

Local Authority Consortium  
ESF Co-Financing  
Prospectus  
*2011-2013*



*July 2010*

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## Introduction

Following the publication of the consultation paper 'The European Social Fund: Proposals for Co-financing in England' in October 2000, the Government decided to introduce new arrangements for the administration of ESF. Under the 'co-financing' system, public bodies that already have responsibility for large amounts of public funding will submit plans to Government Offices for ESF and then bring together both ESF and the required match funding into a single fund for providers to access as a single funding stream.

Previously, accessing ESF involved submitting an application to Government Office. ESF could only provide 45% of the cost of a project, so other sources of funding ('match funding') had to be secured. Co-financing was introduced to simplify the application process and target ESF in a more strategic way taking account of local priorities. Through Co-financing, successful projects can receive 100% funding without having to worry about finding match funding.

The current round of European Union (EU) Structural Fund Programmes will run from 2007-13. The ESF Framework will be targeted to support regional priorities to tackle worklessness and low skills within the parameters of the agreed ESF Operational Programme for England. It is important that ESF is targeted effectively to add value to regionally identified priorities and to tackle the region's specific skills and employment challenges.

The broad aims of co-financing are:

- greater coherence, co-ordination and targeting of provision
- adding value to the delivery of Government programmes
- reducing bureaucracy for providers
- allowing for innovation and creativity at local and regional level
- greater emphasis on quality

Within the new programme, between 2011-2013, there will be four local authorities within the consortium operating Co-financing tenders. These will be;

- Lincolnshire County Council
- Derbyshire County Council
- Leicester City Council
- Derby City Council

The purpose of this prospectus is to invite tenders from organisations interested in delivering co-financed provision in the four sub-regional areas indicated within the prospectus and to inform them of the specific activities, target groups and outputs to be delivered, and of the arrangements for submission and selection of tenders.

## **Local Authority Consortium ESF Co-financing Plan 2011 - 13**

The Local Authority consortium has produced a Co-financing Plan setting out our priorities for ESF. This reflects the priorities of the Revised Regional ESF Framework Plan 2011-2013.

The Co-financing Plan describes the arrangements for the implementation of ESF co-financing in the county by the County Council during the 2011 – 13 period. It describes in detail:

- priorities for support under co-financing
- labour market justification
- target beneficiaries and outcomes to be achieved
- provider selection and funding arrangements
- promotion of equality and diversity.

The Co-financing Plan is available from each of the participating Local Authority websites (see page 41), together with details of;

- Individual sub-regional tender specification
- How prospective applicants, can apply for funding
- Tendering rules surrounding any application
- Timetable for tendering process.

The total ESF allocation available for co-financing through Local Authority Consortium is £3.84 million which, when matched with Local Authority funds, will provide £7.68 million of funds for the delivery of the Co-financing Plan and Regional ESF Framework priorities over the three year period. The activities to be supported and amounts available are described in this prospectus.

## **Sustainable Development**

Like any large organisation, members of the Local Authority ESF Co-financing Consortium recognise that their actions, and those of their providers, have substantial good and bad effects on the local and global environment.

We are committed to reducing the environmental impact of its activities so that future generations may benefit from the region's heritage and environment.

Prospective tenders should demonstrate that their provision will:

- Comply with relevant environmental legislation
- Minimise waste by reducing and reusing
- Maximise recycling
- Conserve energy, water and other natural resources
- Prevent pollution
- Reduce emissions from buildings and business related travel
- Ensure that this policy is publicly available
- Raise staff and provider awareness of Sustainable Development issues
- Reduce the usage of paper and office consumables.

Please refer to each Local Authority website link for more information about each area's priorities.

<b>Local Authority</b>	<b>Website Link</b>
<b>Lincolnshire County Council</b>	<a href="http://www.lincolnshire.gov.uk/section.asp?catid=7616&amp;docid=38356">http://www.lincolnshire.gov.uk/section.asp?catid=7616&amp;docid=38356</a>
<b>Derbyshire County Council</b>	<a href="http://www.derbyshire.gov.uk/environment/sustainable_development/default.asp">http://www.derbyshire.gov.uk/environment/sustainable_development/default.asp</a>
<b>Leicester City Council</b>	<a href="http://www.leicester.gov.uk/your-council-services/ep/the-environment/">http://www.leicester.gov.uk/your-council-services/ep/the-environment/</a>
<b>Derby City Council</b>	<a href="http://www.derby.gov.uk/Environment/EnvironmentalPolicy/?qsNavSettings=max">http://www.derby.gov.uk/Environment/EnvironmentalPolicy/?qsNavSettings=max</a>

In addition to the above, the Local Authority Consortium has produced its own Sustainable Development Policy which can be found at [www.lincolnshire.gov.uk/esf/resources](http://www.lincolnshire.gov.uk/esf/resources)

## Equality and Diversity

All projects will need to contribute positively to equal opportunities by ensuring equal access across the County to training opportunities. Projects should aim to break down barriers to increase work and skills development.

Prospective tenders will need to show that;

- Actions ensure equal opportunities in project delivery
- Training will be widely accessible
- Delivery methods take account of accessibility issues by offering community based training to the beneficiaries
- All information & guidance has been equality proofed

Equal opportunities is a key component in the appraisal of potential tenders and as such will be given due regard throughout the monitoring of successful projects.

Please refer to each Local Authority website link for more information about each area's priorities.

<b>Local Authority</b>	<b>Website Link</b>
<b>Lincolnshire County Council</b>	<a href="http://www.lincolnshire.gov.uk/section.asp?sectiontype=fileattachment&amp;docid=59220&amp;catid=15433">http://www.lincolnshire.gov.uk/section.asp?sectiontype=fileattachment&amp;docid=59220&amp;catid=15433</a>
<b>Derbyshire County Council</b>	<a href="http://www.derbyshire.gov.uk/council/equalities/">http://www.derbyshire.gov.uk/council/equalities/</a>
<b>Leicester City Council</b>	<a href="http://www.leicester.gov.uk/your-council-services/housing/about-us/policy-strategy-and-performance/equality-policies/">http://www.leicester.gov.uk/your-council-services/housing/about-us/policy-strategy-and-performance/equality-policies/</a>
<b>Derby City Council</b>	<a href="http://www.derby.gov.uk/CommunityLiving/Equal+Opportunities/?qsNavSettings=max">http://www.derby.gov.uk/CommunityLiving/Equal+Opportunities/?qsNavSettings=max</a>

In addition to the above, the Local Authority Consortium has produced its own Equality and Diversity Policy which can be found at [www.lincolnshire.gov.uk/esf/resources](http://www.lincolnshire.gov.uk/esf/resources)

## **General information relating to all tender specifications**

There are 13 tender specifications for which we are inviting proposals. Summaries of these can be found from page 11 of this prospectus. The full specifications make part of the Invitation to Tender (ITT) documents. This chapter will break down, by participating Local Authority area, the activity that is being tendered in each sub-regional area.

### **Timescales**

Applicants may tender for activity lasting up to 36 months duration. All activity will not commence before January 2011 and will be financially completed, together with evidence of **all** outputs by the end of December 2013.

### **Outputs and Outcomes**

The Local Authority Consortium is looking to support activity that will deliver or contribute towards the targets stated within each individual tender specification. Applicants must specify what their activity will deliver against each of these targets, as well as any other outputs/outcomes on the tender form.

### **Target Locations**

Applicants will need to outline clearly in their proposal the additional activity being delivered and where support is being targeted geographically. This will be particularly important within this plan, as there are only four distinct sub-regional areas operating Co-financing between 2011-2013.

### **Definition of Small and Medium Sized Enterprises**

For ESF purposes an SME is defined as an enterprise which:

- employs fewer than 250 employees at the time the application is made, including part-time, seasonal and temporary staff
- has either a balance sheet at their accounting date with assets, less liabilities, worth no more than €27million, or an annual turnover of not more than €40 million
- is not more than one quarter owned by firms that do not qualify as SMEs under the above requirements

### **State Aid**

Whilst the European Commission does not give a precise definition of state aid, in principle any form of aid to a commercial undertaking through state resources is incompatible with the Common Market if it distorts, or threatens to distort, competition within the European Union.

Aid to individuals and most grants to public and not for profit organisations are not caught by state aid rules, unless they become involved in commercial activities or compete with commercial organisations. However, there may be state aid implications for elements of ESF activity when support is given to individuals in employment because their employers are receiving support towards the cost of training.

It is the responsibility of successful applicants to ensure that ESF co-financed activity complies with state aid rules and, where these apply, it will be necessary for participating companies to make a contribution to the cost, which can be in the form of cash or 'in-kind' (e.g. employees' time). The amount of contribution depends on a range of factors, including the size and location of the company and the nature of the training offered. Further information on state aid in relation to ESF can be obtained from the Government Office for the East Midlands or <http://www.goem.gov.uk/goem/euro/obj3/ob3state/>. Contributions from employers, if required, will be for the purposes of compliance with state aid rules only and will not be counted for match funding purposes.

## Allocation to tenders

The amounts detailed below are available for the tender specifications.

Tender Specification	ESF allocation			
	2011	2012	2013	Total
<b>Lincolnshire County Council</b>				
2.1	157,921	157,921	157,921	<b>473,736</b>
2.2	157,921	157,921	157,921	<b>473,736</b>
2.3	157,921	157,921	157,921	<b>473,736</b>
2.4	157,921	157,921	157,921	<b>473,736</b>
2.5	315,842	315,842	315,842	<b>947,526</b>
<b>Derbyshire County Council</b>				
1.1*	436,697	436,697	436,698	<b>1,310,092</b>
<b>Leicester City Council</b>				
2.1	137,153	137,153		<b>274,306</b>
2.2	115,000	115,000		<b>230,000</b>
2.3	200,000	200,000		<b>400,000</b>
2.4	112,500	112,500		<b>225,000</b>
2.5	112,500	112,500		<b>225,000</b>
2.6	91,111	91,111		<b>182,222</b>
<b>Derby City Council</b>				
1.1*	42,456	42,457	42,457	<b>127,370</b>

\*ESF Allocation only. All other tenders include match funding elements.

## Our Strategic Priorities

### PRIORITY 1 -

***The Local Authority Consortium has identified the following priorities for Priority 1:***

#### **Activities/Skills**

- Activities to help unemployed and inactive people in Derbyshire with learning disabilities to enter and remain in work. People supported must have a level of need which means provision funded by Job Centre Plus does not offer sufficient support.
- Activities will increase the skills of residents in Derby City to enable them to move towards work readiness, enable them to access mainstream support to help them get back into work and ultimately give them better access to employment opportunities.

**Two tender specifications have been developed. Tenders will need to be clearly focussed to address the relevant specifications.**

### Priority 2 -

***The Local Authority Consortium has identified the following priorities for Priority 2:***

#### **Activities/Skills**

Lincolnshire County Council

- Support for Apprenticeships in the 19-24 or 25+ age range where existing mainstream funding is not available
- Customised learning to meet employers' needs, that fall before mainstream Business Simplification support kicks in, and post mainstream support
- Support for higher level skills

Leicester City Council

- Skills for life / Per level 2 support
- Level 3 – First full level 3 qualifications
- Certifying Migrant Worker Skills
- Leadership & Management Skills
- Training for those facing redundancy

***Eleven tender specifications have been developed. Tenders should be clearly focussed to address the relevant specification.***

## **Sub-Regional Chapters & Tender Specifications**

### **Introduction: Lincolnshire County Council**

#### **Sub-regional context**

##### Background

Lincolnshire's industry structure, due to the county's geography & topography, has resulted in key sectors in the economy being agriculture, manufacturing & tourism. All of these have historically provided proportionally more employment in Lincolnshire than national levels.

These industries tend to be lower skilled & lower value added, albeit with some higher added value activities, and, as a result of their over representation in the county economy, have over time meant that levels of GVA per head have not grown as strongly as national or even regional rates.

The average wage in the county is currently 87% of that nationally, whilst only two fifths of the working age population in the county (6% fewer than the national average) have NVQ3 level skills or higher.

The culmination of all of these factors means that the county appears to have been in a 'low wage/low skills' equilibrium for a number of years. For the first time in nearly a decade of employers surveys, results from the 2009 survey showed an increase (from 9% in 2005 to 11%) in the proportion of employers experiencing a skills gap (i.e., a gap in the skills that their employees have and those that they need to meet current business objectives).

These findings are supported by a recent survey by the Federation of Small Businesses (FSB) that indicated a shortage of skilled employees in the county was preventing the development of some businesses.

In a lower skilled economy, businesses that try to move into higher value added markets are restricted by a workforce that has had little incentive to acquire the skills required. This restriction on businesses means that their demand for higher skills from the workforce is low and subsequently there is little incentive for the workforce to up-skill.

When the majority of employers in a local economy adopt this strategy, a self-reinforcing cycle of low skills demands, low expectations and low demand for education & training can become established which makes it extremely difficult to move to a higher value added/higher skills economy.

This subsequently reinforces a cycle which, according to the Department for Business Innovation & Skills, is likely to be unsustainable in the longer term.

Recent consultation with local employers would appear to confirm the existence of the equilibrium as there is an increasing trend since 2001 for them to state that there will be no requirement for the skills of their workforce to increase.

Whilst on one hand this could denote a highly skilled workforce with little room for improvement. It's much more likely, given the known relatively lower skills base in the county (when compared regionally & nationally), that this is the acceptance over time of the skills situation in the area as a whole and the tailoring of employer expectations to suit.

The lower skills base in the county has in fact slipped further behind national levels during 2008, with the proportion of working age people qualified to NVQ level 3 or higher falling by 2% to 41%, whilst the national rate remained at 47%.

In Lincolnshire, sectors identified as large and/or with significant local growth potential, include Land Based industries, Food Manufacturing, Power Engineering, Tourism, Creative Industries, Health and Social Care, and previously Construction.

Sector priorities are generally wide, and include consideration of other economic issues such as Gross Value Added (GVA) and sustainability alongside employment and skills. Additionally, local inward investment approaches tend to be 'site-based' rather than linking in with strategic sectors.

However, these industries do not account for the majority of employment: for example a quarter of employment (26.3%) is accounted for by public admin, education and health, and the retail sector is also large.

Latest information from the Office for National Statistics on business demography shows that of the 2,900 active enterprises registered in 2007, nearly a third were not VAT registered. Self employment, as a measure of entrepreneurship, is though historically higher in the county than regional or national rates, with the majority of businesses that start up tend to be in sectors recognised as lower skilled and lower value added areas. The national economy has though shifted towards a majority of start ups being in higher value industries.

Lincolnshire County Council will invite tenders for Priority 2 activities, within the 2011-2013 Programme. This activity builds upon current 2007-2010 Programme activity that we have already supported, and develops new areas of activity identified through local partnership and Sustainable Community Strategy development.

### **Strategic Fit**

Priority 2 indicative support will include;

- Support for Apprenticeships in the 19-24 or 25+ age range where existing mainstream funding is not available
- Customised learning to meet employers' needs, that fall before mainstream Business Simplification support kicks in, and post mainstream support
- Support for higher level skills

### **Key Priorities**

Lincolnshire County Council's priorities for ESF Co-financing, between 2010-2013, are to;

#### **Priority 2: Developing a Skilled and Adaptable Workforce**

***Lincolnshire County Council has identified the following Activities for Priority 2;***

#### **Activities/Skills**

- Apprenticeships – support for 19-24 age range and adults 25+, supporting local businesses to develop activity, where gaps in mainstream support are evident
- Customised learning to meet employers needs – support activity needed before Business Support Simplification programmes kick in, or where they end their support, particularly targeting where gaps in provision exist.
- Support for higher level activity – increasing the numbers of people qualified to NVQ 3 and build capacity and lose low skills, low pay image.
- ***5 tender specifications have been developed (2.1, 2.2, 2.3, 2.4, 2.5).***

<b>Tender Specification Reference</b>	<b>2.1 Support for Adult Apprenticeships in the 19-24 &amp; 25+ age range</b>
<b>Activity to be Supported</b>	
<ul style="list-style-type: none"> <li>• Deliver a high quality programme of full Adult Apprenticeships and full Advanced Apprenticeships for 19-24 age range</li> <li>• Deliver a high quality programme of full Adult Apprenticeships and full Advanced Apprenticeships for 25+ age range</li> <li>• Deliver against a wide range of Apprenticeship frameworks &amp; organisations, appropriate to Lincolnshire, and encourage more SME's/businesses to become involved in supporting Adult Apprenticeships within Lincolnshire</li> <li>• Increase the number of SME's/businesses that support full Adult Apprenticeships/full Advanced Apprenticeships for the age ranges of 19-24 &amp; 25+</li> <li>• Create an increased number of full Adult Apprenticeships and full Advanced Apprenticeships places in under represented employment sectors within Lincolnshire, that would otherwise not happen</li> </ul>	
<b>Target Groups/Sectors</b>	
<ul style="list-style-type: none"> <li>• Adult Apprenticeship and adult Advanced Apprenticeships for individuals aged 19-24 &amp; 25+</li> </ul> <p>Individual participants must live and/or work in Lincolnshire</p> <p>Disadvantaged groups of employees e.g.;</p> <ul style="list-style-type: none"> <li>• those under threat of redundancy</li> <li>• those without a first level 2 qualification</li> <li>• people for whom English is not their first language</li> <li>• older workers (50+)</li> <li>• lone parents or those with caring responsibilities</li> <li>• offenders, ex-offenders including short term offenders</li> <li>• those from disadvantaged areas</li> <li>• ethnic minorities</li> <li>• women migrant workers</li> <li>• people with difficulties or disabilities</li> </ul> <p>Targeting SMEs/businesses in Lincolnshire, within the following employment sectors, excluding certain public sectors</p> <ul style="list-style-type: none"> <li>• Business, finance and enterprise</li> <li>• Health &amp; Social care</li> <li>• Creative and cultural</li> <li>• Customer service and retail</li> <li>• Hospitality and leisure</li> <li>• Construction</li> <li>• Engineering &amp; manufacturing</li> <li>• Third Sector</li> <li>• Food &amp; Drink</li> </ul>	

- Skills for a Low Carbon future
- Digital Technologies

#### Outputs/Outcomes

- 50 full Adult Apprenticeship frameworks completed
- 100 full Advanced Apprenticeship frameworks completed
- Provide an additional 11 NVQ Level 2 & 22 NVQ Level 3 qualifications completed, outside of the above outputs, that contribute towards an Apprenticeship framework as approved by the relevant Sector Skills Council. This supports individuals that would not achieve full or full advanced apprenticeships, but provide a major stepping stone for individuals to eventually achieve the full apprenticeship status
- Payment for starts, on-programme payments and completions will be based on the nationally agreed Agency/NAS methodology and rates.

Key to the tender will be how activity will support SME's/businesses/organisations to support Apprenticeship activity, together with 'in house' support available for staff in these SME's/businesses to provide backup to individual participants engaged.

- 100 number of SME's/businesses supported
- Strategies to assure equality of access and diverse participation
- Full term evaluation of programme

#### Expected Results

The expected outcomes resulting from these activities would include:

- Complementing National Apprenticeship Service activity in the County, by providing added value and resources to support areas not able to secure mainstream support.
- Provision of full Adult Apprenticeships and full Advanced Apprenticeships within Lincolnshire, which provides added value to mainstream provision.
- Enablement of full Adult Apprenticeships and full Advanced Apprenticeships in employment sectors where provision is not available, to be funded, and increase delivery of Adult Apprenticeships in under represented employment sectors or geographical areas.
- Innovative Adult Apprenticeship delivery within Lincolnshire, better serving the needs of the county's employers.
- The results of the tender will be looking to boost the number of Apprentices in these age ranges, whilst also supporting businesses within key employment sectors, and also those under represented in Lincolnshire, to engage with quality provision of both full Adult Apprenticeship & full Advanced Apprenticeships.

#### Target Locations

- District area coverage in Lincolnshire of
- West Lindsey
  - East Lindsey
  - City of Lincoln

<b>Tender Specification Reference</b>	<b>2.2 Support for Adult Apprenticeships in the 19-24 &amp; 25+ age range</b>
<b>Activity to be Supported</b>	
<p><b>Develop &amp; Facilitate Adult Apprenticeships within Lincolnshire</b></p> <ul style="list-style-type: none"> <li>• Deliver a high quality programme of full Adult Apprenticeships and full Advanced Apprenticeships for 19-24 &amp; 25+ age ranges</li> <li>• Deliver against a wide range of Apprenticeship frameworks &amp; organisations, appropriate to Lincolnshire, and encourage more SME's/businesses to become involved in supporting Adult Apprenticeships within Lincolnshire</li> <li>• Increase the number of SME's/businesses that support full Adult Apprenticeships/full Advanced Apprenticeships for the age ranges of 19-24 &amp; 25+</li> <li>• Create an increased number of full Adult Apprenticeships and full Advanced Apprenticeships places in under represented employment sectors within Lincolnshire, that would otherwise not happen</li> </ul>	
<b>Target Groups/Sectors</b>	
<ul style="list-style-type: none"> <li>• Adult Apprenticeship and Advanced Apprenticeships for individuals aged 19-24 &amp; 25+</li> </ul> <p>Individual participants must live and/or work in Lincolnshire</p> <p>Disadvantaged groups of employees e.g.;</p> <ul style="list-style-type: none"> <li>• those under threat of redundancy</li> <li>• those without a first level 2 qualification</li> <li>• people for whom English is not their first language</li> <li>• older workers (50+)</li> <li>• lone parents or those with caring responsibilities</li> <li>• offenders, ex-offenders including short term offenders</li> <li>• those from disadvantaged areas</li> <li>• ethnic minorities</li> <li>• women migrant workers</li> <li>• people with difficulties or disabilities</li> </ul> <p>Targeting SMEs/businesses in Lincolnshire, within the following employment sectors, excluding certain public sectors</p> <ul style="list-style-type: none"> <li>• Business, finance and enterprise</li> <li>• Health &amp; Social care</li> <li>• Creative and cultural</li> <li>• Customer service and retail</li> <li>• Hospitality and leisure</li> <li>• Construction</li> <li>• Engineering &amp; manufacturing</li> <li>• Third Sector</li> <li>• Food &amp; Drink</li> <li>• Skills for a Low Carbon future</li> <li>• Digital Technologies</li> </ul>	
<b>Outputs/Outcomes</b>	

- 50 full Adult Apprenticeship frameworks completed
- 100 full Advanced Apprenticeship frameworks completed
- An additional 11 NVQ Level 2 & 22 NVQ Level 3 qualifications completed, outside of the above outputs, that contribute towards an Apprenticeship framework as approved by the relevant Sector Skills Council. This supports individuals that would not achieve full or full advanced apprenticeships, but provide a major stepping stone for individuals to eventually achieve the full apprenticeship status
- Payment for starts, on-programme payments and completions will be based on the nationally agreed Agency/NAS methodology and rates

Key to the tender will be how activity will support SME's/businesses/organisations to support Apprenticeship activity, together with 'in house' support available for staff in these SME's/businesses to provide backup to individual participants engaged.

- 100 number of SME's/businesses supported
- Strategies to assure equality of access and diverse participation
- Full term evaluation of programme

#### Expected Results

The expected outcomes resulting from these activities would include:

- Complementing National Apprenticeship Service activity in the County, by providing added value and resources to support areas not able to secure mainstream support.
- Provision of full Adult Apprenticeships and full Advanced Apprenticeships within Lincolnshire, which provides added value to mainstream provision.
- Enablement of full Adult Apprenticeships and full Advanced Apprenticeships in employment sectors where provision is not available, to be funded, and increase delivery of Adult Apprenticeships in under represented employment sectors or geographical areas.
- Innovative Adult Apprenticeship delivery within Lincolnshire, better serving the needs of the county's employers.
- The results of the tender will be looking to boost the number of Apprentices in these age ranges, whilst also supporting businesses within key employment sectors, and also those under represented in Lincolnshire, to engage with quality provision of both full Adult Apprenticeship & full Advanced Apprenticeships.

#### Target Locations

District area coverage in Lincolnshire of

- North Kesteven
- South Kesteven
- Boston
- South Holland

<b>Tender Specification Reference</b>	<b>2.3 Customised Key Worker Skills Development in SMEs</b>
<b>Activity to be Supported</b>	
<p><b>Develop &amp; Facilitate Employer Demand led Training Programmes</b></p> <ul style="list-style-type: none"> <li>• Capture the current and future needs of employers in priority sectors to inform the development of skills provision</li> <li>• Independently verify baseline data and have the agreement of the business concerned</li> <li>• Deliver a programme of activity aimed at meeting the needs of the County’s employers, and supports the development of key workers.</li> <li>• Deliver training programmes aimed at up-skilling employees to basic skills including vocational related qualifications at equivalent level.</li> <li>• Deliver training programmes that will provide the opportunity for employees to progress onto first NVQ level 2 or equivalent.</li> </ul>	
<b>Target Groups/Sectors</b>	
<p>Individuals over the age of 19 who live in Lincolnshire and are employed within a Lincolnshire business.</p> <p>Disadvantaged groups of employees e.g.;</p> <ul style="list-style-type: none"> <li>• those under threat of redundancy</li> <li>• those without basic skills or first level 2 qualification</li> <li>• people for whom English is not their first language</li> <li>• older workers (50+)</li> <li>• lone parents or those with caring responsibilities</li> <li>• offenders, ex-offenders including short term offenders</li> <li>• those from disadvantaged areas</li> <li>• ethnic minorities</li> <li>• women migrant workers</li> <li>• people with difficulties or disabilities</li> </ul> <p>Targeting individuals within private organisations that are in following industrial sectors</p> <ul style="list-style-type: none"> <li>• Business, finance and enterprise</li> <li>• Health &amp; Social care</li> <li>• Creative and cultural</li> <li>• Customer service and retail</li> <li>• Hospitality and leisure</li> <li>• Construction</li> <li>• Engineering &amp; manufacturing</li> <li>• Third Sector</li> <li>• Food &amp; Drink</li> <li>• Skills for a Low Carbon future</li> <li>• Digital Technologies</li> </ul>	
<b>Outputs/Outcomes</b>	

- Assist a minimum of 410 individuals aged 19 and above of which
  - 275 have basic skills needs
  - 135 have NVQ level 2 needs
- Provide a minimum of 124 Basic Skills qualifications
- Provide a minimum 60 NVQ Level 2 or equivalents

The tender will be indirectly supporting businesses within key employment sectors, and those under represented in Lincolnshire, to engage with quality provision of accredited qualifications for their staff.

- 70 SME's/businesses engaged
- Strategies to assure equality of access and diverse participation
- Full term external evaluation of the project, with independently verifiable data included to show the development and impact on both business and workforce to deliver higher value added services in Lincolnshire

#### Expected Results

The results of the tender will be looking to:

- Assess and meet the needs of the County's employers
- Boost the skills of over 19's within the workforce of Lincolnshire, specifically the key workers within businesses supported
- Create a strong basic skills infrastructure in order to provide a solid platform for higher level skills development

#### Target Locations

District area coverage in Lincolnshire of

- Lincoln City
- West Lindsey
- North Kesteven

<b>Tender Specification Reference</b>	<b>2.4 Customised Key Worker Skills Development in SMEs</b>
<b>Activity to be Supported</b>	
<p><b>Develop &amp; Facilitate Employer Demand led Training Programmes</b></p> <ul style="list-style-type: none"> <li>• Capture the current and future needs of employers in priority sectors to inform the development of skills provision</li> <li>• Independently verify baseline data and have the agreement of the business concerned</li> <li>• Deliver a programme of activity aimed at meeting the needs of the County’s employers, and supports the development of key workers.</li> <li>• Deliver training programmes aimed at up-skilling employees to basic skills including vocational related qualifications at equivalent level.</li> <li>• Deliver training programmes that will provide the opportunity for employees to progress onto first NVQ level 2 or equivalent.</li> </ul>	
<b>Target Groups/Sectors</b>	
<p>Individuals over the age of 19 who live in Lincolnshire and are employed within a Lincolnshire business.</p> <p>Disadvantaged groups of employees e.g.;</p> <ul style="list-style-type: none"> <li>• those under threat of redundancy</li> <li>• those without basic skills or first level 2 qualification</li> <li>• people for whom English is not their first language</li> <li>• older workers (50+)</li> <li>• lone parents or those with caring responsibilities</li> <li>• offenders, ex-offenders including short term offenders</li> <li>• those from disadvantaged areas</li> <li>• ethnic minorities</li> <li>• women migrant workers</li> <li>• people with difficulties or disabilities</li> </ul> <p>Targeting individuals within private organisations that are in following industrial sectors</p> <ul style="list-style-type: none"> <li>• Business, finance and enterprise</li> <li>• Health &amp; Social care</li> <li>• Creative and cultural</li> <li>• Customer service and retail</li> <li>• Hospitality and leisure</li> <li>• Construction</li> <li>• Engineering &amp; manufacturing</li> <li>• Third Sector</li> <li>• Food &amp; Drink</li> <li>• Skills for a Low Carbon future</li> <li>• Digital Technologies</li> </ul>	
<b>Outputs/Outcomes</b>	

- Assist a minimum of 410 individuals aged 19 and above of which
  - 275 have basic skills needs
  - 135 have NVQ level 2 needs
- Provide a minimum of 124 Basic Skills qualifications
- Provide a minimum 60 NVQ Level 2 or equivalents

The tender will be indirectly supporting businesses within key employment sectors, and those under represented in Lincolnshire, to engage with quality provision of accredited qualifications for their staff.

- 70 SME's/businesses engaged
- Strategies to assure equality of access and diverse participation
- Full term external evaluation of the project, with independently verifiable data included to show the development and impact on both business and workforce to deliver higher value added services in Lincolnshire

#### Expected Results

The results of the tender will be looking to:

- Assess and meet the needs of the County's employers
- Boost the skills of over 19's within the workforce of Lincolnshire, specifically the key workers within businesses supported
- Create a strong basic skills infrastructure in order to provide a solid platform for higher level skills development

#### Target Locations

- District area coverage in Lincolnshire of
- East Lindsey
  - Boston
  - South Holland
  - South Kesteven

<b>Tender Specification Reference</b>	<b>2.5 Customised Higher Level skills development within SMEs</b>
<b>Activity to be Supported</b>	
<p><b>Develop &amp; Facilitate a higher level qualification Owner/Manager business based Accredited Training scheme within Lincolnshire</b></p> <ul style="list-style-type: none"> <li>• Develop and deliver a programme of activity which will assess training levels of individuals within organisations to national qualification standards, which can be independently verified.</li> <li>• Develop a network of training providers who can be partnered with organisations to accredit skills levels, based on existing workforce, and consolidate baseline position for the business.</li> <li>• Assess the content and level of employers' in-house training programmes and negotiate with the employer the award of further skills level development which will provide the business and employees with the correct skills development package to support their growth</li> <li>• Derive how the aforementioned further skills development can be incorporated into a nationally recognised qualification, as well as traditional NVQ L3 &amp; L4's, such as VRQ's at Level 3 or other qualifications equivalent to NVQ Levels 3 and 4.</li> <li>• Enhance businesses capacity to improve and develop the skills of their workforce, whilst actively reducing the skills gap of their workforce to deal with the necessary skills to encourage their business to grow</li> </ul>	
<b>Target Groups/Sectors</b>	
<ul style="list-style-type: none"> <li>• Individuals over the age of 19 who live in Lincolnshire and are employed within a Lincolnshire business.</li> </ul> <p>Disadvantaged groups of employees e.g.;</p> <ul style="list-style-type: none"> <li>• those under threat of redundancy</li> <li>• those without a first level 3 qualification</li> <li>• people for whom English is not their first language</li> <li>• older workers (50+)</li> <li>• lone parents or those with caring responsibilities</li> <li>• offenders, ex-offenders including short term offenders</li> <li>• those from disadvantaged areas</li> <li>• ethnic minorities</li> <li>• women migrant workers</li> <li>• people with difficulties or disabilities</li> </ul> <p>Targeting individuals within private organisations that are in following industrial sectors</p> <ul style="list-style-type: none"> <li>• Business, finance and enterprise</li> <li>• Health &amp; Social care</li> <li>• Creative and cultural</li> <li>• Customer service and retail</li> <li>• Hospitality and leisure</li> <li>• Construction</li> <li>• Engineering &amp; manufacturing</li> <li>• Third Sector</li> </ul>	

- Food & Drink
- Skills for a Low Carbon future
- Digital Technologies

#### Outputs/Outcomes

- Assist a minimum of 400 individuals aged 19 and above
- Provide a minimum of 132 Level 3 qualifications
- Provide a minimum 68 Level 4 qualifications

The tender will be indirectly supporting businesses within key employment sectors, and those under represented in Lincolnshire, to engage with quality provision of accredited qualifications for their staff.

- 100 SME's/businesses engaged
- Strategies to assure equality of access and diverse participation
- Full term external evaluation of project, with independently verifiable data included to show the development and impact on both business and workforce to deliver higher value added services in Lincolnshire

#### Expected Results

Activity within this tender will be looking to support the development of owner /manager businesses in Lincolnshire to achieve the potential of developing their organisations to deliver higher value added activities within their services, and support business development, and workforce development to achieve this.

The results of the tender will be looking to boost the skills of over 19's within the workforce of Lincolnshire in order to decrease the disproportional gap of employees within Lincolnshire that are skilled to Level 3 or above in comparison to regional and national averages, whilst co-ordinating this with owner/manager's business development to support higher value added business development.

#### Target Locations

- All of Lincolnshire

## **Introduction: Derbyshire County Council**

### *Background*

Derbyshire County Council will invite tenders for priority 1 activities. This will be delivered as an element of the regional Co-financing plan submitted by the Local Authorities for the East Midlands for investment from 2011 to 2013.

The activities to be tendered will support a number of key initiatives and provide more integrated support into employment for vulnerable people. Primarily the people will have learning disabilities and be receiving support from Adult Care (approximately 60%), but could also include other vulnerable people who have proved difficult to help through mainstream Job Centre plus funded schemes. The aim is to provide a more integrated and flexible approach towards supporting vulnerable people into work.

Regionally it is estimated 90% of people with a learning disability who do not have a job, would like one; 40% of people with a learning disability would like to work. The unemployment rate among adults with a learning disability who are known to Adult Care is over 97%. The activity will include mentoring and support for increased independence to become job ready, and support for people who are job ready, to help them move into a range of employment settings.

On the face of it the activity is similar to that which may be provided through Job Centre Plus programmes, but in the co-financed ESF/LA programme the funding levels are greater. This means more intensive and flexible support can be offered to people with the most significant disabilities, filling an important gap in the provision of employment support.

### **Strategic Fit**

The activity will help to meet key objective within the ESF Framework for the East Midlands 2007-2013 of;

- Improving employability and skills of the unemployed and economically inactive people (including supporting them, where appropriate, to become self employed) to enable them to gain, retain and progress in work

### **Key Priorities**

Focused on the most marginalised and disadvantaged people in Derbyshire. The programme will primarily address the needs of people with learning disabilities, but also benefit other vulnerable people who are proving hard to help through mainstream funded Job Centre Plus provision, it is anticipated the split will be 65:35.

This proposal will add value to existing Job Centre Plus provisions, by being able to tackle issues with a hard to support beneficiary group by providing a better coverage, with more flexible support provided. This will yield a bigger impact and more sustainable outcomes in the county.

The activity meets other key objectives in important national policy documents published by the last government, relating to health and social care, in particular : 'Our Health, Our Choice, Our Say, Improving Life Chances for Disabled People, Valuing People Now and Valuing Employment Now', of which the Local Authority has a key responsibility in delivering within its sub-regional area. Pronouncements by the new government indicate there will be a continued emphasis on support for hard to reach groups to enter work, although the precise emphasis may change.

The programme will complement local Community Strategies across Derbyshire and provide additional support to disadvantaged and disabled people in former coal mining areas; isolated rural communities and market towns.

### **Priority 1: Extending Employment Opportunities**

***Derbyshire County Council has identified the following priorities for Priority 1;***

Activities to help unemployed and inactive people with learning disabilities to enter and remain in work. The main client group will be people who have learning disabilities and are known to adult care (at least 60%) but will also include other vulnerable people who have proved difficult to help through mainstream Job Centre plus funded schemes, due to long-term health conditions.

#### ***Activities/Skills***

The activities will cover a range of support options so that people with significant health conditions have the support they need to become economically active.

- Activities to tackle barriers to work faced by people in rural areas
- More flexible and comprehensive supported employment for people who are hardest to help into jobs. This would complement the supported employment projects funded by Job Centre Plus. A key component would be the type of on the job support and a recognition that most vulnerable people progress more slowly and make uneven progress.
- 1 tender specification has been developed (1.1). Tenders will need to be clearly focussed to address the specification.

<b>Tender Specification Reference</b>	<b>1.1</b>
<b>Activity to be Supported</b>	
<p>Mainstream Job Centre Plus funded schemes to support people into employment are insufficiently focussed on the needs of people with learning disabilities and or disabilities. There is a particular gap in relation to people who are known to health and social care and who wish to gain paid employment. During 2008 to 2010 European Social Funding has been used to fill this gap and the funding will be used to fund a similar range of activities during the period 2011-13.</p> <p>The project will help people who have little or no experience of paid employment. It will therefore be necessary to address a range of barriers including the perceptions of employers, expectations of family carers, skills gaps and individual self esteem. This will mean intensive support and interaction, not just with the person supported, but with employers and people who are part of that persons formal and informal support network. It will be necessary to work with people over a longer period than usual and in a way which recognises many people will make uneven progress.</p> <p>The aim is to provide a more integrated and flexible approach towards supporting vulnerable people into work.</p> <p>The tendered activity needs to build on existing links and be flexible in working with new schemes funded through Skills Funding Agency, Job Centre Plus and National Offender Management Scheme. In particular agreeing protocols to ensure a joined up partnership approach towards helping vulnerable people into work.</p> <p>Main activities will include liaison with carers, careers advice and guidance, job carving and general liaison with employers, identifying and addressing transport solutions and providing practical and emotional support in the workplace.</p>	
<b>Target Groups/Sectors</b>	
<ul style="list-style-type: none"> <li>▪ Adults 19+ to retirement age who have limited or no experience of paid work</li> <li>▪ Younger adults who are under 19 and have left designated provision for young people</li> <li>▪ People currently on voluntary work placements</li> <li>▪ People supported by day services who are involved in therapeutic employment or social enterprises</li> <li>▪ People moving back to Derbyshire from out of county placements and who have identified paid work as their ultimate goal</li> <li>▪ People leaving college</li> <li>▪ A minimum of 60% of candidates must be known to adult care</li> </ul>	
<b>Outputs/Outcomes</b>	
<p>750 beneficiaries</p> <ul style="list-style-type: none"> <li>▪ 490 people receiving initial information, advice and guidance which prepares them for employment or further training</li> <li>▪ 80 people undertaking recognised training or going into further education with a long term employment goal</li> <li>▪ 90 people doing voluntary work</li> <li>▪ 90 people gaining paid work</li> </ul>	
<b>Expected Results</b>	

- A more strategic and joined up approach towards supporting people with learning disabilities and or disabilities into employment.
- Socially excluded people with little or no paid work experience, moving into jobs.
- Socially excluded people with little or no experience of work moving towards the employment market by accessing further training and or voluntary work.
- Innovative solutions to transporting people to work and training.

#### Target Locations

Across Derbyshire.

## Introduction: Leicester City Council

### Background

Leicester City was awarded City Strategy Pathfinder status by the Department of Work & Pensions as part of its drive to increase the national employment rate to 80%. Taking forward these activities and linked to the development of the worklessness framework which is targeted at increasing support for people to move into employment and / or retain in employment, This framework developed alongside the new Economic Strategy for Leicester and Leicestershire will enable focused activities to be targeted at those groups that are most in need of support to bring people into the labour market and increase their potential to rise within the labour market.

The development of this co-financing plan therefore affords the opportunity for ESF resources to be closely aligned with the plans of Working Neighbourhood Fund in order to achieve the targets set for the city and agreed by Cabinet. The plan seeks to embed the improvements in the partnership working that City Strategy has initiated across the public and voluntary sectors as well as to bolster the engagement of the programme with employers in the city and its surrounding travel to work area so that their requirements for a skilled and adaptable workforce are met..

### Strategic Fit

Priority 2 indicative support will include;

- Skills for life / Per level 2 support
- Level 3 – First full level 3 qualifications
- Support for Apprenticeships in the 19-24 or 25+ age range where existing mainstream funding is not available
- Customised learning to meet employers' needs, that fall before mainstream Business Simplification support kicks in, and post mainstream support
- Support for higher level skills

### Key Priorities

#### Priority 2: Developing a Skilled and Adaptable Workforce

*Leicester City Strategy has identified the following priorities for Priority 2;*

#### Activities/Skills

- **Skills for Life / pre level 2 support** – this support is targeted at employees irrespective of the size of the employer and mainly at the following sectors: transport equipment; food & drink; construction; healthcare; retail; logistics; engineering manufacture; tourism, leisure and hospitality; health & social care; clothing and textiles; creative industries. The focus of attention is on those employees that are some way from their full first level 2 qualification, which is likely therefore to be people within key vulnerable groups i.e. lone parents; learners with learning difficulties and disabilities; BME groups etc
- **Level 3 – First Full Level 3 Qualification**- actions to support the delivery and achievement of full first level 3 qualification for:-
  - Employees of SMEs (up to 250 employees) restricted to the priority sectors as defined by the Regional Economic Strategy (RES) and the ESP; and
  - Employees of companies that offer significant inward investment opportunities
- **Certifying skills for migrant works** – the framework will support activities that will help to assess and accredit current competence using UK qualifications. Activities that connect this work with higher skills vacancies would be beneficial, including ESOL and interpretation support in with Government policy

- **Training for those facing redundancy** – activities that offer a fully coordinated support service to employers and their employees that are facing or at risk of redundancy to in order to help them up-skill and find new employments
- **Leadership and Management skills** – indicative actions could include:-
  - Leadership and mentoring skills and support for the owner/manager and senior team of small enterprises (under 50 employees) delivered to identify and meet business objectives
- **Support for higher level activity** – Indicative actions such are:-
  - Activities to prepare people from disadvantaged groups to access HE (but not delivery HE) including IAG
  - Training trainers at any level to deliver activities which benefit ESF target groups;

***6 tender specifications will be developed (2.1, 2.2, 2.3, 2.4, 2.5, 2.6).***

Tender Specification Reference	2.1 – Skills for Life / pre level 2 support
<b>Activity to be Supported</b>	
<p>This service will provide Information, Advice and Guidance (IAG) services to local businesses, specifically small to medium enterprises (SMEs,) to up-skill their workforce. The service will target employees (from key target groups) that are some way from achieving a level 2 qualification and will support them towards achieving either a basic skills qualification or a National Vocational Qualification Level 2.</p> <p>The service will be targeted at local SME's (small to medium enterprises) working in the following business sectors: transport equipment; food and drink; construction; healthcare; retail; logistics; engineering manufacture; tourism; leisure and hospitality; health and social care; clothing and textiles; creative industries.</p> <p>The service will provide the following key areas of activity:-</p> <ul style="list-style-type: none"> <li>• Agreed action plan with the employer for their employees to ensure relevant time and / or support and their requirements are met</li> <li>• Agreed training needs plan identified for each employee which are also in line with the employers requirements</li> <li>• The IAG advisers will need to manage a portfolio of clients per employer</li> <li>• Delivery of training courses and accredited qualification being achieved</li> <li>• Record of clients progress towards achieving qualification</li> </ul> <p>The service will need to be able to provide training for both basic skills and level 2 qualifications. Partnership arrangements may be developed for the service to sub-contract the delivery of either level 2 or basic skills to other local organisations whoever these arrangements will need to be outlined in detail within the tender submission.</p> <p>Details of the clients progress will be updated by the service provider onto the City Strategy Plus database and will ensure the service complies with the Data Protection Act and confidentiality is maintained throughout the service provision.</p>	
<b>Target Groups/Sectors</b>	
<p><i>The key focus for actions will be some of the target groups from the following:</i></p> <p>Disadvantaged groups of employees e.g.</p> <ul style="list-style-type: none"> <li>• those without a first level 2 qualification</li> <li>• people for whom English is not their first language</li> <li>• older workers (50+)</li> <li>• lone parents or those with caring responsibilities</li> <li>• offenders, ex-offenders including short term offenders</li> <li>• those from disadvantaged areas</li> <li>• ethnic minorities</li> <li>• migrant workers</li> <li>• people with difficulties or disabilities</li> </ul>	
<b>Outputs</b>	
<ul style="list-style-type: none"> <li>• Number of participants – 182</li> <li>• Number of participants without basic skills qualification - 100</li> <li>• Number of participants without level 2 qualifications – 82</li> <li>• % of participants with disabilities or health conditions – 15%</li> <li>• % of participants aged 50+ - 10%</li> <li>• % of participants from ethnic minorities – 15%</li> <li>• % of female participants – 50%</li> </ul>	

*Details to be recorded as follows:-*

- *By ethnicity*
- *By age*
- *By gender*
- *By disability*
- *By faith*
- *By sexual orientation*

**Expected Results / Outcomes**

- 60 participants gaining basic skills qualification
- 50 participants gaining level 2 qualification
- 60% participants reporting increased confidence
- 25% of SMEs reporting improved productivity / sickness/absence
- 70% of participants reporting feeling satisfied / very satisfied with the service received
- 70% of participants from the target groups who feel they have secured additional training / skills
- 60% of participants successfully completing environmental management training
- 60% of participants successfully completing environmental awareness training

**Target Locations**

Spatial employees living or working in Leicester and employers based within Leicester

Areas of high disadvantaged in Leicester - priority will be given to those projects working in or with Leicester's most disadvantaged Super Output Areas (SOAs) as follows:

Abbey, Braunstone, Castle, Coleman, Spinney Hills, Beaumont Leys, Rowley Fields, Freeman, New Parks, Stoneygate

<b>Tender Specification Reference</b>	<b>2.2 – Certifying Skills for Migrant Workers</b>
<b>Activity to be Supported</b>	
<p>This service will provide one to one support to individuals either in work, self employed, volunteering or unemployed, who are looking to have their existing qualifications validated to UK qualification standards. It is recognised that this could result in different levels of qualifications; but we are particularly seeking qualifications that equal basic skills and/or NVQ Level 2, however where other qualifications are assessed to higher than level 2 then these should also be recorded.</p> <p>The service should provide the following support:</p> <ul style="list-style-type: none"> <li>• Individual needs analysis</li> <li>• Provision of ESOL services</li> <li>• One to One support to progress individual through UK VQ support</li> <li>• Up skilling of existing skill sets</li> <li>• Validation of existing Vocational Qualifications (VQ) to UK VQ (accreditation of prior learning)</li> <li>• Identification and retraining in new skills areas i.e. IT</li> </ul> <p>Record of client engagement and actions are to be recorded and updated by the service provider onto the City Strategy Plus database and will ensure the service complies with the Data Protection Act and confidentiality is maintained throughout the service provision.</p> <p>Details of any referral process will need to be outlined in the submission.</p>	
<b>Target Groups/Sectors</b>	
<p>The target group should be migrant workers in the city of Leicester. Up to 8% of the working age population in the region are migrant workers. Definition of migrant workers is outlined in the background section of this specification.</p>	
<b>Outputs/Outcomes</b>	
<ul style="list-style-type: none"> <li>• 160 Participants, of which <ul style="list-style-type: none"> <li>○ 90 participants with basic skills needs</li> <li>○ 70 participants with NVQ Level 2 needs</li> </ul> </li> <li>• 67 Overseas Qualifications converted to UK Qualification standards</li> <li>• 25% of participants from ethnic minorities</li> <li>• 25% of female participants</li> </ul>	
<b>Expected Results</b>	
<ul style="list-style-type: none"> <li>• <i>56 participants gaining basic skills</i></li> <li>• <i>40 participants gaining NVQ 2 Level</i></li> <li>• <i>50% of Participants reporting increased confidence</i></li> <li>• <i>70% of service users feeling satisfied/very satisfied with the service received</i></li> <li>• <i>60% of participants completing environmental awareness training</i></li> </ul>	
<b>Target Locations</b>	
<p>The service should be accessible across Leicester City, however concentration should be focused on those wards with a high ethnic minority group. Details of the ethnicity group by ward is located on <a href="http://www.leicester.gov.uk/your-council-services/council-and-democracy/city-statistics/wardprofiles/wardprofiles2001census">http://www.leicester.gov.uk/your-council-services/council-and-democracy/city-statistics/wardprofiles/wardprofiles2001census</a>, further up to date details of the ethnicity breakdown is available on the LSR online website <a href="http://www.lsr-online.org/">http://www.lsr-online.org/</a></p>	

Tender Specification Reference	2.3 – Training for those facing redundancy
Activity to be Supported	
<p>This service should provide support to employers that are facing or at risk of redundancy. The support is to be provided to the employee in order for them to up skill and find new employment.</p> <p>The service should not just be about cv writing, referrals but more of an hands-on support to seek employment for the individual, assess what skill gaps the employee has and support them through the training.</p> <p>The service should work alongside existing provision in particular the career chain project which provides support to individuals from the construction and engineering sector further details are available on the following website (<a href="http://www.careerchain.org.uk">http://www.careerchain.org.uk</a>).</p> <p>The service should as a minimum will provide the following support:-</p> <p>To the Individual:</p> <ol style="list-style-type: none"> <li>1. Developing a Professional CV - A high quality CV which reflects a person, their skills and abilities</li> <li>2. Interview Skills Training - developing interview skills and technique is a vital step towards securing their next position.</li> <li>3. <i>Job Search and Job Matching – linking people’s skills to actual vacancies available and supporting them through the process in order to obtain the job</i></li> <li>4. Qualification Certificates – training provision to up skill people to basic skill or NVQ level 2 or 3</li> </ol> <p>To the Company:</p> <ul style="list-style-type: none"> <li>• Support to the organisation in order for them to reduce the impact of these redundancies on their company.</li> </ul>	
Target Groups/Sectors	
<p>The target sectors will be:-</p> <ul style="list-style-type: none"> <li>• Food &amp; drink</li> <li>• Transport Equipment</li> <li>• Retail</li> <li>• Tourism, Leisure and hospitality</li> <li>• Health &amp; Social Care</li> <li>• Clothing and Textiles</li> <li>• Creative Industries</li> </ul> <p>The focus will on any size of organisation in Leicester from the above target sectors</p>	
Outputs/Outcomes	
<ul style="list-style-type: none"> <li>• 165 participants assisted, of which <ul style="list-style-type: none"> <li>○ 75 participants with basic skills needs</li> <li>○ 60 participants with NVQ Level 2 needs</li> <li>○ 30 participants with NVQ Level 3 needs</li> </ul> </li> <li>• 15% of participants with disabilities or health conditions</li> <li>• 25% of participants aged 50+</li> <li>• 10% of participants from ethnic minorities</li> <li>• 50% of female participants</li> </ul>	

Expected Results
<ul style="list-style-type: none"><li>• 16 participants gaining basic skills</li><li>• 30 participants gaining NVQ Level 2</li><li>• 13 participants gaining NVQ Level 3</li><li>• <i>40 participants securing employment</i></li><li>• <i>60% of participants reporting increased confidence</i></li><li>• <i>70% of participants reporting feeling satisfied/very satisfied with the service provided</i></li><li>• <i>70% of participants who feel they have secured additional training / skills</i></li><li>• <i>60% of participants successfully completing environmental awareness training</i></li></ul>
Target Locations
<p>The service is to be provided across Leicester however within the tender specification, applicants will need to demonstrate their understanding of the local business economy.</p>

<b>Tender Specification Reference</b>	<b>2.4 – First Full Level 3 Qualification</b>
<b>Activity to be Supported</b>	
<p>The service will provide support to employees of Small and Medium sized Enterprises (SMEs) to enable the delivery and achievement of a full first level 3 qualification.</p> <p>The service will specifically be aimed at SMEs to upskill their workforce and will target employees from the key target groups who are looking to improve their skill qualifications towards achieving National Vocational Qualification Level 3.</p> <p>The service will be targeted at local SMEs working in the following business sectors; transport equipment; food and drink; healthcare; construction; retail; logistics; engineering manufacture; tourism; leisure and hospitality; health and social care; clothing and textiles; creative industries.</p> <p>The service will provide the following key areas of activity:-</p> <ul style="list-style-type: none"> <li>• Agreed action plan with the employer for their employees to ensure relevant time and / or support and their requirements are met</li> <li>• Agreed training needs plan identified for each employee which are also in line with the employers requirements</li> <li>• Work Based learning to the individuals to achieve NVQ level 3 qualification</li> <li>• Delivery of training courses and accredited qualification being achieved</li> <li>• Record of clients progress towards achieving qualification</li> <li>• One to one support to the individual to support them through the NVQ process</li> </ul> <p>The service will need to be able to demonstrate how they will provide the training and support to the individuals to level 3 qualifications.</p> <p>Details of the clients progress will be updated by the service provider onto the City Strategy Plus database and will ensure the service complies with the Data Protection Act and confidentiality is maintained throughout the service provision.</p>	
<b>Target Groups/Sectors</b>	
<p><i>The key target sectors will be as follows – transport equipment; food and drink; construction; healthcare; retail; logistics; engineering manufacture; tourism; leisure and hospitality; health and social care; clothing and textiles; creative industries.</i></p> <p>The key target group within these sectors will be</p> <ul style="list-style-type: none"> <li>• those without a first level 3 qualification</li> <li>• people for whom English is not their first language</li> <li>• older workers (50+)</li> <li>• ethnic minorities</li> <li>• women</li> </ul>	
<b>Outputs/Outcomes</b>	
<ul style="list-style-type: none"> <li>• 60 participants assisted, of which <ul style="list-style-type: none"> <li>○ 10 participants without NVQ Level 2</li> <li>○ 50 participants without NVQ Level 3</li> </ul> </li> </ul>	
<b>Expected Results</b>	
<ul style="list-style-type: none"> <li>• 30 participants gaining NVQ Level 3</li> <li>• 60% of participants reporting increased confidence</li> <li>• 70% of participants reporting feeling satisfied / very satisfied with the service provided</li> <li>• 70% of participants from the target groups who feel they have secured additional training / skills</li> <li>• 60% of participants successfully completing environmental awareness training</li> </ul>	

### Target Locations

The service should be available to targeted employees as outlined above; however it is expected that there will be a focus on the most deprived wards as detailed in the 2007 Index of Multiple Deprivation.

The service should be based within the city of Leicester to ensure effective engagement with both the employer and employees.

<b>Tender Specification Reference</b>	<b>2.5 – Leadership &amp; Management Skills</b>
<b>Activity to be Supported</b>	
<p>This service will provide leadership and mentoring skills support to the owner/manager and senior team of small businesses (under 50 employees) to identify and meet business objectives.</p> <p>The service as a minimum provide:-</p> <ul style="list-style-type: none"> <li>• Individual assessment by business of their skill requirements to improve their leadership &amp; management. The range of services this may include is “HR skills, budgeting, marketing etc”</li> <li>• The training and support provided will entail an element where individuals gain a UK competency qualification such as basic skills, NVQ etc</li> <li>• Agreed training needs plan identified for each owner/managers and senior manager, which are also in line with the business requirements</li> <li>• The service ensure against duplication with existing mainstream provision such as Train to Gain and will demonstrate this within the tender submission</li> </ul> <p>Partnership arrangements may be developed for the service, however the partnership arrangements will need to be outlined in the tender submission.</p> <p>Details of the clients progress will be updated by the service provider onto the City Strategy Plus database and will ensure the service complies with the Data Protection Act and confidentiality is maintained throughout the service provision.</p>	
<b>Target Groups/Sectors</b>	
<p><i>The key target business sectors are:</i></p> <ul style="list-style-type: none"> <li>• food and drink; construction; healthcare; retail; engineering manufacture; tourism; leisure and hospitality; health and social care; clothing and textiles; creative industries.</li> </ul> <p>The target groups are</p> <ul style="list-style-type: none"> <li>• Disadvantaged groups of employers e.g. <ul style="list-style-type: none"> <li>- micro businesses (less than 10 employees)</li> <li>- small businesses (under 50 employees)</li> </ul> </li> </ul>	
<b>Outputs/Outcomes</b>	
<ul style="list-style-type: none"> <li>• 60 Participants assisted, of which <ul style="list-style-type: none"> <li>○ 25 participants without NVQ Level 2</li> <li>○ 35 participants without NVQ Level 3</li> </ul> </li> </ul>	
<b>Expected Results</b>	
<ul style="list-style-type: none"> <li>• <i>21 participants gaining Basic skills</i></li> <li>• <i>10 participants gaining NVQ Level 2</i></li> <li>• <i>5 participants gaining NVQ Level 3</i></li> </ul>	
<b>Target Locations</b>	
<p>The service should be targeted at the most deprived wards and should be accessible by the local communities. The service will need to show an understanding of the local economy of Leicester and should be based within the city of Leicester</p>	

<b>Tender Specification Reference</b>	<b>2.6 – Support for Higher Level Activity</b>
<b>Activity to be Supported</b>	
<p>There are two elements to this service:-</p> <p><i>1<sup>st</sup> – to provide information, advice and guidance to disadvantaged groups to access Higher Education services from the most deprived areas of Leicester.</i></p> <p><i>2<sup>nd</sup> – to provide support to new and existing trainers in order for them to up skill their own qualifications</i></p> <p>Element 1 – the service will provide additional support to the Information, Advice and Guidance service already provided through the Multi-Access Centre's by providing specific tailored support for individual looking to pursue Higher Education. This service will at a minimum involve one to one support to help the individual to identify, and take forward HE service that is available to them, the service will also work with the Higher Education sector to help to identify any barriers for these individuals and to put support in place to support these individuals into higher education</p> <p>Element 2 – the service will provide training to new or existing trainers who are not qualified to at least NV2 or 3. This service is particularly targeted at the local community to enable them to reach a national vocational qualification which will in terms enable them to provide quality services to their local community</p>	
<b>Target Groups/Sectors</b>	
<p><i>The target group will be individuals from:</i></p> <ul style="list-style-type: none"> <li>- people for whom English is not their first language</li> <li>- older workers (50+)</li> <li>- those from disadvantaged areas</li> <li>- ethnic minorities</li> <li>- women migrant workers</li> <li>- people with difficulties or disabilities</li> </ul>	
<b>Outputs</b>	
<ul style="list-style-type: none"> <li>• 35 participants – 35</li> <li>• 15 participants with level 2 qualifications needs</li> <li>• 20 participants with level 3 qualifications needs</li> <li>• 15% of participants with disabilities or health conditions</li> <li>• 10% of participants aged 50+</li> <li>• 15% of participants from ethnic minorities</li> <li>• 50% of female participants</li> </ul>	
<b>Expected Results/ Outcomes</b>	
<ul style="list-style-type: none"> <li>• 14 participants gaining level 2 qualification</li> <li>• 5 participants gaining level 3 qualification</li> <li>• 60% participants reporting increased confidence</li> <li>• 25% of SMEs reporting improved productivity / sickness/absence</li> <li>• 70% of participants reporting feeling satisfied / very satisfied with the service received</li> <li>• 70% of participants from the target groups who feel they have secured additional training / skills</li> <li>• 60% of participants successfully completing environmental awareness training</li> </ul>	
<b>Target Locations</b>	

The service will be targeted Leicester's most disadvantaged Super Output Areas (SOAs) these being Abbey, Braunstone, Castle, Coleman, Spinney Hills, Beaumont Leys, Rowley Fields, Freeman, New Parks, Stoneygate

## Derby City – introduction to ESF tender specifications

### Background

Derby is already a great place to live, to do business and to visit. The sub regional profile of Derby in *The East Midlands in 2009* evidence base highlights three key challenges for Derby:

- To increase skill levels of residents to improve employment opportunities and to reduce the wage gap between residents and workers.
- To tackle low rates of new business starts.
- To continue to deliver infrastructure developments.

Significant research has been undertaken into the future skill needs for Derby and can be accessed here: <http://www.derbyskills-2023.co.uk>. The outcomes of this research highlight further opportunities for Derby that need to be delivered, including the need to improve lower level skills among residents. The research reinforces the importance of the priority sectors by highlighting that over 60% of employment in the city is within the manufacturing, health and social care and retail sectors.

Derby has a population of about 240,000. A total of 145,800 or 61% of people living in the city are of working age. In January 2010 the number of Job Seeker Allowance (JSA) claimants was 7345 or 4.9%, this figure is above the East Midlands and national average of 3.8% and 3.9% respectively.

The city faces a number of challenges. Whilst 25% of the working age population in Derby are qualified to degree level or above (NVQ 4+) there remains a gap between the proportion of Derby residents educated to degree level and the Great Britain average, 29%. Lack of basic skills and low qualifications remain an issue in Derby with 17.7% of the working age population having no qualifications at all. This is significantly higher than both the East Midlands and Great Britain average, 13.5% and 13.1%. Almost 59% of the working age population are qualified to below NVQ Level 3. This equates to over half of working age residents being qualified below A-Level standard. Low skills levels hold back business performance as well as reducing economic engagement for the individuals concerned.

Derby has a genuinely mixed community. Research undertaken by the Derby Community Safety Partnership has found that the city is host to at least 182 nationalities and 71 languages. The 15.6% Black and Minority Ethnic Community is proportionately larger than many of the other cities and is a key asset. Recent estimates suggest this figure is now around 20%.

In Derby in 2007-2010 a co-financing ESF has been targeted on the Normanton area; supporting unemployed residents to develop the skills and experience they need to access jobs and increase business start up rates in the area by providing tailored support for residents to start their own business. The programmes has a particular focus to women and ethnic minority groups. Interventions have involved intensively working with residents in Normanton.

### Strategic Fit

Derby City Partnership as the Local Strategic Partnership for Derby has developed a vision for the city by 2020 which is set out in Derby's Sustainable Community Strategy:

'Derby will be a place where people of all ages and from all walks of life will feel they belong to Derby and that Derby offers them everything they need - for work, education, housing, leisure and a safe and healthy lifestyle.'

City Growth works as part of the Partnership to deliver that vision, through one of its five ambitions: *"Derby will be a city of growth, opportunity and innovation, a thriving and attractive city for all, with an environment that we will sustain and protect for future generations"*.

In order to achieve this ambition City Growth has agreed the following four vision statements:

- Sustaining Derby's status as the UK's number 1 high tech city through its portfolio of higher value, knowledge based employment
- Energising all of Derby's communities, capturing their full economic potential and retaining and growing a wide range of employment opportunities for all
- Ensuring Derby is the location of choice for the most talented, attracting and retaining creative, imaginative and forward thinking people and businesses
- Responding to the opportunities and challenges of climate change and transforming Derby's physical assets to the benefit of Derby, its communities and the planet

The Jobs and Skills sub group of City Growth has developed the strategic context to increasing employment opportunities for residents of Derby and increasing skills in the workforce. Activity to be supported through ESF Priority 1 will contribute to the following agreed Jobs and Skills aspirations;

- enable people in Derby to access appropriate training to ensure people's skills match the jobs that are on offer
- support people not currently in employment to secure and retain jobs, particularly in areas where there is high unemployment
- encourage all communities to be actively involved in volunteering and social enterprise.
- engage with employers to ensure the skills of Derby's communities match the jobs on offer

### **Key Priorities**

Derby's priority's for ESF Co-financing 2011-2013 will provide additional support over and above existing programmes that include:

- Mentoring, internships and work experience managed by Job Centre Plus
- Flexible New Deal programme managed by Job Centre Plus
- Jobmaets programme

A key priority for the city is to ensure that more people from all of Derby's communities will be in jobs and have access to the training they need to progress.

Through priority 1 the city's most deprived neighbourhoods will be targeted to provide support to individuals and groups furthest from the labour market.

### **Priority 1: Extending Employment Opportunities**

Derby has identified the following priorities for Priority 1;

#### **Activities/skills**

There will be a focus on activities that will integrate vulnerable groups and individuals into the labour market and help them engage and access the support already in place through a number of mainstream programmes to help individuals back into employment.

In particular activities will be targeted at disabled people, lone parents, homeless people, young people, ethnic minority groups and people with mental health problems and drug dependency problems

Interventions could include;

- one to one support
- group work
- mentoring and coaching

- pre level two training and vocational training
- work placements

It is vital that activity supported under Priority 1 is focused on engaging individuals furthest away from the labour market. There are already a number of programmes in place to support people back into work and the provider must demonstrate how they will add value to existing provision and link individuals to it, in order to provide a seamless and comprehensive service to customers.

Tender Specification	1.1 Improving the employability and skills of disadvantaged people.
<b>Activity to be Supported</b>	
<p>Derby is seeking to support activity under Priority 1 that is focused on engaging individuals furthest away from the labour market. There are already a number of programmes in place to support people back into work and the provider must demonstrate how they will add value to existing provision and link individuals to it, in order to provide a seamless and comprehensive service to customers.</p> <p>The focus of next round of ESF is to;</p> <ul style="list-style-type: none"> <li>• use the good practise from Normanton to roll out activity to Derby's most disadvantaged neighbourhoods</li> <li>• deliver activity in line with the priorities of the Derby Jobs &amp; Skills Group</li> </ul> <p>Activities will increase the skills of residents to enable them to move towards work readiness, enable them to access mainstream support to help them get back into work and ultimately give them better access to employment opportunities.</p> <p>The project deliverer will also be required to gather intelligence from target groups about specific barriers to work. This will build on the research commissioned by the Jobs and Skills Group in 2007.</p>	
<b>Target Groups/Sectors</b>	
<p>Vulnerable groups and individuals over the age of 19 who live in Derby's priority neighbourhoods.</p> <ul style="list-style-type: none"> <li>• Activities should be targeted at disabled people, lone parents, homeless people, young people, ethnic minority groups and women people with mental health issues or drug dependency issues.</li> </ul>	
<b>Target Locations</b>	
<p>The activities should be targeted within Derby City's most disadvantaged neighbourhoods with a particular focus on the following;</p> <ul style="list-style-type: none"> <li>• Arboretum</li> <li>• Normanton</li> <li>• Derwent</li> <li>• Sinfen</li> <li>• Alvaston</li> <li>• Boulton</li> <li>• Part of Chellaston</li> <li>• Part of Darley</li> </ul>	
<b>Outputs/Outcomes</b>	
<p><b>Outputs</b></p> <ul style="list-style-type: none"> <li>• 74 Total Participants <ul style="list-style-type: none"> <li>○ 41 individuals (55.27%) will be unemployed;</li> <li>○ 33 individuals (44.73%) will be economically inactive</li> <li>○ 21% will be from minority ethnic groups</li> <li>○ 12% will be lone parents</li> <li>○ 18% of participants will be aged 50 or over</li> <li>○ 51% of participants will be women;</li> <li>○ 22% will have disabilities or a health condition.</li> </ul> </li> </ul> <p><b>Outcomes</b></p> <ul style="list-style-type: none"> <li>○ 16 individuals (22%) in work on leaving;</li> </ul>	

- 31 individuals (26%) in work on six months after leaving
- 11 individuals (45%) of economically inactive participants engaged in jobsearch activity or further learning

#### Funding Available

Approximately £141,522 has been reserved for activity under this specification. However, final allocations will be dependent on the quality and volume of tenders received across all specifications.

## Submission of Tenders

All participating Local Authorities in the East Midlands Region have agreed to a tendering process for the 2011-2013 ESF Programme. Each Local Authority process is outlined in detail at the weblinks below, and prospective applicants are advised to look in detail at the process in each case, to ensure full compliance with each Local Authority's tendering process.

The basis of this process is described below.

This Prospectus is one element of the co-financing application pack, which also comprises:

- Local Authority Consortium Co-financing Plan 2011-2013
- A tender form for ESF Co-financed Projects, and
- Tender Form Guidance Notes for ESF Co-financed Projects.

Copies of these documents may be obtained from each Local Authority website at;

Local Authority	Website Link
Lincolnshire County Council	<a href="http://www.lincolnshire.gov.uk/esf/tenders">www.lincolnshire.gov.uk/esf/tenders</a>
Derbyshire County Council	<a href="http://www.sourcederbyshire.co.uk">http://www.sourcederbyshire.co.uk</a>
Leicester City Council	<a href="http://www.leicester.gov.uk/business/selling-to-leicester-city-council/what-we-buy-contracts-tenders/tenders/">http://www.leicester.gov.uk/business/selling-to-leicester-city-council/what-we-buy-contracts-tenders/tenders/</a>
Derby City Council	<a href="http://www.derbycitypartnership.co.uk/doc_external_funding.php">http://www.derbycitypartnership.co.uk/doc_external_funding.php</a>

Tenders to the consortium must be made using the form of tender within the ITT, and submitted to the relevant local authority 'owner' of the tender. This is intended to help you present your proposal for delivering activities described in the prospectus to the relevant Local Authority.

A separate Tender Form must be completed for each specification for which you are tendering. It is essential that you read the tender guidance notes before completing the Tender Form, and also the guidance/timetable information for submitting your tender. You will be able to get all information on how to do this by using the above weblinks.

## Selection of Tenders

Selection of successful tenders will comply with EC conditions for open and competitive tendering and will be underpinned by the following principles:

- the invitation to tender will be widely publicised
- application arrangements will be kept simple
- new providers and those with innovative proposals will be able to compete on an equal basis with existing providers
- objective selection criteria will be published and used to select proposals
- feedback will be given to all unsuccessful applicants

Financial viability will be assessed, and applicants will be expected to answer relevant financial information for their organisation, as outlined through the individual weblinks identified above. Previous track record in the delivery of the specified activity (new applicants will not however be penalised) will also be assessed.

The initial stage of the selection process will involve assessing your tender/s against the criteria set out in the tender specifications & tender guidance notes. We intend that these tenders will be assessed by a member/s of staff within each Local Authority. No assessor will be allowed to assess tenders in which they have declared an interest.

The next stage of the selection process will involve the appraisal of those tenders that achieve the quality threshold. The intended outcome of appraisal is a package of tenders that will collectively deliver the Local Authority Consortium ESF Co-financing Plan, therefore, it will not necessarily be the case that funding will automatically be allocated to all proposals received. The appraisal panel will need to make an informed judgement on the selection of those proposals, that will make the most effective contribution to the delivery of the Plan.

The appraisal panel may consist of:

- Respective European Officers from each Local Authority
- Respective Local Authority staff
- Outside representatives with appropriate expertise

The appraisal panel will consider tenders in relation to the following criteria:

- fit with the aims and objectives of each Local Authority, the priorities of the Local Authority Consortium ESF Co-financing Plan 2011 – 13 and the revised Regional ESF Framework
- fit with this prospectus & the relevant Local Authority tender specification
- coherence with existing provision and local priorities
- value for money
- feasibility of proposed activity
- applicant's capacity to deliver, capabilities & structure of partnership delivery, and financial viability of project proposals

The final stage of the selection process will involve confirmation of the appraisal panel's recommendations. After this, we will write to let you know whether we are able to accept your tender or not and, in the latter case, offer further feedback on request.

If your tender is selected for support, we will then negotiate a contract with you. This may include pre-conditions stipulated by the appraisal panel.,

Again, we recommend that you refer to the Local Authority websites for full details of tendering process and guidance, as small variances in the process may be present in each Local Authority process.

**The Local Authority Consortium Plan and the activities within this tender align with current government policy, and the priorities of the Consortium members. However, it may be necessary to revisit the detail of the Local Authority Consortium plan, as government policy develops, and in response to the 2010 Comprehensive Spending Review.**

## Complaints

***Challenges to decisions will be dealt with through a clear and transparent process. This will include an opportunity for applicants to appeal at specified points in the tendering process about decisions made.***

At each specified point a Senior Manager from within each Local Authority who has not been involved in any co-financing application will consider appeals that are made. A written response will be sent to the applicant stating the outcome from the appeals panel. A written copy of the reasons behind the outcome of the appeal will be kept on file to provide an effective audit trail of decisions made.

## ANNEX 1: CONTACT DETAILS AND SOURCES OF FURTHER INFORMATION

### Local Authority Consortium Contacts

<b>Lead Local Authority Contacts:</b>			
<b>Name</b>	<b>Title</b>	<b>E-mail</b>	<b>Direct Phone Numbers</b>
<b>Andrew Brooks</b>	Funding & Regeneration Team Leader	<a href="mailto:andrew.brooks@lincolnshire.gov.uk">andrew.brooks@lincolnshire.gov.uk</a>	(01522) 550631
<b>Tony Ellingham</b>	Project Manager (Day Services Modernisation)	<a href="mailto:tony.ellingham@derbyshire.gov.uk">tony.ellingham@derbyshire.gov.uk</a>	(01629) 537427
<b>Joanne Ives</b>	Regeneration Programmes Manager	<a href="mailto:Joanne.ives@leicester.gov.uk">Joanne.ives@leicester.gov.uk</a>	0116 252 6524/ 29 6524
<b>Emma Dann</b>	Funding Co-ordinator Team Leader	<a href="mailto:emma@derbycitypartnership.co.uk">emma@derbycitypartnership.co.uk</a>	01332 258508

### Sources of Information and Documentation

Tendering details and a number of documents of potential interest to applicants are available on the following websites ;

<b>Local Authority</b>	<b>Website Address</b>
Lincolnshire County Council	<a href="http://www.lincolnshire.gov.uk/esf/tenders">www.lincolnshire.gov.uk/esf/tenders</a>
Derbyshire County Council	<a href="http://www.sourcederbyshire.co.uk">http://www.sourcederbyshire.co.uk</a>
Leicester City Council	<a href="http://www.leicester.gov.uk/business/selling-to-leicester-city-council/what-we-buy-contracts-tenders/tenders/">http://www.leicester.gov.uk/business/selling-to-leicester-city-council/what-we-buy-contracts-tenders/tenders/</a>
Derby City Council	<a href="http://www.derbycitypartnership.co.uk/doc_external_funding.php">http://www.derbycitypartnership.co.uk/doc_external_funding.php</a>

Information contained on the website includes;

- Tendering information & protocols
- Tender specifications
- The Local Authority Consortium ESF Co-financing Plan 2011 – 13
- The Local Authority Consortium ESF Co-financing Prospectus 2011 – 13
- ESF Co-financing tender forms and guidance

Applicants should note that these documents have been posted on the website for general interest purposes and reference to these documents alone may not provide sufficient supporting local labour market data for the purposes of drafting your ESF Co-financing tender.

Copies of the documents referred to in this Prospectus may be obtained from the following sources:

#### ***East Midlands Regional ESF Framework Document:***

Government Office for the East Midlands, The Belgrave Centre, Stanley Place, Talbot Street, Nottingham, NG1 5GG; tel: 0115 971 9971.

<http://www.goem.gov.uk/goem/euro/struct-funds/ESF07-13/?a=42496>

#### ***England Operational Plan 2007-2013***

European Social Fund Website

[http://www.esf.gov.uk/info\\_for\\_cfo\\_and\\_projects/operational\\_programme.asp](http://www.esf.gov.uk/info_for_cfo_and_projects/operational_programme.asp)

***Regional Economic Strategy:***

The East Midlands Development Agency Apex Court, City Link, Nottingham, NG2 4LA; tel: 0115 988 8300 or [www.emda.org.uk/res](http://www.emda.org.uk/res)

