delivery partners who can offer the education & training courses  | January 2020  | May 2020        |
| DPS Procurement Process to identify providers who can deliver the Specialist Employment Support   | January 2020  | May 2020        |
| Identify projects and programmes under the 'Alternative Provision'  | January 2020  | December 2023   |
| Ongoing Steering Group meetings (initially monthly, then quarterly)   | January 2020  | January 2024    |
| Work with local training providers and BCC Community Education to finalise Alternative Provision courses, dates and locations.  | January 2020  | April 2020      |
| Publicise programme   | February 2020 | March 2023      |
| Meeting of delivery partners  | February      | February        |

|   |                |                |
|---|----------------|----------------|
|   | 2020           | 2020           |
| Purchase 'Digital Profile' software   | February 2020  | March 2020     |
| Project delivery commences  | April 2020     | March 2023     |
| Sign up participants to the programme   | April 2020     | September 2022 |
| Ongoing delivery partner meetings (monthly initially, followed by quarterly)  | May 2020       | December 2023/ |
| 6 monthly best practice sharing events  | September 2020 | January 2024   |
| Commission the project evaluation   | May 2023       | July 2023      |
| Evaluate the impact of the project  | September 2023 | December 2023  |
| 4.6 Please provide any necessary commentary on the milestones above including any dependencies.   |                |                |
| <p>Dependencies will include:</p> <ul style="list-style-type: none"> <li>• Bristol City Council Cabinet sign off for the project (September 2019).</li> <li>• Ensuring the main project team is in place by the start of delivery (March 2020).</li> <li>• Delivery partners all in place to start delivery in April 2020.</li> <li>• Sufficient expertise on the Steering Group to include identifying service user representation.</li> <li>• 'Digital Profile' purchased prior to start of recruitment of initial participants.</li> <li>• Ensuring that the Specialist Employment Support is commissioned ready for start of project delivery in April 2020.</li> </ul> |                |                |

| <b>5.0 Costs and Funding</b> This is an overview. Costs by LEP area are required within the financial annex, if applicable. |              |              |                      |                       |               |  |
|---|--------------|--------------|----------------------|-----------------------|---------------|--|
|   |              | ESIF (a) (£) | Public Match (b) (£) | Private Match (c) (£) | Total (d) (£) | ESIF Contribution rate (%) (a)/(d)x100 |
|   | ERDF capital |              |                      |                       |               |  |
|   | ERDF revenue |              |                      |                       |               |  |
| <b>Sub Total</b>  | ERDF         |              |                      |                       |               |  |
| <b>Sub Total</b>  | ESF          | £2,227,261   | £2,227,261           |                       | £4,454,522    | 50%                                    |
| <b>Sub Total</b>  | YEI          |              |                      |                       |               |  |
| <b>TOTAL</b>  |              | £2,227,261   | £2,227,261           |                       | £4454,522     | 50%                                    |

| 5.1 Please provide a breakdown of the sources of funding and detail as to whether or not they are secured and if not when they will be. |  |                      |
|---|--|----------------------|
| Name of match funder  | Status (inc. date if not yet secured)    | Type cash or in-kind |
| West of England Combined Authority  | Secured (subject to final business case) | Cash                 |
| Bath & North East Somerset Council  | Secured                                  | In-kind              |
| North Somerset Council  | Secured                                  | In-kind              |
| Bristol City Council  | Secured                                  | Cash / In-kind       |
| South Gloucestershire Council   | Secured                                  | In-kind              |
| Weston College  | Secured                                  | In-kind              |

|  |     |  |
|--|-----|--|
| 5.2 Please confirm that you have submitted a very detailed, granular budget breakdown. | Yes |  |
|--|-----|--|

5.3 For each line item (not cost category) provide the justification for its inclusion i.e. relevance to the project and the assumptions / research undertaken to come to the figures. For salary costs, please indicate any job role not 100% funded by the project and provide evidence of the hourly rate using the simplified cost methodology.

The salaries are based on Bristol City Council pay grades.

- *Project Manager* 1.0 FTE Bristol Grade 13- £38,813 PA plus 33% on-costs per annum, rising by 2% plus one salary increment per year. Post funded through WECA and ESF
- *Project Officer* 1.0 FTE Bristol Grade 9- £25,295 PA plus 33% on-costs per annum, rising by 2% plus one salary increment per year. Post funded 1.0 FTE through WECA and ESF
- *Finance & Compliance Officer* 1.0 FTE Bristol Grade 9- £25,295 PA plus 33% oncosts per annum, rising by 2% plus one salary increment per year. Post funded 1.0 FTE through WECA and ESF
- *Employment Navigators* – 12.0 FTE Bristol Grade 10- £28,463 PA plus 33% on-costs per annum, rising by 2% plus one salary increment per year. Post funded 1.0 FTE through WECA and ESF. Based on BG9 and this rate is based on the 'Career Progression Coach' salary for another similar project. There are 12 Employment Navigators across the LEP area, 2 year contracts, staggered start and finish to take into account the participant starts and when they leave the project, tailing off at the end of the contract.
- *Head of Service* - 0.1 FTE to provide strategic oversight, operational management and Senior Responsible Officer role funded through Bristol City Council and ESF @ £42.77 per hour plus oncosts @ 33%, rising by 2% annually
- *Employment Support Manager* - BG 13 - BCC Employment Support Manager post 0.4 FTE to provide management and oversight support funded through BCC and ESF @22.44 per hour plus oncosts at 33%, rising by 2% annually

- *Local Programme Management* BG 13 equivalent post 0.4 FTE in South Gloucestershire, B&NES & North Somerset to provide internal support and coordination to the programme. Funded through LA's and ESF @£22.44 per hour plus oncosts at 33%, rising by 2% annually
- *FE College staffing* - support from FE College staff to collate paperwork and audit trail for learners on courses. BG 9 equivalent post 0.1 FTE funded through Colleges and ESF @£15.20 including on-costs at 33%, rising by 2% annually.

### **Other Direct Costs**

- The Digital Profile cost is based on a quote received.
- Development of the CRM and Website costs are based on quotes for similar items. The CRM system which will be used is Lamplight which is compliant with GDPR reporting requirements and local authority data protection.
- The childcare costs are based on 195 minimum single adult households with dependent children (as per contractual requirements) at roughly £70 per day p/child (local rates in Bristol) x average 15 weeks per year, 1 day per week.
- College courses – an allocation to cover cost of vocational and community education courses where not funded through utilising other budgets or ESFA / AEB funding. 426 participants at approximately £392 per participant.
- Pre-employment – based on earlier pilots costing £110,000 which delivered 10 workshops in Bristol. The project is scaling this up to 32 workshops across the LEP area.
- Programme management – 3% of total value as management / overhead costs. This covers BCC finance, legal, GDPR, procurement and other internal support.
- Participant travel costs – 60% (1466) participants at average of £4.5 per day per participant for maximum 15 days each, based on Bristol public transport rates.

### **Alternative Provision calculations**

*Family Led* - 8 people per course @ £5,000 per course including 1 year's support. 1 per area per year = 12 in total, participant total = 96, total cost = **£60,000**

*Self-employment Skills Academy* - £40,000 for 15 participants over 1 year (10 week training course and ongoing support). 5 cohorts in total. Total cost = **£200,000** for 75 participants.

*Sector Driven* – 12 weeks course, 10 participants / course – Total number courses = 12 (1 per area per year) @ £12,000 per course –Total participants = 120, total cost = **£144,000** total

*Social Enterprise (Beeches – day centre to day work programmes)* - £5,000 per participant – 1 year programme of support, leading to employment x 3 participants per 4 areas x 3 years = 36 participants total, total cost **£180,000**.

*Social Enterprise* – 8 participants per course @ £15,000 per course – 1 per area per year = total 12 courses. Total participants = 96, total cost = **£180,000** total.

**Specialist Employment Support (to be commissioned)**

885 participants receiving average 30 hours per participant @ £21 per hour, based on BG10 pay grade = **£558,302**

**Specialist Employment and Employment Navigator Capacity Building (to be commissioned)**

13 meetings (4 per year plus 1 exit) - £100 room hire for ½ day = **£1,300**

‘Training in Systematic Instruction’ CPD session for 20 Employment Support Specialists and 12 Employment Navigators = 32 staff total, 10-12 per course, 3 courses @ £5,000 per course = **£15,000**

Plus room hire for above CPD 5 days per course – 15 days total x £200 per day = **£3,000**

Ongoing CPD - £2,000 per day x 3 per annum = **£18,000**

Ongoing CPD room hire – 9 days @ £200 per day = **£1,800**

Co-ordination of capacity building – 1 x staff member 1 day per week x 3 years @ £28,463 per annum pro rata + 2% annual increase = **£23,100**

Specialist input – 1 day per month @ £500 per day – 36 days = **£18,000**

**Total - £80,200**

5.4 Please indicate which simplified cost option you are proposing to use for indirect costs.

|     |  |                     |  |                 |  |      |   |
|-----|--|---------------------|--|-----------------|--|------|---|
| 15% |  | 25%<br>ERDF<br>only |  | 40%<br>ESF only |  | None | ✓ |
|-----|--|---------------------|--|-----------------|--|------|---|

5.4.1 If you have ticked 25% (ERDF only) please provide a detailed justification in line with the eligibility rules.

NA

5.5 Please advise whether or not the project budget includes any VAT you cannot recover from HMRC (recoverable VAT). Note we may need confirmation of this by way of a letter from the applicant’s finance department.

No

5.6 If irrecoverable VAT will be claimed, please describe how this is captured through the claims procedure and how your financial processes will ensure that it is not being claimed as part of the normal VAT return.

NA

5.7 If the project covers more than one Local Enterprise Partnership area or more than one Category of region, explain how the costs have been shared between areas.

|  |     |  |    |
|--|-----|--|----|
| NA   |     |  |    |
| 5.8 Have you or will you incur any at risk costs since your notification letter, which you intend to include in an ESF / ERDF grant claim? If yes, how much and on what?               |     |  |    |
| NA   |     |  |    |
| 5.9 <u>European Regional Development Fund only</u> - Will you project generate any income? If yes, please provide details of how and complete annex 2b on revenue generating projects. | Yes |  | No |
| NA   |     |  |    |

|  |  |  |  |
|--|--|--|--|
| <b>6.0 Outputs and Results (Results are ESF only)</b>  |  |  |  |
| 6.1 Please explain in detail how you have estimated each of the outputs and results for your project, demonstrating clearly how each of the proposed outputs and results directly links to your specific project activities and objectives.  |  |  |  |
| The ERDF and ESF Indicator Annex Tables for Full Applications can both be found <a href="#">here</a> on GOV.UK.  |  |  |  |
| <ul style="list-style-type: none"> <li>• O1 - The 2,444 total starts have been apportioned 35% in year 1 (taking into account a 3 month start up), 50% in year 2 (as a full year), and 15% in year 3 (not a full year's recruitment).</li> <li>• The project will have a 3 month initial set up period, to track the results and a 6 month tail-off.</li> <li>• CO01 &amp; CO03 – numbers based on a proportion of total starts.</li> <li>• O4, O5, CO16, O6 and CO14 – as a percentage of the quarterly numbers of participants.</li> <li>• R1 &amp; R2 - The average time spent on the programme will be approximately between 6 and 12 months depending on the level of support, so it is expected that the first participants moving into employment will be 6 months after the initial participants start.</li> <li>• R3 – The numbers are proportionate to the number of participant starts.</li> <li>• R4 – Based on single parent starts (CO14) needing childcare, 36% of total participants.</li> <li>• CR06 – Taking into account a participant will spend approximately 6 to 12 months on the project before moving into employment, and then a further 6 months to check the participant is in employment / self-employment after leaving the project. When the participant moves into employment, they will be signed off the project.</li> </ul> |  |  |  |
| 6.2 Please explain your approach for forecasting each deliverable; including the specific base-lining/research you have undertaken to ensure your projected profiles are realistic and achievable and any assumptions which impact on your forecasts.  |  |  |  |
| The deliverables are based on the minimum numbers detailed in the specification, which   |  |  |  |



are considered achievable according to research undertaken, and advice taken from a technical expert to identify the most effective delivery model.

O1 (total participants) -There are approximately 22,739 people with learning disabilities across the West of England in scope for the programme. Therefore the participant numbers of 2,444 are approximately 11% of the total.

CO01 and CO03 (unemployed and inactive participants) - the employment rate in the UK for people with learning disabilities is low at 5.7%. The total number on the programme equates to 11% of the total number of people with learning disabilities across the area.

CO16 (participants with disabilities) – all participants will have a learning disability, but we have used the number in the specification as a base. The final outputs will be 100% participants with disabilities.

O4 and R3 (without basic skills and gaining basic skills) – there is limited information on numbers of people with learning disabilities who are below level 2 in maths and English. However, in the UK, approximately 1 in 5 people are below level 2 in maths and English. The deliverable will be 10% of the total number of participants.

R1 and R2 (moving into employment / job search) – we know from a project working with young people with learning disabilities who had a supported internship placement, that 21% moved into employment and this number increased to 72% with more in depth support. The numbers moving into employment (including self-employment) and job search are based on numbers progressing in other projects, taking into account the current low numbers of people with learning disabilities who are in employment compared to the proportion of people with learning disabilities of working age. This also aligns with a significant body of research that suggest that good quality supported employment practice and processes result in an increase in the learning disability employment rate.

Based on similar programmes and pilot projects working with people with learning disabilities, participants spend between six and twelve months on programme. Participant recruitment will finish six months before the end of the project, to enable the project to be able to fully support the participants.

## **Project Management and Governance**

7.1 Fully describe the project management and control systems that will be established for the project, demonstrating that the project (including any delivery partners) has the appropriate capacity to meet the requirements of European Structural & Investment Funds.

**For ESF Only** – Please also include an explanation on how your project will deal with suspected fraud, in line with published [ESF Anti-Fraud guidance](#).

This includes providing a statement on how you will deal with suspected fraud in your organisation and if appropriate, with your sub-contractors.

Bristol City Council follows a set series of protocols for project managing and controlling its funded contracts and programmes.

### **Prior to starting the project**

Initially, the final business case will be presented to WECA to trigger the match funding. Prior to starting a project, there are a number of documents which have to be signed off by the Section 151 Officer at the Council. The Section 151 Officer is 'an officer appointed under section 151 of the local government act 1972 which requires every local authority to appoint a suitably qualified officer responsible for the proper administration of its affairs. This documentation includes a risk assessment, quality impact assessment, Project Plan, a Business Case, financial and budgetary controls.' The project has to be initially signed by the Cabinet member for Adults, Children and Education before being approved by Cabinet.

There is a requirement that any potential grant or contract, SLA, offer letters, MOUs, along with an Executive Report have to be passed through Cabinet. They have to be signed by the responsible Cabinet Member plus the heads from the legal team, finance, ICT and HR. For anything over £500,000, the council has a specific pathway which needs to be followed. A project of this scale is deemed as a 'Key Decision' and is to be approved by the Mayor and Cabinet in a public meeting.

The project will have a Risk Register, Risk Assessment and a Qualities Impact Assessment in place before the start of project. These documents are held by the Lead responsible for the project - the Employment Support Manager: BCC Employment, Skills and Learning.

### **Delivering the project**

The Head of Service: BCC Employment, Skills and Learning will be the Lead Accountable Officer for the project and will have overall responsibility for ensuring that the project meets the contractual targets and for the budgetary controls. The Employment Support Manager: BCC Employment, Skills and Learning will oversee the day to day management. The project will be added to the Employment Support Manager's objectives, detailing measurable targets and outcomes, which will be reviewed regularly. The role is answerable to the Lead Accountable Officer (Head of Service).

All BCC staff involved with the project will undergo performance management training and fair recruitment, and have annual appraisals, six monthly reviews and monthly one to ones. All new staff will have a probationary period of 3 months. During the project start up, there will be weekly team meetings, moving to every other week, led by the Employment Support Manager.

The project will have a pre-defined Delivery Profile. The Project Costs will be linked to the Delivery Profile which is overseen by a team comprising the Employment Support Manager: BCC Employment, Skills and Learning, the Project Manager, and the Section 151 Officer. When claims are submitted, this is reported against income.

The project delivery will be governed by the Steering Group which will comprise the four Local Authorities in the West of England (Bristol City Council; North Somerset; Bath and North East Somerset; and South Gloucestershire), DWP, Sixteen (representing organisations supporting people with learning disabilities), West of England Combined Authority (WECA) and service users. The Steering Group will oversee the project in terms of:

- Reviewing progress against contractual target outcomes and results.
- Responsibility for checking progress against the implementation plans of the cross-cutting themes of Equality and Diversity, and Sustainable Development, and setting in place action plans to address any issues.
- Identifying risks impacting the project and putting in place Action Plans to mitigate risks.
- Overseeing and reviewing the procurement processes for purchasing provision to support the project.
- Ensuring that the project meets the specific needs of the client group and identifies areas within the delivery which need to be reviewed.
- Reviewing progress against contract for sub-contracted delivery partners.
- Discussing innovative models and agreeing implementation of these models as appropriate.
- Evaluating the impact of the project as a whole.
- Evaluating the impact of delivery partners' provision.
- Reviewing the Project Plan,

The Steering Group will meet monthly during the start-up period of the first three months, followed by quarterly meetings thereafter.

### **Capacity to deliver**

BCC has previously been involved with 6 ESIF and other European funded (including Horizon) projects, with the highest valued at £7.2M. In addition to European funded projects, BCC has managed a number of other large-scale government and other funded programmes.

### **Anti-fraud statement**

Bristol City Council defines fraud as per the definition detailed in the Fraud Act 2006:

- False or misleading representation.
- Failing to disclose to another person information which he is under a legal duty to disclose

- Abuse of a position of trust.

The Council's anti-fraud strategy commits to putting safeguards in place to deter and prevent fraud and this covers Councillors, employees, contractors, and organisations who work with the Council:

*'The City Council has for many years had a strong approach to Fraud and Corruption with policies and processes designed to prevent, detect and punish fraud. Indeed, the Council is well regarded as a lead local authority in tackling some areas of fraud.'*

The strategy provides information on how to report fraud, bribery or corruption. If fraud is suspected, it should be reported without delay to a line manager or other senior officer, or to Internal Audit. There are contact details published to report fraud, which includes a fraud hotline, and a fraud notification form on the council's internal website. The strategy identifies the responsibilities of lead roles within the council to deal with suspected / reported fraud.

The actions the council takes to respond to fraud includes disciplinary, civil and criminal sanctions, as appropriate to each case, in punishing fraud and recovering losses. Fraud, bribery, corruption and theft by Councillors or staff will be regarded as gross misconduct. Disciplinary action will be taken against staff, and Councillors' misconduct will be dealt with by an independent person and the Audit Committee.

The Council has a whistleblowing policy separate to the anti-fraud strategy and includes a link to this policy in the anti-fraud strategy.

The Council's full anti-fraud strategy is submitted with this application.

7.2 Please describe the individual posts within the team that will be delivering the project:

- How is the team set up to manage and deliver the project?
- Identify which posts are not 100% funded by the project.
- What resources, expertise, skills, responsibilities and experience do they have?
- Will existing staff be employed, or will new staff be recruited (if yes, how)?
- What are the reporting lines and accountabilities of individual posts?

Please include details of Delivery Partners (if relevant).

Please attach a structure chart (organogram) and job descriptions for project delivery staff: See the 'Supporting Documents checklist'.

Please refer to job titles rather than the actual names of individuals when describing project management and governance arrangements and responsibilities.

The lead accountable body will be Bristol City Council (BCC). The lead accountable person within BCC will be the *Head of Service: BCC Employment, Skills and Learning*, allocated ½ day per week to the project and who will be ultimately accountable for the delivery and reporting of the project.

The current *Employment Support Manager: BCC Employment, Skills and Learning* will oversee the operational delivery of the project and lead the Steering Group, and is allocated 2 days per week on the project. The *Employment Support Manager* has an MBA, and over 20 years' experience of managing and procuring successful employment support programmes, including the national award winning HYPE West (a targeted young engagement programme that has also been adapted for people with mental health issues). Recently, the *Employment Support Manager* has been leading a multi-agency approach to transform the employment support model for people with a learning disability.

The central project team will be answerable to the *Employment Support Manager* and will comprise: *Project Manager; Project Officer; Finance & Compliance Officer; and Employment Navigators*.

### **Project Manager**

The Project Manager will have responsibility for project managing the 'WE Work for Everyone' programme across the West of England LEP area and day to day delivery. The role will cover and be responsible for: effective service planning; strategic development; day to day operational management; performance and quality management; marketing and communications; partnership working; customer led services; and general communication and reporting. The *Project Officer, Finance and Compliance Officer and Employment Navigators* will report to the *Project Manager*.

The *Project Manager* will act as the main point of contact for the project, including liaising and overseeing the Delivery Partner contracts, managing the delivery partner monitoring visits, providing MIS data for the Steering Group, reporting to the Head of Service: Employment, Skills and Learning at BCC, and tracking outcomes and results against contractual targets.

### **Project Officer**

The Project Officer will work for the Project Manager. The role will be to:

- Support the 'WE Work for Everyone' project to achieve the service goals, including the development and delivery of small projects and securing appropriate resources.
- Act as the initial point of contact for referrals and identify which Employment Navigator to pass the referral onto. Track referrals to ensure that they are responded to according to agreed service targets.

- Support the research, design and development of policy, strategy and targets.
- Communicate information in a range of formats, including; face to face, telephone, emails, letters, reports, briefings, displays and digitally.
- Work with the Finance and Compliance Officer to gather information, monitor, analyse, report, audit and review key issues, opportunities, risks and performance.
- Support partnership working with other council services and partners.
- Occasionally supervise the work of staff allocated to their project or activity.
- Organise the Steering Group meetings, write up and circulate the minutes from meetings.

### **Finance and Compliance Officer**

The *Finance and Compliance Officer* will support the WE Work for Everyone project to

- Ensure that any paperwork for the reporting of the programme is clear, easy to use, fit for purpose and meets the specific reporting requirements of the funder.
- Develop clear and efficient information gathering, reporting and retention systems.
- Ensure that all service provider returns to the programme are compliant with ESF funding regulations, that data returns, information and reports are accurate and of good quality.
- Support the timely reporting by service providers to meet the reporting deadlines of the programme
- Work with the Project Officer to gather information, monitor, analyse, report, audit and review key issues opportunities, risks and performance.
- Ensure that robust audit procedures are in place and working with delivery partners to set in place robust audit trails.
- Manage the collection of paperwork from delivery partners and ensuring that partners meet strict reporting and audit guidelines.
- Provide timely MIS reports to the Steering Group on progress against contractual targets.

### **Employment Navigators (x12)**

The *Employment Navigators* will work one to one with participants, building confidence and trust. The *Employment Navigators* will offer CEIAG, vocational profiling, career pathway planning, and identify next steps. Following initial meeting(s), the *Employment Navigators* will refer / signpost the beneficiaries onto appropriate provision (Employment Specialists, education / training or Alternative Provision). The *Employment Navigators* will track beneficiaries through their time on the project and working with the *Project Officer* tracking participant outcomes and gather auditable evidence for their outcomes.

The number of *Employment Navigators* per local authority will be determined

as a proportion of the number of people with learning disabilities in each local authority area. Although working under the BCC contract, the Employment Navigators will be embedded within the local authority teams and working with the organisations in their geographic allocation, to build on their knowledge of what is available, and to develop relationships with local programmes. They will report to the *Project Manager* in addition to reporting back to their local authority and any agencies working with the participant. The local authorities will have input into the recruitment of staff who will be working within their area. The *Employment Navigator* will be employed by BCC, but matrix managed.

### **Recruitment for the new posts**

The Project Manager, Project Officer, Finance & Compliance Officer and Employment Navigators will be all new posts, yet to be recruited, and will each be funded 100% under the project.

Jobs will be a mix of secondments (internal and external through delivery partners), redeployment, internal and external recruitment. The aim is to initially recruit the Project Manager to post, followed by the recruitment of other staff (Project Officer, Finance & Compliance Office and Employment Navigators). It is expected that all staff will be recruited to post by month 3 following the contract being signed. BCC recruits on redeployment initially, followed by internal, then external recruitment.

### **Delivery Partners**

The delivery partners will report directly to the *Project Manager*. The following organisations will be involved in the project delivery. Further delivery partners will go through a DPS procurement process to deliver aspects of the overall project (Specialist Employment Support, Alternative Provision, education and training courses including Functional Skills and employability skills and pre-employment in education provision.

*Sixteen* – experience of working with people with learning disabilities to move them into employment. Sixteen will be providing technical expertise. *WECIL* - WECIL is a Disabled People's User Lead Organisation (DPULO) and who are certified as a Disability Confident Leader. As a DPULO and Leader status, WECIL is qualified to support employers that would like to gain the Disability Confident mark. Part of the process of securing the standard is working with a DPULO by creating opportunities for disabled people through work placements, work trials, sharing vacancies and adapting its processes and environment so they are accessible.

All four local authorities in the West of England Combined Authority LEP area are involved in the project, to support the delivery of the project in their local areas. The four authorities are: Bristol City Council (lead accountable body); Bath and North East Somerset; North Somerset; and South Gloucestershire. The authorities will provide expertise and advice on their local areas, including

information on local programmes and education and training provision which beneficiaries can be signposted onto. Each local authority will have a nominated person who will be working on the project one day each week.

7.3 If this application form has been drafted by individuals who will not be involved in the delivery of the project, how will you ensure that the project delivery team understands the rationale and detail of the project?

The application has been drafted by a bid writing group which comprises a Technical Expert (Director of an organisation which specifically supports people with learning disabilities into employment), Bristol City Council's Employment Support Manager: BCC Employment, Skills and Learning, and Bristol City Council's International Funding Officer, both of whom have experience of managing large-scale projects including European projects, and an external bid writer with experience of moderating, writing and managing European funded programmes. The bid writing group has met a number of times, and had several conference calls, to discuss the delivery model and the rationale behind the project.

The Employment Support Manager: BCC Employment, Skills and Learning will be overseeing delivery of the project. The project model has been designed jointly by the BCC Employment Support Manager and the Technical Expert who will both be involved in the delivery of the project. The bid writer and International Funding Officer have been providing expertise in ESIF rules and regulations, compliance, eligibility and match funding.

In addition, internal Bristol City Council expertise (finance, State Aid, Procurement, Legal, Equality and Diversity and Sustainable Development) has contributed to and provided advice for the application.

7.4 If applicable, how will you ensure that Delivery Partner(s) comply with the requirements of European Structural & Investment funding? How will you monitor and manage the performance of Delivery Partner(s) and or sub-contractor(s)?

The project will procure the following aspects of project delivery: Specialist Employment Support; Alternative Provision programmes; pre-employment in education provision; education and training courses.

Part of the procurement process to identify delivery partners to support delivery of the project will include questions on the application form to ask applicants to fully outline their experience of managing European funded (ESIF and other European funded) projects, their percentage achievement of deliverables in any current and / or past projects, whether any funding was clawed back and why. Delivery partner contracts will include specific details on how they will be expected to comply with the requirements of ESIF funding, and the implications of non-compliance.

Delivery partners will be contracted to provide quarterly reports, annual self-



assessments, a Quality Improvement Plan and evidence that they have Equality & Diversity and Sustainability Development policies and implementation plans in place for their organisations.

There will be a contractual requirement for delivery partners to accurately complete all ESIF paperwork and return original copies within set timescales which will be outlined in set service level agreements as part of their contracts. If they do not submit the correct paperwork and audit trail, they will not receive payment. They will be required to maintain accurate safeguarding controls and safeguarding reporting registers and these will be reviewed at contract monitoring visits.

A data sharing agreement based on the protocols with a similar project and on GDPR compliance will be agreed with the local authorities prior to starting the project.

All delivery partners will undergo monthly contract management meetings, annual audits, inspections of quality, and be subject to a delivery contract with profiled delivery targets. Payments will be pegged against outcomes, as long as all documentation and delivery is confirmed by the Finance and Compliance Officer as meeting ESF eligibility and compliance.

Dedicated paperwork with ESIF branding for the project will be designed by the project team and all delivery partners will contractually be expected to use the same paperwork, to ensure consistency.

Contracts will identify specific deliverables, targets, outcomes, outputs, and reporting requirements. Where a delivery partner is over a 10% tolerance, they will work with the Project team to put an Action Plan in place. If they fail to return to profile within three months, the contract will be terminated.

In the first few months of the project, there will be monthly meetings to which all delivery partners will be expected to send at least one representative, followed by quarterly meetings. The meetings will include sharing best practice, updates on achievement against target across the project, discussions around potential new models of delivery, Equality & Diversity and Sustainable Development best practice, and documentation updates.

The BCC payment system will not allow overpayment. If a sub-contractor overachieves a contract, BCC will not pay in addition to what is in the contract.

7.5 Please describe how you will collate, calculate and verify deliverables to ensure that interventions are recorded and an audit trail is retained to prove their validity

All delivery partners will be contractually required to submit original copies of all documentation quarterly to support claims and provide a robust audit trail.

All documentation will be checked by the project's Finance & Compliance Officer, sample checked by the Employment Support Manager, and stored securely by Bristol City Council. No payments will be made to delivery partners or claims made, unless the documentation has been checked to ensure that a full documented audit trail is in place.

The documentation will be 100% sample checked for accuracy, participant eligibility and ESIF compliance by The Finance & Compliance Officer, with a further 10% sampling of documentation by the Employment Support Manager: BCC Employment, Skills and Learning.

There will be quarterly monitoring visits to delivery partners which will coincide with claims and reports. These will be undertaken by the Project Manager, supported by Project Officer. Monitoring visits will cover:

- Review of the quarterly reports
- Review of progress against their contracted target outcomes and results
- Implementation of an Action Plan to address any under-achievement
- Identification of best practice
- Identification of improvements which can be made
- Sampling documentation
- Sampling deliverables to ensure that documentation is accurately recording deliverables
- Shadowing delivery staff where appropriate.
- Quality checking.

Part of the role of the Employment Navigators will be to register participants onto the project, to track their progress through the project and have an exit interview with participants to sign them off the project.

The Project Manager will maintain spreadsheets which are pegged to the deliverables, in order to track progress against the project plan and the contractual target outcomes and results. This will be reviewed regularly by the Employment Support Manager. The deliverables in the Project Plan will be cross-checked against the financial budget, and the quarterly profiled income and expenditure for the project. The Project Manager will work closely with the Employment Support Manager and the BCC finance department to double check that financial claims and deliverables match expected income and expenditure.

7.6 If applicable, what checks will be carried out to ensure the end beneficiaries (for example, businesses or learners) benefitting from the proposal or individuals engaged as part of the proposal is eligible and belongs to the target group?

The target group for this project are people with learning disabilities who are:

- resident in the West of England LEP area; and

- legally resident in the UK, and able to take paid employment in a European Union member state, and
- age 15+; and
- are registered unemployed or who are economically inactive.

All participants will undergo eligibility checks by the Employment Navigators when they register on the project, which will include:

- Confirmation of address within the LEP area (2 x utility bills with the name of the participant and their address)
- Passport / visa (with photo ID)
- Evidence of claiming benefits
- Evidence of being economically inactive

The project will use the ESIF definition of economically unemployed (i.e. those who do not satisfy the International Labour Organisation definition of unemployed) but who are available to work and are actively seeking.

In addition to providing the evidence above, participants will have to confirm that they meet the required criteria by signing and dating a self-declaration which will be retained with the participant records, and which uses the specific wording requirements of ESIF guidelines.

7.7 Describe the controls put in place by the applicant to check that it is maintaining compliance with the eligibility rules during the delivery of the project.

There will be 100% sampling by the Finance and Compliance Officer, with a further 10% sampling by the Project Manager. This will include the registration documents provided by the Employment Navigators, reviewing copies of the evidence supplied by the participant to confirm their eligibility, and the original documentation submitted by delivery partners. The quarterly monitoring visits will check compliance and the processes in place to double check eligibility and what documentation is held on file to prove participant eligibility and achievement of deliverables.

If the documentation submitted does not demonstrate compliance with the ESIF eligibility rules, the query will be passed back to the Employment Navigator or delivery partner and not will be processed for payment.

In addition, all documentation completed and submitted to the central project team will be checked for compliance with ESIF branding requirements.

## **8.0 Financial Management and Control (In all responses reference delivery partners where appropriate).**

8.1 Describe the financial management and control procedures for the project;

including the process for compiling, authorising and ensuring only eligible and defrayed expenditure is included in European Structural & Investment Funds claims for payment.

Please refer to job titles rather than the actual names of individuals when describing Financial Management and Control procedures and responsibilities.

Bristol City Council has approved and adopted a Code of Corporate Governance (the Code), which is consistent with the principles of the Chartered Institute of Public Finance and Accountancy / Society of Local Authority Chief Executives (CIPFA/SOLACE) Framework Delivering Good governance in Local Government.

The Code, along with statutory regulations, regular monitoring and reporting to Senior and Cabinet members, along with audits and reviews, ensure strict and robust financial management and control procedures are in place within the City Council.

The City Council operates Unit4 Business World (ABW), which is the online corporate finance system. The robust financial system operates in a controlled environment with hierarchical authorisation processes and separation of duties, which ensures security and only authorised users are able to access its functions, including raising requisitions, purchase orders and payment of invoices. Strict and regulated procurement and contract management, payroll and HR processes, feed into the overall procedure and along with structured account coding, following CIPFA's Code of Practice on Local Authority Accounting in the UK, ensures controls are in place to process, monitor and report income and expenditure from summary to granular level, to the assigned budget manager.

Regular monthly monitoring reports, downloaded from the ABW system, are reviewed with the budget manager and finance officer to ensure income and expenditure is in-line with budgeted plans and correctly coded to the separately allocated cost centre for the project. The cost centre is broken down to account code level, further assisting in closely recording and monitoring the project spend.

8.2 Please describe the document management system for the project and how the audit trail will be maintained and accessible for the period required under the terms of the European Structural & Investment Funding Agreement, this includes retrieving original invoices and ensuring evidence of costs incurred is available.

The City Council ABW system holds details of all transactions, scanned

images of invoices and other documents, which are held in accordance with the City Council's document retention policy and HMRC's regulations.

Monthly budget monitoring reports and detail transaction listings produced are also stored electronically in excel. An established, standardised document management system will be used for both electronic and paper documentation for the operational life of the programme.

All documentation for the WE Work for Everyone programme will be stored for a minimum period of ten years after the delivery period closes.

Where documents related to the programme cannot be stored and retained electronically they will be securely archived in the Council's document storage facility.

All archived documents, (whether electronic or physical) are entered on a central Council wide Document Retention Schedule which lists the service area, a description of the documents, the period of retention, whether they contain personal information, the Government security level of the documentation, the requirements and legal justification for storing the documents.

There is no cost for retrieving archived documents related to the programme from the archive.

8.3 Please set out your organisation's financial policy which describes processes, roles and schemes of delegation.

Bristol City Council has a Constitution which sets out how the council operates, how decisions are made and the procedures which are followed to make sure that these are efficient, transparent and accountable. Some of these processes are needed by the law. Included within the Constitution are the Officer schemes of delegation.

Bristol City Council has Financial Regulations which provide the framework for managing the authority's financial affairs. They apply to every Member and officer of the authority and anyone acting on its behalf. The regulations cover financial roles / responsibilities, financial planning, financial management, risk management/internal control, systems & procedures and external arrangements.

The financial regulations specifically identify the financial responsibilities in relation to all levels of authority in the council; Full Council, The Mayor, Executive Members, Committees, Statutory Officers (Head of Paid Service, Monitoring Officer, S151 Finance Director), Executive Directors, Internal Audit.

The Finance Scheme of Delegation details the power that officers have to make decisions on spending and other finance issues, across the council. The Scheme sets out the approved financial limits within which authorised officers may conduct Bristol City Council's business. Changes to limits/values contained within it may only be made with the approval of the S151 Officer. The Scheme includes general limits on spending money, capital expenditure, Treasury Management, virement and supplementary estimates.

The Constitution and schemes of delegation can be found here:  
<https://www.bristol.gov.uk/how-council-decisions-are-made/constitution>

8.4 If applicable, how will you ensure that Delivery Partners/financial beneficiaries engaged in the delivery of the project will comply with the requirements relating to defrayal of expenditure?

All services delivered by delivery partners will be procured through a Dynamic Purchasing System and paid in arrears. To participate in the DPS, service provider is required to meet a series of Baseline Standards.

The programme will only pay for actual costs incurred through the delivery of services connected to WE Work for Everyone. 100% of all claims will be checked by the programme's Finance and Compliance Officer to ensure that the programme is only paying for costs that have already been paid by the service provider.

Each service provider will be closely monitored by the Project Manager & Finance and Compliance Officer through regular, quarterly Contract Review Meetings. In these meetings, paperwork in connection with the programme delivery will be inspected and monitored and that profiled outcomes are being achieved.

A full annual audit of the WE Work for Everyone programme will be undertaken by Bristol City Council's Internal Audit Team.

8.5 Please explain how the accounting software and systems used will be capable of maintaining separate records for the project and producing detailed reports to demonstrate where the European Structural & Investment Funds is being spent. If applicable, please describe how your partner's software/systems will manage project finances.

Bristol City Council operates Unit4 Business World (ABW), which is the online corporate finance system. The robust financial system operates in a controlled environment with hierarchical authorisation processes and separation of duties, which ensures security and only authorised users are able to access its functions, including raising requisitions, purchase orders and payment of invoices. Strict and regulated procurement and contract management, payroll and HR processes, feed into the overall procedure and

along with structured account coding, following CIPFA's Code of Practice on Local Authority Accounting in the UK, ensures controls are in place to process, monitor and report income and expenditure from summary to granular level, to the assigned budget manager.

Regular monthly monitoring reports, downloaded from the ABW system, are reviewed with the budget manager and finance officer to ensure income and expenditure is in-line with budgeted plans and correctly coded to the separately allocated cost centre for the project. The project cost centre is broken down to account code level, further assisting; in closely recording and monitoring the project spend.

8.6 As European Structural Investment Funds are paid quarterly in arrears it could be up to 5 months from spending money to receiving payment. Please explain how you are able to cash flow the project.

This isn't an ideal situation for Bristol City Council being funded quarterly in arrears and is a risk to the authority. Bristol City Council maintains robust banking arrangements and manages significant daily cash balances and short-term investments, backed-up by longer-term assets and investments. A clear Treasury Management policy, carefully managed by a Corporate Treasury Service, reduces risks and ensures cash flow management throughout the City Council.

**The following sections are technical and have historically been the cause of financial irregularity. As a result some applicants chose to seek independent advice. If you do not take independent advice your responses should be consistent with the level of detail you would obtain from independent advice.**

## 9. Procurement Requirements

|  |       |  |
|--|-------|--|
| 9.1 Confirm that you have read and understood the European Structural & Investment Funds requirements for procurement, as set out in the published <a href="#">European Structural and Investment Funds National Procurement Requirements</a> and that you/your Delivery Partner(s) can meet the relevant requirements | Yes ✓ |  |
| 9.2 Is your organisation a "Contracting Authority" as defined in the Public Contracts Regulations 2015?  |       |  |
| Yes  |       |  |
| 9.3 If not, please set out the reason(s)   |       |  |
| NA   |       |  |

9.4 Confirm that you have completed Annex 4a, listing all contracts that will be used to provide goods, works or services to the project, which have already been procured and awarded/contracted prior to this application, or which are in the process of being procured at the date of this application.

*For the avoidance of doubt this includes all previously procured contracts that will be used by the applicant and/or its delivery partner(s) to provide goods, works or services to the project.*

**Do not complete Annex 4a if you are using the ESF 40% Simplified Cost Option.**

No contracts have yet been procured.

9.5 Confirm that you have completed Annex 4b, listing all the contracts that will need to be awarded to deliver the Project but which have not yet been tendered/procured at the date of this application

*For the avoidance of doubt this includes all contracts that will need to be awarded by the applicant and/or its delivery partner(s) to provide goods, works or services to the project during its lifetime.*

**Do not complete Annex 4b if you are using the ESF 40% Simplified Cost Option.**

Yes

9.6 Describe the system that will be put in place to:

- Test that the contracts listed at Annex 4a can demonstrate compliance with the ESIF Procurement Requirements

Plan the tender processes listed at Annex 4b to ensure that they comply with ESIF Procurement Requirements.

- Ensure that all relevant documents are retained with a view to providing relevant information in the event of an audit or other investigation.

Please provide further information on any contracts you have referred to in Annex 4a in which there has been a single tender action, the use of a framework or dynamic purchasing system (in particular if this has not been set up by the applicant) or where the contract has been extended.

The Project Plan will establish timescales for procuring the Specialist Employment Support, education and training courses pre-employment in education provision, alternative provision, the Digital Profile, CRM system and website and directory. A Procurement Plan will be drafted to identify the information which should be included in the tendering specifications, the selection and assessment criteria, budget available, where the bids will be publicised, the moderation and selection process, and staff responsibilities.



At Bristol City Council (BCC), contracts have to go through a Commissioning and Procurement Group before anything with a value of above £15,000 can be approved. This group has membership comprising senior finance, procurement and legal officers. Once the Procurement Exercise has completed, it has to go back to this group for sign off. Contracts will be reviewed by the Lead Officer, and passed through Steering Group. The Council's e tendering system must be used for all aspects of letting contracts including obtaining quotations where the contract value exceeds £15,000.

BCC procurement requires that all contracts must be let in accordance with UK and European Union legal requirements (including the Public Contracts Regulations 2015, the Concessions Contracts Regulations 2016 and the general EC Treaty principles of transparency, equal-opportunity and equal-treatment);

It is expected that procurement will go through a Dynamic Purchasing System (DPS) process. For all but the lowest value contracts, the process will involve each of the following:

- Bids will be open for 35 days.
- Bids will be advertised on ProContract (the local authorities tendering portal) and on OJEU.
- Sufficient information will be provided about the tender opportunity to the market to enable interested bidders to apply.
- The selection criteria will be publicised with the bid and each bid will be assessed impartially against the same criteria; and
- The winning bidder(s) will be selected on merit by reference to set criteria and is value for money.

BCC will retain all records and documentation from procurement processes used for this ESIF project, and will provide them to any ESIF audit inspections.

## **10 State Aid Law**

10.1 Please list all the organisations (if known) which may benefit from the funding of the project. If they are not known, list the types of organisations that might benefit from the funding.

Organisations benefitting from the funding of the project are:

Bristol City Council (host contractor)  
North Somerset Council  
Bath & North East Somerset Council  
South Gloucestershire Council  
FE Colleges – City or Bristol College, South Gloucestershire & Stroud College, Weston College

None of the partners listed above will be involved in commercial activities under the project and the project is classified as a non-economic activity.

10.2 For each organisation or type of organisation that may benefit from the project, (including the applicant and any Delivery Partners) identify whether they meet the State Aid test. If you believe an organisation or type/ group of organisations is outside the scope of State Aid, please provide the reasons.

Applicants may wish to refer to the European Commission's "Notion of State Aid" guidance and the Department for Communities and Local Government's European Regional Development Fund guidance on State Aid law available at <https://www.gov.uk/government/publications/european-structural-and-investment-funds-state-aid-documents>.

**For ESF** Applicants should refer to the published [European Social Fund 2014 to 2020 State Aid Guidance](#) on GOV.UK.

Expert advice has been taken from the Bristol City Council legal team and we have been advised that there will be no State Aid issues, as the assistance:

- will not be granted through the state or through state resources.
- will not give an advantage to one or more undertakings over others.
- does not distort or have the potential to distort competition
- does not affect trade between Member States.

10.3 For each beneficiary and or type of beneficiary that the applicant regards as being in receipt of State Aid, identify which exemption(s) they will be using to provide the aid in accordance with State Aid law<sup>2</sup>.

| Name of beneficiary or type of beneficiaries | Name of Exemption                         | Scheme reference number |
|--|---|-------------------------|
| Bristol City Council                         | General Block Exemption Regulation (GBER) | OC37S19P1292            |
| B&NES  | GBER                                      | OC37S19P1292            |
| South Gloucestershire Council                | GBER                                      | OC37S19P1292            |
| North Somerset                               | GBER                                      | OC37S19P1292            |
| City of Bristol College                      | GBER                                      | OC37S19P1292            |
| Weston College                               | GBER                                      | OC37S19P1292            |
| Bath College                                 | GBER                                      | OC37S19P1292            |

<sup>2</sup> For notified schemes the answer should include the full name of the scheme and the Commission reference number.

Where a project is funded under an exemption based on the General Block Exemption Regulations (651/2014), the Applicant is required to either (a) confirm that the project falls within the scope of Regulation 6(5) or (b) to submit a separate document to demonstrate incentive effect in line with Regulation 6(2) containing the following information:

- (a) the applicant undertaking's name and size
- (b) a brief description of the project, including start and end dates
- (c) the location of the project
- (d) a full list of the project costs used to determine the allowable level of funding
- (e) the form of the aid
- (f) the amount of public money needed for the project.

10.4 If you intend to use exemption(s) to deliver the Project, have you read the terms of the scheme and meet all the relevant terms.

We confirm that we have read the terms of the scheme: State Aid: The Basics Guide; and 'The State Aid Manual' Chapter 5

'State Aid: The Basics Guide' – 2015 states that the General Block Exemption Regulation allows that the following activities provided for under this project, do not distort competition:

- training aid;
- recruitment and employment aid for disadvantaged workers and workers with disabilities.

The project will be providing training, recruitment and employment support for participants with learning disabilities.

10.5 If you intend to use De Minimis, please outline what work has been undertaken to ensure that this is the most appropriate mechanism.

The project does not intend to user De Minimus.

10.6 Are you subject to an outstanding recovery order in respect of State Aid?

No Bristol City Council is not subject to an outstanding recovery order in respect of State Aid.

10.7 For projects which involve vouchers / grants, what system will be put in place to assess the eligibility of beneficiaries, activities, costs, and compliance with aid intensity levels prior to the intervention?

The project will not involve vouchers / grants.

10.8 Describe the system in place for collecting and recording the required information for audits and returns?

The Project Team will have responsibility for collecting, collating and recording the required information for audits and returns. The Project Team, overseen by the Head of Service: Employment, Skills and Learning, will be putting in place processes and procedures to ensure compliance with all relevant sections of State Aid compliance, including record keeping.

There will be 100% sampling by the Finance and Compliance Officer with a further 10% sampling by the Project Manager. State Aid Compliance will be overseen by the BCC Legal Team, with audit checks quarterly.

Records will be kept for 10 years from the date on which the aid was granted, as per the Block Exemption requirements. The single point of contact for State Aid will be the Head of Service: Employment, Skills and Learning, who will be responsible for ensuring compliance, supported by the BCC Legal Team.

## 11. Publicity

11.1 Please explain how the project will meet the European Structural & Investment Funds Publicity Requirements available at [www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance](http://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance).

The 'WE Work for Everyone' project will ensure compliance with ESIF regulations: All information and materials relating to the project will follow the specific ESIF branding and publicity requirements, and all partners and stakeholders will be advised of compliance regulations. All materials and resources produced by partners and stakeholders will be reviewed by the central project team at Bristol City Council, to check for compliance prior to being given the go-ahead for using the materials and resources.

All participants on the project will be made aware that the project is funded by ESIF. ESIF wording and the logo will be incorporated as per the guidelines on all documentation used in the project. The landing page of the project website will include the Union emblem and the reference to the Union shall be made visible,

A member of the central project team will have specific responsibility for understanding the ESIF publicity requirements and for checking that all project materials and resources are compliant with those requirements. The Steering Group will oversee the production of publicity materials and communications / publicity campaign, ensuring that all information is fully compliant with ESIF publicity regulations.

A Marketing and Communications Plan will be drafted for the project, for delivery across all four local authority areas the project covers, and which will include guidelines to ESIF publicity requirements. This will be managed by the BCC Marketing and Communica-

tions team. The project will be marketed through local authority front-line teams, to parents / carers, schools, FE colleges as a minimum.

The project will be promoted via the following media:

- Social media: Facebook, Twitter, Bristol Learning City social media channels
- Events: pop-up events / roadshows
- Marketing materials: leaflets / posters
- Digital: website
- Other BCC channels / links: newsletters, internal messages to staff and councillors at the 4 local authorities involved in the programme.

11.2 For projects who have already incurred costs which they intend to include within their first claim, please provide confirmation and evidence to show how you have complied with these publicity requirements on expenditure incurred to date.

NA

## 12. Cross Cutting Themes

### 12.1 Support for the Sustainable Development theme

How does the project respect the principle of sustainable development? In particular how does the project maximise positive environmental impacts or mitigate potential negative impacts (with regard to the “polluter pays” principle where appropriate)?

For ESF only, applicants should refer to [Action Note 019/18](#) published on GOV.UK which sets out minimum expectations for this specific Selection Criteria, aligned to the ESF Scoring Framework.

Applicants must prepare and attach a Sustainable Development Policy and Implementation Plan along with their Full Application. Applicants should refer to the requirements regarding Sustainable Development Policy and Implementation Plans set out in the published [ESF Cross Cutting Themes Guidance](#).

The project will embed sustainable development across all parts of the project, specifically including the delivery, management and support systems, as a project with a specific emphasis on social inclusion. All delivery partners, as part of due diligence, will be asked to provide a copy of their sustainable development policy, evidence how they implement the policy and will need to demonstrate that they comply with European environmental legislation.

The project’s Sustainable Development policy and Implementation Plan will form the basis of actions and activities to implement effective sustainable development processes and procedures. The draft Policy and Implementation Plan submitted with this bid will be discussed and reviewed at the initial meeting of all delivery partners and stakeholders. All organisations involved with the bid will be expected to sign up to the policy and implementation plan which will include baselining and setting specific goals. Progress towards these target goals will be regularly reviewed at future meetings and Action Plans

set in place where there is limited movement towards the specific goals.

As per the ESIF Cross-Cutting Themes Guidance, as part of its Sustainable Development strategy, the project will recognise the needs of:

- the economy;
- society; and
- the natural environment,

Provider contracts will be monitored and audited on their sustainable development. This will include basic checks such as ensuring that sustainable development policies and implementation plans are in place and that appropriate action is being taken to implement them, along with the project's policy and implementation plan.

As a minimum, partners involved in delivering training and support will be expected to:

- Review delivery mechanisms and include non-traditional learning environments (non-classroom based, distance, online, using technology in non-traditional ways) but taking into account what is effective for people with learning disabilities.
- Have in place sustainable / green environmental management systems, or be working towards having these in place.
- Manage risks and reduce environmental impacts in energy, travel, pollution and waste as a minimum.
- Use resources efficiently, and work with suppliers to reduce the impact of the goods and services partners they purchase.
- Continually improve performance to protect the environment.
- Support and implement recycling initiatives
- The nominated Sustainable Development Champion for the project

Delivery partners will be expected to undertake training in sustainable development which will be delivered either internally or externally (yet to be determined by the project management).

Environment and sustainability are within BCC contracts, and procurement processes ask about contractors sustainable development policies and procedures.

12.2 Support for the Equality and Diversity theme (for European Regional Development Fund this is defined as 'Equality and Anti-Discrimination'; for European Social Fund this is defined as 'Gender Equality and Equal Opportunities') (Application of Article 7 of Regulation 1303/2013) and the Public Sector Equality Duty (s149 of the Equality Act 2010).

How will you ensure that equality between men and women as well as gender perspective are taken into account and promoted throughout the preparation and implementation of the project?

What steps will you take to ensure accessibility for persons with disabilities are taken into account throughout the preparation and implementation of the project?

In light of the Equality Act 2010 how does your proposed project further the following aims: -

- The need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act.
- The need to advance equality of opportunity between people who share a protected characteristic and people who don't.
- The need to foster good relations between people who share a protected characteristic and people who don't.

For ESF only, applicants should refer to [Action Note 019/18](#) published on GOV.UK which sets out minimum expectations for this specific Selection Criteria, aligned to the ESF Scoring Framework.

Applicants must also prepare and attach an Equal Opportunities Policy and Implementation Plan along with their Full Application. Applicants should ensure their Equality & Diversity Policy & Implementation Plan adheres to the ESF specific requirements set out in the published [ESF Cross Cutting Themes Guidance](#)

As the host contractor, Bristol City Council (BCC) will work with delivery partners, sub-contractors and stakeholders to ensure that all organisations and individuals involved in the project meet the council's equality and inclusion strategy and to share best and effective practice. Working with the three other local authorities involved in the project, BCC will ensure that the other local authorities also meet both their statutory equality and diversity requirements as well as meeting the equality and diversity requirements and objectives of the project. BCC's 'Equality and Inclusion Strategy' 2018 – 2023 will initially form the basis of embedding a strategy and implementation plan across the project. The project will have a full Equalities Impact Assessment undertaken prior to the project starting.

The equality and inclusion objectives will be to ensure that the project:

- Meets all statutory obligations under the Equality Act 2010.
- Services are responsive to the needs of all people with learning disabilities across all communities and underrepresented groups.
- Specifically targets people with learning disabilities who are long term unemployed, inactive, lone parents, people from ethnic minorities, females, ex-offenders, young people and older people, as per the target groups under the 2014 – 2020 ESIF programme.
- Values diversity, is completely inclusive, and demonstrates its commitment to equality in all aspects of the project, and the impact will be regularly reviewed.
- Provides equal access to everyone involved in the project.
- Regularly reviews the diversity of the beneficiaries, identifies under-represented groups and implements and tracks action plans to address any under-representation.
- Puts in place regular Equality and Diversity training for all organisations' staff and stakeholders involved in the project.
- Embeds equal opportunities into the recruitment of, and support for participants.

- Provides ample opportunities for partners and stakeholders to share best and effective practice.
- Listens to and understands the needs of the specific participant group supported by this project.
- Listens to the diverse needs of all participants and people involved in the project (including partners' staff and stakeholders), and makes information, resources, services and products accessible and inclusive.

The project will achieve the objectives through:

- Nominating an Equality and Diversity champion who will oversee equality and diversity within the project and track targets, regularly reporting back to the Steering Group and project management team. Drawing on their expertise, experience and knowledge to fully implement processes and procedures to support the equality and diversity requirements of the project.
- Setting up a service user group so that users can share their experiences of the project, and to inform and feedback to the project management their recommendations and suggestions to improve services.
- Implementing an Equality and Diversity CPD programme for all delivery partners.
- Inviting service users to sit on the Steering Group and take part in Steering Group meetings.
- Maintaining E&D records for all participants, regularly quarterly reviewing the breakdown of participants by age, disability, gender and protected characteristics, and implementing action plans to address any under-representations.
- Maintaining E&D records for all staff involved in the project, and regularly reviewing the diversity of the project workforce.
- Encouraging female participation where under-represented. Identifying models of good practice which have proven successful in recruiting females onto similar programmes.
- Ensuring that access for physically disabled people is available so that physically disabled beneficiaries and staff can access the project.
- Providing childcare and carers support.
- Providing specialised / tailored / flexible support to meet the specific needs of the individuals.
- Reporting on E&D data at steering meetings and reporting on progress towards achieving the equality and inclusion objectives of the project.
- Implementing the Bristol Equality Charter as per the 'Bristol City Council Equality and Inclusion Policy and Strategy 2018–2023' for organisations based in Bristol.

### **13. ERDF Only - Summative Assessment**

Please refer to Project Summative Assessment Guidance (ESIF-GN-1-033) available on GOV.UK ESIF page



|   |
|---|
| 13.1 Have you read and understood the Project Summative Assessment Guidance and provided a logic model using the Summative Assessment Logic Model form? (A copy of the logic model should have been provided when you were invited to proceed to full application - if not please get in touch with your nominated contact) |
| NA  |
| 13.2 Have you allocated a budget for the summative assessment, which does not exceed 1% of the project eligible expenditure <b>or</b> £100,000, whichever is the lower amount?  |
| NA  |

**For ERDF**

**General Data Protection Regulation (GDPR) and Freedom of Information Act 2000**

The Ministry for Housing, Communities and Local Government is the `data controller` for all ERDF-related personal data and controls and processes personal data (including sensitive special data) under the lawful bases of **Article 6 (1) (e) and Article 9(2)(b) GDPR respectively.**

As a data processor of ERDF personal data, your organisation must ensure that ERDF personal data is processed in a way which complies with requirements of the General Data Protection Regulation (GDPR) and **all applicable laws and regulations relating to processing of personal data and privacy**, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations.

You must also comply with the practices and requirements described in the ERDF programme guidance published by the Managing Authority.

By proceeding to complete and submit this form, you consent that we may process the personal data (including sensitive personal data) that we collect from you, and use the information you provide to us, in accordance with our Privacy Policy.

**For ESF**

The Department for Work and Pensions is the `data controller` for all ESF-related personal data and it controls and processes personal and special category data under the lawful bases of **Article 6 (1) (e) and Article 9(2)(b) GDPR respectively.**

As a data processor of ESF personal data, your organisation must ensure that ESF personal and special category data is processed in a way which complies with

requirements of the General Data Protection Regulation (GDPR) and **all applicable laws and regulations relating to processing of personal data and privacy**, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations.

You must also comply with the practices and requirements described in the ESF programme guidance published by the Managing Authority.

By signing and accepting this Full Application Form you are accepting and consenting to the practices described in the [Operating Policy in respect of ESF Online Applications](#)

You can also find further information about the Department for Work and Pension Personal Information Charter [here](#).

## Declaration & Signature

I declare that I have the authority to represent **Bristol City Council** in making this application.

I understand that acceptance of this Full Application does not in any way signify that the project is eligible for ESI Funding support or that ESI funding has been approved towards it.

On behalf of **Bristol City Council** and having carried out full and proper inquiry, I confirm to the Department:

- **Bristol City Council** has the legal authority to carry out the project; and
- That the information provided in this application is accurate.
- I am not aware of any relevant information, which has not been included in the application, but which if included is likely to affect the decision of the Department whether to endorse the application.


I confirm to the Department:

- I have informed all persons in relation to whom I have provided personal information of the details of the personal information I have provided to you and of the purposes for which this information will be used and that I have the consent of the individuals concerned to pass this information to you for these purposes.
- That I shall inform the Department if, prior to any ESI funding being legally committed to Bristol City Council I become aware of any further information which might reasonably be considered as material to the Department in deciding whether to fund the application.

- Match funding will be in place prior to any award of ESI funding.
- I am aware that if the information given in this application turns out to be false or misleading Department for Communities & Local Government (DCLG, for European Regional Development Fund) and the Department for Work and Pensions (DWP, for European Social Fund) may demand the repayment of funding and/or terminate a funding agreement pertaining to this Application.

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked and any grant may be withheld or recovered with interest.

**You should not commence project activity, or enter in to any legal contracts, including the ordering or purchasing of any equipment or services before the formal approval of your project and you have signed a European Regional Development Fund or European Social Fund Funding Agreement. Any expenditure before the approval date is incurred at your own risk and may render the project ineligible for support.**

|   |   |      |                           |
|---|---|------|---------------------------|
| Signed<br>For and on behalf of<br>the Applicant<br>Organisation |  |      |                           |
| Name (Print)  | Jane Taylor   |      |                           |
| Position  | Head of Service,<br>Employment, Skills and<br>Learning                              | Date | 10 <sup>th</sup> May 2019 |

## Annexes

|           |  |
|-----------|--|
| Annex 1   | Supporting documents checklist                     |
| Annex 2   | Article 61 Revenue Generating Projects (ERDF only) |
| Annex 3   | Capital Project requirements (ERDF Only)           |
| Annex 4 a | Procurement to date                                |
| Annex 4 b | Procurements forward look                          |

### Annex 1 Supporting documents checklist

| Document  | Notes   | Applicant comments  |
|---|---|---|
| Confirmation of match funding from each funder          | Confirmation must be in place prior to the Grant Funding Agreement.   | Confirmation of match funding agreed with BANES, South Gloucestershire, North Somerset, Bristol City Council, Weston College and WECA submitted with application. |
| Detailed Granular budget breakdown                      | All costs must be itemised, eligible, appropriate for the project and profiled across the project period                                      | Submitted with application  |
| Equality and Diversity Policy and Sustainability Policy | Applicant is responsible for ensuring that Delivery partners also hold relevant policies  | Submitted with application  |
| Independent state aid advice.                           | If applicable   | Advice provided by Bristol City Council Internal Legal Team   |
| Job Descriptions  |   | Submitted with application  |
| Organogram  |   | Submitted with application  |
| Applicants procurement policy                           |   | Submitted with application.   |
| SLA with Delivery Partners                              | Not applicable if there are no delivery partners. If not available, comment when it will be available.  | Draft SLA submitted with application  |
| ERDF only - Summative Assessment Logic Model            | Using form ESIF-Form-1-011 ERDF Summative Assessment Logic Model - provided by your nominated appraiser                                       | NA  |
| Capital project requirements                            | See additional checklist for capital projects at the end of Annex 3   | NA  |
| <i>Project level risk register</i>                      | This should cover areas such as financial risk, output risks, delivery risks etc. please ensure that the register covers how these risks will | Submitted with application  |

|  |   |  |
|--|---|--|
|  | be managed and mitigated.   |  |
| <b>ESF Only</b> – High Level End-to-End Customer Journey | A visual, high level customer journey document e.g. flow chart  | Submitted with application                                       |
| <b>ESF Only</b> – Anti-Fraud Statement                   | A statement on how you will deal with suspected fraud in your organisation and if appropriate, with your sub-contractors. | Anti-fraud policy attached and statement included in section 7.1 |

## Annex 2

| <b>Article 61 - Revenue Generating Projects</b>  |
|--|
| Projects which generate net revenue must comply with Article 61 (1-8) of EU Regulation (EU) No. 1303/2013.   |
| Is the project expected to generate any net revenue?   |
| No   |
| How will revenue and/or income be recorded and reported?   |
| NA   |
| Explain how the audit trail for the revenue and/or income will be demonstrated.  |
| NA   |
| For infrastructure projects, the economic lifetime of the fixed asset often exceeds the term of the European Structural & Investment Funds project. Will this be the case in your project? If so, describe how the net revenue will be monitored for the economic lifetime and what arrangements are in place to report on the final revenue position. |
| NA   |

### Annex 3

#### EUROPEAN REGIONAL DEVELOPMENT FUND Only:

| <b>Capital Projects (land and property)</b>  |                      |  |
|--|----------------------|--|
| For each site where capital project activities will be undertaken, please provide the following information:   |                      |  |
| Site name  | Land Registry Number | Applicant's legal interest on the site |
|  |                      |  |
|  |                      |  |
| If any site has been purchased for the project, please identify the site, the purchase price and the date on which the site transferred. .   |                      |  |
|  |                      |  |
| Please list all approvals needed for the project to proceed as envisaged:<br>a) which have already been obtained<br>b) which are to be obtained (include timescales)   |                      |  |
|  |                      |  |
| Please list all existing restrictions registered against the title and all charges registered against the title to on the project site(s) at the date of the Application, supplying up to date office copy entries where possible.<br><br>Please provide details of any charges the Applicant expects to be removed or added to the site(s) in the 6 months following the submission of this application. Please list all options to purchase the project site(s) at the date of the Application or which are expected to be put in place within 6 months of the submission of this application. |                      |  |
|  |                      |  |
| Please provide a clear statement on the sources of match funding. This should detail the source, the contribution amount, its current status and any conditionality.   |                      |  |
|  |                      |  |
| Please provide a clear statement on the intended use of the completed asset(s) and the sectors you are targeting for occupiers. Please provide details of any planned disposals.   |                      |  |
|  |                      |  |
| If the project is awarded European Regional Development Fund you will be expected to   |                      |  |

enter into DCLG's precedent legal documentation. This includes a Grant Funding Agreement, and a Deed of Covenant to protect the approved use backed by an appropriate restriction registered against the title, and may also include a Collateral Warranty (for the Quantity Surveyor) and/or a Legal Charge.

The following accompanying documents should be provided for all Capital Projects applying for European Regional Development Fund.

| <b>Accompanying documents for Capital Projects applying for European Regional Development Fund</b> | <b>Specification of document or acceptable alternative</b>  | <b>Comment including name of document and explanatory description. Please advise whether a document is not applicable for the project.</b> |
|--|---|--|
| Evidence that the applicant has/will have control of the site to deliver the project.              | Freehold or leasehold title for the project, or signed Heads of Terms between applicant and vendor for land/building acquisition. |  |
| Evidence of full planning permission and, where applicable, listed building consent.               | Copy of full planning permission and evidence of obtaining any other consent required before the project activities can commence. |  |
| Evidence of match-funding  | Documents establishing the amount of match funding provided and any conditions attached.  |  |

|  |   |  |
|--|---|--|
| <p>When using value of land/buildings as evidence of match</p> | <p>Independent valuation report produced by a suitably qualified expert body listing:</p> <ul style="list-style-type: none"> <li>• the land/buildings, to be used as match-funding;</li> <li>• their current condition/use;</li> <li>• the date purchased and consideration paid, where applicable;</li> <li>• the open market value at the date of the Application taking into account legal, planning or physical constraints to development; and</li> <li>• the open market value at the date of the Application if all legal, planning and physical constraints to development were not present.</li> </ul>   |  |
| <p>State Aid Report</p>  | <p>A State Aid Report, addressed to the Applicant and produced by a suitably qualified professional organisation (e.g. a law firm or accountant) which (a) lists all the Project costs used to determine the State Aid intervention rate (b) gives an opinion as to whether each cost is eligible (c) analyses whether the proposed award to the Applicant meets all the requirements of the specified State Aid scheme and (d) sets out all the information required for Article 6 of Regulation 651/2014 (if applicable).</p> <p>If the Applicant intends to use the value of any land or buildings in the match funding calculation, the report must provide an express explanation as to how this is State Aid compliant, if necessary using the information set out in the independent valuation report.</p> |  |



|  |  |  |
|--|--|--|
| Detailed Cost Plan prepared by a suitably qualified Quantity Surveyor. | As a minimum designed to the equivalent of RIBA Plan of Work Stage '3' which prices the schedule of works with quantities and rates, cash-flows the works and provides a development programme for completion of the project activities. |  |
| Supporting design information  | Architect drawings and plans, specification, schedule of accommodation, pre-project photographs and post-project Computer Generated Images (CGI).  |  |
| BREEAM pre-assessment  | Completed by a suitably qualified BREEAM Assessor and specific to the project  |  |
| Environmental Impact Assessment where applicable                       |  |  |

The following accompanying documents MAY also be required for Capital Projects which are applying for EUROPEAN REGIONAL DEVELOPMENT FUND. A member of the Managing Authority should have advised you of the additional information required to support your application.

| Additional information for Capital Projects operating under notified State Aid         | Specification of document or acceptable alternative   | Comment including name of document and explanatory |
|--|---|--|
| Development appraisal for the project  | <p>This will include:</p> <ul style="list-style-type: none"> <li>○ An assessment of end value of the completed development based on market assumptions of rent, yields, void periods, rent-free periods and floor areas and specification.</li> <li>○ Estimated project costs of undertaking the development which may include cost of buying land/building, construction, professional fees, disposal fees, finance charges and the developer fee;</li> <li>○ Cash flow for projected income and expenditure.</li> </ul> |  |
| Independent valuation report prepared by a suitably qualified Valuation Surveyor       | To certify the valuation and end value assumptions in the development appraisal and provide a detailed view of market conditions including current property supplies, the development pipeline and demand.  |  |
| Independent cost consultancy report prepared by a suitably qualified Quantity Surveyor | To certify the construction related assumptions in the development appraisal and comment of realism of cash flow and development programme.   |  |

|   |   |  |
|---|---|--|
| Funding Calculations  | Three separate calculations showing (1) the State Aid eligible costs, subject to the relevant maximum aid intensity (2) the gap-funding calculation and (3) the European Regional Development Fund eligible costs. The lower of the three calculations represents the maximum European Regional Development Fund grant available to the project   |  |
| Market demand report prepared by an independent property consultant   | This will provide an in-depth analysis of current property supply, the property development pipeline and likely market demand including likely sectors.   |  |
| Business Plan prepared by a suitably qualified property or economic development consultant  | To certify assumptions submitted by the applicant for the Article 61 calculation, including: <ul style="list-style-type: none"> <li>○ Revenue stream based on projected occupancy levels, rents, service charges and any other income;</li> <li>○ Operating costs including maintenance, marketing, estate management and salary costs.</li> </ul>  |  |
| Independent valuation report prepared by a suitably qualified Valuation Surveyor and cost consultancy report prepared by a suitably qualified Quantity Surveyor for Land Remediation projects | Valuation report will confirm (a) the current open market value of land/buildings and (b) the projected open market value of land/buildings following European Structural & Investment Funds investment. Cost consultancy report will undertake assessment on the suitability of the proposed remediation strategy (in comparison to other options) and certify the estimate remediation costs. |  |

## Annex 4a

### Contracts that have been procured

Please provide details of all contracts that will be used to provide goods, works or services to the project and which have already been awarded prior to this application.

|   | Value of the contract <sup>3</sup><br>(Highest value first) | Anticipated value of works, supplies or services which will be provided to the Project under the contract | OJEU reference number (where applicable) | Name of supplier | Date of the contract <sup>4</sup> | Description of works, supplies or services provided under the contract | Process used to select supplier e.g. OJEU | How was the contract advertised? | Core procurement documentation provided with the full application? * |   |          |
|---|---|---|--|------------------|-----------------------------------|--|---|----------------------------------|--|---|----------|
|   |   |   |  |                  |                                   |  |   |                                  | Y  | N | Comment: |
| 1 | £   |   |  |                  |                                   |  |   |                                  |  |   |          |
| 2 | £   |   |  |                  |                                   |  |   |                                  |  |   |          |
| 3 | £   |   |  |                  |                                   |  |   |                                  |  |   |          |
| 4 | £   |   |  |                  |                                   |  |   |                                  |  |   |          |
| 5 | £   |   |  |                  |                                   |  |   |                                  |  |   |          |

\*Applicants should refer to the invitation to full application letter for details of any conditions relating to required procurement documentation to be submitted with the full application.

The Managing Authority reserves the right not to take forward the Full Application if any aspects of procurement are identified as non - compliant at the Full Application stage. Applicants should note that procurements will be tested in detail in the lifetime of a project and by different independent bodies. In the event of non - compliance/irregularity financial penalty will be imposed in line with EU guidance. This can be up to 100% of the procurement expenditure.

<sup>3</sup> If the contract relates to recruitment managed by an agency, this will be the cumulative value of annual salaries

<sup>4</sup> Estimated if procurement is underway

## Annex 4b

| <b>Contracts to be procured</b>  |   |   |   |  |  |  |
|--|---|---|---|--|--|--|
| Please provide details of all contracts that will need to be awarded to deliver the Project but which have not been awarded prior to this application. |   |   |   |  |  |  |
|  | Anticipated value of the contract (Highest value first) | Will the contract only be used to provide works, supplies or services to the Project? | Description of works, supplies or services that will be provided under the contract                               | What procurement process do you anticipate using to select the supplier? | Where will the contract opportunity be advertised?                           | What processes will be put in place to collect appropriate records to demonstrate compliance in the event of an audit or other investigation   |
| 1 Specialist Employment Support  | £558,302  | Yes   | One to one in depth employment support and profiling. Support for the Supported Internship programme              | Dynamic Purchasing System  | Through Procontract portal (local authority online purchasing portal system) | Full oversight of procurement process by BCC Procurement and Commercial Solutions Category Manager. All documentation and full audit trail held by Procurement Manager and Procurement team at BCC. All contracts signed off by 151 Officer. |
| 2 Education and Training course delivery   | £167,001 total  | Yes   | A range of education and training courses, to include vocational courses, Functional Skills, employability skills | Dynamic Purchasing System  | Through Procontract portal (local authority online purchasing portal system) | As above   |
| 3 Alternative Provision  | £984,000 total  | Yes   | Courses and individualised programmes, including self-employment, enterprise, alternative models                  | Dynamic Purchasing System  | Through Procontract portal (local authority online purchasing portal system) | As above   |
| 4 Digital Profile  | £50,000   | Yes   | Employment matching software  | Dynamic Purchasing   | Through Procontract portal   | As above   |

## Contracts to be procured

Please provide details of all contracts that will need to be awarded to deliver the Project but which have not been awarded prior to this application.

|  | Anticipated value of the contract (Highest value first) | Will the contract only be used to provide works, supplies or services to the Project? | Description of works, supplies or services that will be provided under the contract                          | What procurement process do you anticipate using to select the supplier? | Where will the contract opportunity be advertised?                           | What processes will be put in place to collect appropriate records to demonstrate compliance in the event of an audit or other investigation |
|--|---|---|--|--|--|--|
|  |   |   |  | System   | (local authority online purchasing portal system)                            |  |
| 5 Website and Directory                            | £13,904   | Yes   | Designing a dedicated website and directory for the project  | Dynamic Purchasing System  | Through Procontract portal (local authority online purchasing portal system) | As above   |
| 6. CRM system                                      | £20,000   | Yes   | CRM system   | Dynamic Purchasing System  | Through Procontract portal (local authority online purchasing portal system) | As above   |
| 7. Pre-Employment in Education programme           | £220,000  | Yes   | Courses / workshops aimed at young people aged 15-17 who have a learning disability and who are in education | Dynamic Purchasing System  | Through Procontract portal (local authority online purchasing portal system) | As above   |
| 8. Specialist Employment Support Capacity Building | £80,200   | Yes   | CPD / training, peer support programme, capacity building  | Dynamic Purchasing System  | Through Procontract portal (local authority online purchasing portal system) | As above   |

