



Attendees:

Provider	Contact
Name	Provider
Virginia Villalba	Camden Jobtrain
Clara Clint	Cardboard Citizens
Humphrey Apafo	CASA
Millie Harrup	City of Westminster
Ann Tucker	City of Westminster
Dorothea Eyewumi	Dawcliffe Hall Educational Foundation
Amena Matin	Enfield College
Lee Willows	Fairbridge
Beth Bolitho	Fairbridge
Fiona Wyton	Headliners
Nyeya Yen	GHARWEG
Joscelyn Oppong-Nyantakyi	GHARWEG
Andy Beardwood	Information Horizons Ltd
Haile Abraha	Instant Muscles
Greta Olechnowicz	Instant Muscles
Helen Rowden	Instant Muscles
Nicole Weis	Islington Training Network
Niall Sweby	Islington Voluntary Action Council
Libby Sideway	Jobwise
Esther Bromnick	Joskos
	Joskos
Max Kurto	Kennedy Scott
Julia McGerty	London South Bank Uni
Sunita Patel	London Probation
Anna Grassiccia	New Horizon
Douglas Robertson	Notting Dale Technology Centre
Tom McCall	London Borough of Camden
Stewart Goldring	LVSTC
Ben Stansfield	Pecan
Virginie Ramond	Portobello Business Centre
Robbie Potter	Prospects
Desiree Cumberbatch	Prospects
G Shaw	Quay Assessment
Linda Phillips	Roots and Shoots
C. Willer	Roots and Shoots
Julia Marcus	Royal Borough of Kensington &



	Chelsea
Sheila Reed	SAVO
Stephen Hurry	SHARE
Phil Read	TCAT
Maria Aya	Training For Life
Angella Hodgson	Tribal Regeneration
Monica Crooks	Voluntary Action Camden
Berekhet Berakhy	Voluntary Action Westminster
Elaine Michetti	Voluntary Action Westminster
Karen Tolton	Wandsworth Council

Meeting Opened at 2:10pm

All the slides for the presentations are available on the LSC London Central website;
<http://www.lsc.gov.uk/regions/London/ESF/usefuldocuments/londoncentral/>

1. Introduction and Purpose of Meeting

- Paul Crosswell welcomed attendees and reported to the group on performance against LSCLC CFO Plan. Please see slides for additional details.

Update on 2005-06 Co-Financing Plan – Daniel Kunka (Based on the December Claim)

- GOL profile of beneficiaries of ethnic background is 59%, we achieved 54%.
- In terms of disability we are profiled at 18% and we have achieved 12%, which is probably due to the significant numbers of “not known”. 65% of undisclosed disability are from ESF projects.
- For female starts we are profiled at 51% but have actually achieved 60%.
- Employment status: We are profiled for employed beneficiaries at 28% and have achieved 24%, unemployed profiled at 72% and 66% achieved. However we were profiled at 15% for economically inactive but only achieved 8%.
- Employment progression has been profiled at 45% but only 8% has been achieved. This figure is distorted by providers reporting “not known” in the destination fields, this represents 60% of all learners.
- Qualifications attained by beneficiaries have been profiled at 58% and 42% has been achieved. However, there have been problems with the recording of qualifications to date. Providers should ensure that short

records have the correct learning aim reference entered from the Learning Aim Database instead of the generic code.

- In regards to organisations, micro organisations were targeted at 50%, small at 25% and medium at 25%. The actuals to date are micro 60%, small 27% and Medium at 13%.
- In terms of spend, the whole programme to date is 7.68% above profile.
- In terms of ESF provider spend, LSCLC is 9.42% above profile.
- However measures 1.1, 4.1, 4.2 and 5.1 are currently under profile.
- £30.3 million was originally available to providers and so far we have allocated £27.4 million.
- Further funds have been allocated using 'top-up' funding and a remaining underspend of approx £1.6million maybe allocated via a small tendering round.

LSCLC ESF Developments – Paul Crosswell

- Projects are now managed by Contract Advisers on a borough basis.
- Team is currently fully staffed.
- Top up funding has been approved for 15 projects with a further 5 more to be assessed which will reduce the underspend. Open and Competitive Tendering (OCT) rules means that no project can receive more than €211,000.
- A small tendering round maybe be launched in April aimed at employment outcomes and concentrating on the key targets (disabled, economically inactive and women).
- Amount available for tendering round has yet to be confirmed but is expected to be in the region on £1.5 -£2 million.
- Project spend must be achieved by July 2008, a deadline given by ESF Division which is non-negotiable
- Track record will be the key criteria when assessing providers for future tendering rounds. Any successful providers are anticipated to begin delivery from September 2007.

Questions from Providers

Q: *In the context of the new tendering round, how realistic is it to have freedom on how we convert people into employment outcomes?*

A: For example we could want 100 people engaged in a programme and 75% to go into employment. We will not ask for you to give beneficiaries Skills for Life qualifications for example, instead the provider will come to us and give us a plan for what they will do, how they will do it and when they will do it by.



2. Managing Project Closure & Reconciliation – John McMahon

- The second part of the provider briefing focused on a presentation by John McMahon. Please see slides for details.
- In order to minimise over-payments and clawbacks all projects will be placed on hold for their final month unless all progression evidence and final evaluation report (MS5) have already been received.
- A final desktop reconciliation must be complete within six weeks of a contract's end date.
- The Contract Adviser will produce a final reconciliation spreadsheet to identify whether a clawback is required.
- 10% leeway does not apply to this programme and payment will be based on actuals.
- Once a contract has finished, no future activity can take place but providers can continue to gather evidence to support their claim after the end of the contract.
- For employment outcomes the provider must show evidence no later than 13 weeks after the contract end date.
- Once the desktop reconciliation has been completed, the Contract Adviser will write to the provider informing of any possible data issues, potential clawback and date for final monitoring visit and then once completed a Final Narrative Report.
- If after the final reconciliation and final monitoring visit there is a variance between actuals and profiled numbers then a clawback will be made.
- The total number of hours spent on the project by then must be recorded on the CMR
- If a clawback has to take place then the provider will be sent a clawback letter and a written acknowledgement will need to be sent back from the provider. The letter will then be signed on behalf of the provider and LSC and will then be forwarded to the ESF Programme Team. LSC National Office will then undertake the recovery of the amount owed.

Questions from Providers

Q: *Is there a final opportunity to input figures for final CMR?*

A: The deadline for submission is the normal five working days after the month end. Contract advisers can make amendments to capture any adjustments after reconciliation.

Q: *When will the final monitoring visit happen?*

A: Shortly after the desktop reconciliation has taken place but it also depends on individual circumstances of the project.

Q: *What happens in the final monitoring visit?*



A: The same as a regular monitoring visit but when we are doing the sample evidence check we will be looking at ten files instead of five.

Q: *Does the 10% variance still apply with actuals?*

A: At the end of the project we will only be looking at actuals achieved, the 10% variance will not apply.

3. Publicity & Marketing – Ryan Ansah, ESF Marketing Advisor

- The third part of the provider briefing focused on a presentation by Ryan Ansah on publicity and marketing. Please see slides for details.
- ESF Co-funded providers are contracted and expected to display the appropriate logos, produce marketing material, produce case studies and always submit materials for approval.
- Must use guidelines which can be found on <http://www.london03.ecotec.co.uk/download/logos/ESFLogoGuidelines7.pdf>
- Always consult guidelines in first instance and use discretion where appropriate. When in doubt contact the ESF team or Ryan at LSC.

Questions from Providers

Q: *Do we need to get approval for web pages?*

A: Yes. On the homepage where it is a point of entry or gateway to information resource or intranet in your website, you will need approval. However anything beyond that you can use your discretion.

Q: *Does the logo have to be used on every document?*

A: Only if the documents go out externally but apart from that you can use your own discretion.

4. Quality Improvement Toolbox Project – Amena Matin, Project Manager, Enterprise Services, Enfield College

- Amena Matin at this point gave a presentation on the Quality Improvement Toolbox Project titled “Making Sense of Self-Assessment”. Please see slides for details.

5. ESF Post-2007 – Paul Crosswell

- The fifth part of the provider briefing focused on the future of ESF Post-2007. Please see slides for details
- London will receive ESF funding in the region of £330 million, but in the past this figure has varied due to exchange rate fluctuations. This is approximately a third less funding than 2000-2006
- There will be two priorities:
 - Extending employment opportunities
 - Development of a skilled and adaptable workforce
- There will be a change in role of Government Office. CFOs will not contract with GOL but instead directly with ESFD.
- There will be reduced co-financing organisations, it is anticipated that there will be 4 in London. The other CFO's will be LDA, JC and the London Council. There will be one LSC regional co-financing plan.
- The Mayor will have greater influence over the next programme along with the London Skills and Employment Board. The GLA/LDA will be responsible for developing the framework for the next ESF programme in London.
- There will be an ESF Stakeholders' working group established by the GLA, including representatives from London CFO's, GOL, LVSTC and SSSA.
- However there are still unknowns:
 - Final allocation and project start date.
 - Regional Framework and priorities: Without knowing this a co-financing plan and tendering round cannot be drafted.
 - Allocation between CFOs.
 - How we go about implementing the OCT process and how much flexibility we have to do that.
- Plans and Processes: LSC will produce a regional co-financing plan on how they are going to allocate the money and where they want to target ESF funds.
- August is the expected date for confirmation of ESF frameworks and plans will be finalised.
- Tendering is expected to take place in September, with project delivery commencing from January 2008.

Questions from Providers

Q: In view of time scales and overlap between the programmes which means that some projects will run into the next programme, will the LSC change the contracting process? Are there ways to speed the process up?



A: A more standardized national process is being discussed and this may enable the possibility of speeding up the process and having it run smoother.

Q: *If a project is due to end, would they be able to show an expression of interest for the next tendering round?*

A: No, projects need to submit a tender as any project can apply for the next tendering round.

6. Any Other Business

- The issue of the e-procurement was raised. The deadline for registration was on the 16th March.
- **ACTION: Paul to investigate why not all providers have received notification of this.**

Meeting Closed: 4.10pm