



London Learning and Skills Councils

Learning + Skills Council London North

Co-Financing Plan

August 2004 – December 2006

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EUROPEAN UNION
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Learning+Skills Council

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Section 1 - Plan overview

The geographical coverage

The Learning and Skills Council London North covers the boroughs of Barnet, Enfield, Haringey and Waltham Forest and contains a forecast population of just over 1 million people in 2001. It is estimated that almost 30% of the North London population is now from black and minority ethnic backgrounds. Eight wards within North London fall within the top 5% of the most deprived wards in England. This deprivation is largely concentrated in the east of the sub-region along the Lee Valley, one of the four corridors in the capital stretching out from central London that were home to the core of the old manufacturing economy. In traditional blue-collar areas (like Tottenham and along the A10), the former staple manufacturing industries have contracted. Little new employment generating activity has taken its place and industrial activities have been replaced by retail and leisure activities. There are also specific areas of high deprivation to the west of the sub-region, such as in the Cricklewood Corridor.

The objectives of the plan

The objectives of the plan were defined through the public consultation exercise, which led to the production of the London North Learning + Skills Council Local Strategic Plan for 2002-2005 and the Regional Development Plan for London, including the 2004 Foreword that incorporates the Framework for Regional Skills and Employment Action (FRESA).

The plan will illustrate how London North Learning + Skills Council will use European Social Fund monies to add value to existing learning and skills provision. The key objectives of the plan are to:

- Raise participation and achievement by young people
- Increase demand for learning by adults and equalise opportunities through better access to learning
- Raise skill levels for national competitiveness

Whilst addressing these objectives, the plan will focus on the need to increase opportunities amongst specific groups such as the economically inactive, people with care responsibilities, black and minority ethnic groups, lone parents, women, people with disabilities, 13-17 year olds not in education, employment or training (NEET), the over 50s, those with low skills or no qualifications, ex-offenders, refugees, asylum seekers, those whose 2nd language is English, drug/alcohol abusers and residents of priority neighbourhoods. The plan aims to combat not only barriers to accessing employment, but also barriers to progressing in employment. The key employment sectors targeted are: manufacturing, voluntary and community organisations, creative and cultural, leisure and tourism, health, care, childcare, small businesses.

Types of activity to be funded under the different measures

Measure	Types of Activity to be funded
1.1.	Advice and guidance programmes for hard-to reach groups (focus on economically inactive)
1.2.	Wage subsidy schemes to encourage employers to recruit 16-19 year olds
	Innovative approaches to delivering training to the economically inactive (not JobCentre Plus clients); particularly those in receipt of capacity benefits and those with care responsibilities.
	Training in childcare for unemployed people to meet the shortage of childcare workers in North London
2.1.	Innovative approaches to basic skills provision for adults (19+) that do not duplicate JobCentre Plus basic skills provision
2.2.	Activities aimed at increasing the employment chances of 13-17 year olds, who are not in education, employment or training (NEET) or those at risk of becoming NEET Training for unemployed people from disadvantaged groups (particularly economically inactive) that are not JC+ clients
	Actions to develop the capacity of organisations to access and deliver ESF to individuals and communities at greatest need in the labour market and the economically inactive.
3.1.	Basic skills and ICT training for employees least likely to participate in lifelong learning
	Projects that support those most likely to become economically inactive (particularly those with disabilities or care responsibilities)
	Vocational training with clear progression route to employment for those least likely to participate in lifelong learning
	Projects that build capacity of training providers to deliver high quality training, advice and guidance
	NVQ 3 training for those in work
3.2.	Provision of computer-related skills; technical and practical skills and communication skills for new learners from disadvantaged groups within the workforce
	Activities aimed at management development
	Activities that help SMEs (in key sectors for North London – see Overview) to identify training needs of their employees
4.1	Projects that address sectoral training needs in key sectors for North London
	Projects that promote employee development in SMEs
	Innovative ways of delivering basic and key skills to employees
4.2.	Innovative approaches to tackling the skills needs of a knowledge driven economy
	Training to address skills shortages and emerging skills needs
5.1.	Skills training for women with no or low-level qualifications
	Projects that address gender discrimination in the labour market

The period that the plan covers

The plan covers the period from 29th June 2004 to 31st December 2006, with spend continuing until 31st December 2007.

The total amount of ESF funding applied for by Measure

	Measure	£
1.1.	Advice and guidance	428,228
1.2.	Improving prospects of unemployed	2,634,872
2.1.	Widen access to basic skills	883,589
2.2.	Help those at risk of exclusion in the labour market	1,828,987
3.1.	Promoting Lifelong learning especially, basic and key skills	2,836,955
3.2.	Improving skills to meet employers needs	802,825
4.1.	Update and upgrade employees vocational skills	237,342
4.2.	Identifying and meeting skill shortages	191,172
5.1.	Improving women's access to learning and employment	1,245,128
	Total	11,089,098

Section 2 - Consultation

Consultation with other co-financing organisations (CFOs)

The LSC has been attending monthly London LSCs' co-financing Implementation Group meetings since March 2001. We have also attended co-financing group meetings, chaired by Government Office for London with all the London co-financing organisations.

The LSC and the other CFOs have been working together initially by sharing information about target beneficiaries and priorities and signposting potential applicants to the most suitable CFO. The LSC also includes the other CFOs on the LSC appraisal panel in order to ensure that well-focused projects that address gaps in provision do get funded by one of the partner's funding. We will also work together to identify any potential duplication of existing provision to ensure that unsuccessful applicants are given a list of provision funded by other sources, so that they can signpost their clients to this.

Discussions on priority beneficiaries for this second half of the programme have been held with other co-financing organisations (facilitated by GOL). These discussions have focused primarily on the needs of the economically inactive.

There has also been some rationalisation in CFO coverage of different measures to reduce the possibility of duplication and confusion for the bidders. There will be no duplication between CFOs in Policy Fields 3 as the LSC is now the only CFO. The differences with the JobCentre Plus programme are clear-cut as the LSC would only

seek to fund provision for beneficiaries who are unable to access JobCentre Plus provision. There is some overlap with the ALG, in that they aim to fund voluntary sector provision targeting excluded groups and the LSC is likely to also target a high proportion of excluded groups and will also be funding voluntary sector provision. However, it is clear that the resources allocated to ALG are insufficient to meet the need for these groups supported by the voluntary sector on their own and it is also the case that they can only fund projects that cross more than one borough. The LDA has also a relatively small programme and the LSC will work with them to ensure that there is no duplication when drawing up specifications for the different Measures. In view of the differing timetables, the LSC will be able to request a list of projects recommended for ESF funding by the ALG, LDA and the JobCentre Plus, to help them make an informed decision when selecting projects.

Business Link for London is the only co-financer to deliver projects funded by Measure 4.3 and this measure has therefore been omitted from the LSC plan.

South London Connexions is focusing exclusively on South London and has therefore not been considered to duplicate any of the activities proposed for North London under this plan.

A key feature of the LSC programme will also be to ensure that ESF projects add value to government funded LSC provision, such as Further Education (FE) and Work-Based Learning for Young People. ESF will not be used to fund any activity that could be funded via a domestic programme.

Other Consultation

A North London Co-financing Forum was set up in July 2001 and now includes representatives from Prospects, Connexions, Jobcentre Plus, Business Link London and the four local authorities. Representatives from voluntary sector umbrella organisations, Further Education colleges, school sixth forms, the London Development Agency and the health authority are also included in the Forum.

The Forum was consulted on the draft of the Plan on the 22nd April and will comment on the final draft before it is submitted to GOL at the end of April. The minutes of this Forum (and all discussion documents) are displayed on the LSC London North website (www.londonnorth.org.uk). The draft plan was also circulated to other CFOs by e-mail.

Feedback from the LSC's Annual Public Meeting (27th May 2004), as well as key themes emerging from the research phase of the Strategic Area Review, will inform the Prospectus to be drawn up following the agreement of this Plan. Further consultation will take place on the Prospectus and tendering guidance and will focus on priority activities and target groups (particularly the economically inactive). The LSC intends to consult with groups representative of the economically inactive (e.g. disability groups, Gingerbread and Race Equality Councils) in drawing up the Prospectus. In this way, the project specifications will include specific requirements on targeting and providing support for these particular groups. The LSC will also cascade the information gained from the GOL workshops on equal opportunities and sustainable development and seek further ideas from partners on innovative ways of addressing these issues. We are also committed to developing our relationships with sustainable development organisations in the area and will consult with relevant organisations to help achieve this.

Local Strategic Partnerships (LSPs)

The LSC is committed to working closely with the 4 LSPs to ensure that the co-financed programme also reflects the needs of the partnership. There is senior management representation from the LSC on all the LSPs.

Links with Government programmes and initiatives

Measure 1.1

The **Information Advice and Guidance** partnerships will be complemented by the project, which will allow for a more sustained and targeted (than currently available) offer of guidance to particularly disadvantaged individuals.

The government's strategy for **Neighbourhood Renewal** will also be supported by the project, as it will target priority neighbourhoods by basing outreach workers there.

Measure 1.2, Measures 2.1 and Measure 2.2

The **Work Based Learning for Young People** programme will be supported by activities funded under these Measures. These measures will be match-funded by this programme and activities funded will aim to break down the barriers to accessing this route for particularly disadvantaged young people in North London. The benefit of the link is to enhance an established national programme, which has credibility with both employers and young people.

This project is also linked to **New Deal** as it focuses on providing similar forms of support (e.g. pre-vocational) but predominantly for an age group not covered by New Deal (13-18) or those not eligible because they are less than 6 months unemployed. Those eligible for New Deal will be referred to appropriate Jobcentre Plus programmes.

The North London **Connexions** programme is aimed at reinforcing the existing informal network of support and developing more structured support for young people, currently provided by schools, career services, youth workers and others. Connexions staff will be closely involved in the development of activities for young people and are on the Co-financing Forum that oversees it.

The Excellence in Cities initiative is also complemented by activities in this measure that aim to increase retention in secondary schools.

The Early Years Development and Childcare Partnerships will be complemented by work under this programme to increase the pool of skilled childcare workers available in North London.

Measures 3.1, 3.2, 4.1 and 4.2

The **Investors in People (IiP)** programme will be complemented by activities funded under these measures as they are intended to make an inroad into companies that are perhaps least likely to develop their workforce. The concepts of IiP will be introduced to these companies and it is envisaged that some will progress to make a commitment to IiP.

The Business Link for London programme is complemented as the programme targets the same sectors as Business Link

All Measures

The programme links with the aims of the **Neighbourhood Renewal Fund** and the **New Deal for Communities** in that it encourages a focus on deprived neighbourhoods throughout.

It also links to the following Government Strategies:

The 14-19 Opportunity and Excellence Strategy – the LSC sees it as critical to our goal for increasing the participation of young people in learning and its successful implementation will offer all young people aged 14-19 an experience of learning that stimulates, motivates and stretches them so that they can achieve their potential.

Skills Strategy – the LSC is clearly positioned as a lead partner to deliver the Skills Strategy and central to this is the need to work with employers, individuals and partners to identify current and future skill needs. The LSC will work proactively across the learning and skills sector to ensure these needs are fully met.

Success for All – this strategy is fundamental to the achievement of the Learning and Skills Council's vision and underpins the delivery of all our policies and targets. The LSC will work with the DfES Standards unit to support providers to improve the quality of their provision through improving their skills and knowledge.

Skills for Life – the LSC is committed to delivering "Skills for Life" which focuses resources on improving the skills of those groups where literacy and numeracy needs are greatest and the most impact can be made. We will therefore target our activities on priority groups including the unemployed, economically inactive, those in employments with low skills and other groups at risk of exclusion and will develop new, attractive flexible learning opportunities to draw in people who may not otherwise want to engage in learning.

Higher Education Strategy – the LSC will work with the Higher Education Funding Council for England to increase progression rates into Higher Education particularly from vocational and work-based learning.

Section 3 – Description by Measure and Activities

ESF Measure	Strategic Priorities (from RDP and 2004 Foreword)	Links to Co-Financing Plan Priorities	Type of Projects to be delivered
Measure 1.1	<p>To provide advice and guidance and support to enable people to develop active and continuous job-search strategies and prevent them from moving into long-term unemployment. To engage all stakeholders in a co-ordinated approach to labour market information, related advice and guidance (FRESA Objective 5).</p> <p>Priority Target Groups: 16-19 at risk of becoming long-term unemployed, unemployed people who need upskilling, unemployed people from ethnic minorities at risk of long-term unemployment and those economically inactive groups</p>	<p>Links to objective to “Raise participation and achievement by young people” and to “increase demand for learning by adults and equalise opportunities through better access to learning” as many beneficiaries will be signposted to participate in further learning in order to bring them closer to the labour market</p>	<ul style="list-style-type: none"> • Partnership advice and guidance programmes for hard-to reach groups (focus on economically inactive)

<p>Measure 1.2</p>	<p>To improve the employability of the unemployed, particularly the long-term unemployed, returners, those inactive in the labour market and young people of working age through targeted intervention to enhance vocational and other key skills and removing external barriers to labour market entry. Ensure access to employment, training and personal development for those seeking work. (FRESA Objective 1)</p> <p>Priority Target Groups: long-term unemployed, 16-19 at particular risk of becoming long-term unemployed, unemployed people belonging to ethnic minorities and those economically inactive groups</p>	<p>Links to objectives to “Raise participation and achievement by young people” and to “increase demand for learning by adults and equalise opportunities through better access to learning” as the focus for projects under this measure will be to encourage the long-term unemployed to participate in learning in order to bring them closer to the labour market</p> <p>Disadvantaged black and minority ethnic groups are highlighted as a priority group for the LSC</p>	<ul style="list-style-type: none"> • Wage subsidy schemes to encourage employers to recruit 16-19 year olds • Innovative approaches to delivering training to the economically inactive (not JobCentre Plus clients); particularly those in receipt of capacity benefits and those with care responsibilities. • Training in childcare for unemployed people to meet the shortage of childcare workers in North London
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<p>Measure 2.1</p>	<p>To widen access to basic skills provision, through the development of innovative and effective ways of promoting and providing basic skills, directed at those groups who are disadvantaged, excluded or under-represented in the workplace. The FRESA Flagship initiative of a London wide programme to increase the number of Basic Skills tutors. Priority Target Groups: 13-17s in danger of social exclusion, disabled people, ex-offenders, other non JSA groups such as lone parents or those on invalidity benefit, people belonging to ethnic minorities and those economically inactive groups</p>	<p>Links to objectives to “Raise participation and achievement by young people” and to “increase demand for learning by adults and equalise opportunities through better access to learning” as the focus for projects under this measure will be to encourage the socially excluded groups to participate in basic skills learning in order to bring them closer to other forms of training and ultimately to the labour market The following groups have been highlighted as a priority for the LSC: black and minority ethnic groups, lone parents, women, people with disabilities, 13-18 year olds, those with low skills or no qualifications, ex-offenders, refugees, asylum seekers, those whose 2nd language is English, drug/alcohol abusers and residents of priority neighbourhoods</p>	<ul style="list-style-type: none"> • Innovative approaches to basic skills provision for adults (19+) that do not duplicate JobCentre Plus basic skills provision
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<p>Measure 2.2</p>	<p>To provide help to improve the employability and remove barriers to labour market entry for those groups disadvantaged in the labour market and to develop local responses that meet these needs. Enable the excluded to access learning and sustainable employment (FRESA Objective 2).</p> <p>Priority Target Groups: 13-17s who are not in education, employment or training (NEET) or those at risk of becoming NEET, disabled people, ex-offenders, other non JSA groups such as lone parents or those on invalidity benefit, people belonging to ethnic minorities, refugees and asylum seekers, people with care responsibilities, and those economically inactive groups</p>	<p>Links to objectives to “Raise participation and achievement by young people” and to “increase demand for learning by adults and equalise opportunities through better access to learning” as the focus for projects under this measure will be to encourage the socially excluded groups to participate in learning in order to bring them closer to the labour market The following groups have been highlighted as a priority for the LSC: black and minority ethnic groups, lone parents, women, people with disabilities, 13-18 year olds, those with low skills or no qualifications, ex-offenders, refugees, asylum seekers, those whose 2nd language is English, drug/alcohol abusers and residents of priority neighbourhoods</p>	<ul style="list-style-type: none"> • Activities aimed at increasing the employment chances of 13-17 year olds, who are not in education, employment or training (NEET) or those at risk of becoming NEET • Training for unemployed people from disadvantaged groups that are not JC+ clients
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<p>Measure 3.1</p>	<p>Promoting wider access and participation in lifelong learning (especially for those groups least likely to take part and lacking key skills). Ensure access to training and personal development for individuals in work (FRESA Objective 1).</p> <p>Priority Target Groups: employees in sectors and companies least likely to participate in lifelong learning and people least likely to participate (such as people of Pakistani or Bangladeshi origin, workers over 50, flexibly employed and women). Economically inactive groups; Young People 16 or over not in training or education (full-time or through employment); Young people 16 or over who are, or may become, disaffected.</p>	<p>Links to objectives to “increase demand for learning by adults and equalise opportunities through better access to learning” as the focus for projects under this measure will be to encourage those least likely to participate in learning to do so and thus bring them closer to the labour market</p> <p>The priority target groups in the RDP will be targeted as the LSC is committed to helping people progress in employment and these are the groups least likely to do so because of barriers to learning</p>	<ul style="list-style-type: none"> • Basic skills and ICT training for employees least likely to participate in lifelong learning • Projects that support those most likely to become economically inactive (particularly those with disabilities or care responsibilities) • Vocational training with clear progression route to employment for those least likely to participate in lifelong learning • NVQ 3 training for those in work • Projects that build capacity of training providers to deliver high quality training, advice and guidance
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<p>Measure 3.2</p>	<p>Improving employability through directing and supporting lifelong learning provision, so that it is responsive to the changing needs of employers, such as in fields of IT, management and the environment</p> <p>Priority Target Groups: employees working in sectors, or for companies, who are least likely to participate in lifelong learning</p>	<p>Links to objectives to “increase demand for learning by adults and equalise opportunities through better access to learning” as the focus for projects under this measure will be to encourage those least likely to participate in learning to do so and thus bring them closer to the labour market</p> <p>The identified sectors for London North (where resources for training are to be concentrated) are: manufacturing, voluntary and community organisations, creative and cultural, leisure and tourism, health, care, childcare, small businesses.</p>	<ul style="list-style-type: none"> • Provision of computer-related skills; technical and practical skills and communication skills for new learners from disadvantaged groups within the workforce • Activities aimed at management development • Activities that help SMEs (in key sectors for North London – see Overview) to identify training needs of their employees
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<p>Measure 4.1</p>	<p>To update and upgrade employees' vocational skills, including basic and key skills. Enable London's employers and businesses of all sizes to recruit and retain the skilled workers they need in order to compete and deliver sustainable economic growth.</p> <p>FRESA Flagship initiatives:</p> <ul style="list-style-type: none"> - a London wide programme that will address ICT related take up and skills issues in SMEs - a London wide Audio Visual workforce development programme that covers the low to high skills spectrum. - A Manufacturing initiative to address skills issues identified by the Production Industries Commission. <p>Priority Target Groups: employees with low levels of basic skills, employees in SMES and employees at risk owing to technological change or to structural changes in the London economy</p>	<p>Links to the key objective to "raise skill levels for national competitiveness" as projects under this measure will focus on raising the level of basic and key skills in the workplace, which will then be a springboard for higher level skills development</p>	<ul style="list-style-type: none"> • Projects that address sectoral training needs in key sectors for North London • Projects that promote employee development in SMEs • Innovative ways of delivering basic and key skills to employees
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Measure 4.2	<p>To identify and meet emerging skill shortages, including at a higher level. Encourage education and training providers to provide learning and services, which are market sensitive, match the needs of London's workforce and take due consideration of employer demand.</p> <p>Priority Target Groups: employees with low levels of basic skills, employees in SMES and employees at risk owing to technological change or to structural changes in the London economy</p>	<p>Links to the key objective to "raise skill levels for national competitiveness" as projects under this measure will focus on ensuring that London's businesses have access to a pool of workers with the skills they need to help them achieve global excellence</p>	<ul style="list-style-type: none"> • Innovative approaches to tackling the skills needs of a knowledge driven economy • Training to address skills shortages and emerging skills needs
Measure 5.1	<p>To improve access to learning and to remove barriers to employment</p> <p>Priority Target Groups: women who would benefit from improved access to learning or who face barriers to employment</p>	<p>➤ Links to objective to "Increase demand for learning by adults and <i>equalise opportunities through better access to learning</i>" as it is addressing the under-representation of women in certain areas of employment</p>	<ul style="list-style-type: none"> • Skills training for women with no or low-level qualifications • Projects that address gender discrimination in the labour market

Section 4 - Demonstration of need

General Unemployment

“Unemployment has been falling across the UK for the last few years and North London is no exception to this overall pattern. The current ILO unemployment rate in North London stands at 6.7% (a decrease of 0.7 percentage points from last year’s level of 7.4 per cent), although this varies from a low of 4.8% in Barnet to 10.6% in Haringey. The report highlights the fact that concerns about unemployment are greater when, these unemployment rates are not evenly distributed across different sections of the community.”¹

It appears also that “North London includes some of the worst areas of deprivation in England. Eight wards within North London fall within the top 5% of the most deprived wards in England.”²

“There is anecdotal evidence that a core group of long-term unemployed with a wide range of multiple labour market disadvantages now form a higher proportion of those out of work. This implies high levels of resourcing/support. Often basic literacy and numeracy deficiencies need to be dealt with before even thinking of NVQs.”³

There are also implications for support in schools for “non-academic” pupils. The need for an alternative learning framework’ has been suggested.⁴

It has been found that “those with no or low levels of qualifications were more likely to suffer long-term unemployment.”⁵

The activities funded under this co-financing plan under Policy Fields 1 and 2 will address the needs of the unemployed, with a focus on those who are unable to access support from Job Centre Plus. The activities funded under Policy Field 3 are targeted at those who are vulnerable to the prospect of unemployment because of their low skills levels and the instability of their jobs (sectors in need of re-structuring or temporary and part-time workers).

Disadvantaged Groups

Economically inactive

“There is a need to provide support for people who are economically inactive and ensure that employment programmes meet the differing needs of the local labour market, e.g. lone parents still do not realise the extent of support offered to those who wish to work, while access to childcare remains a frequently cited barrier. While the government provides a level of support to the economically inactive

¹ A Needs Analysis for London North 2003, LSC London North, p11

² A Social and Economic Assessment of the London North Learning and Skills Council Area, Summary Report, April 2001, p43

³ A Social and Economic Assessment of the London North Learning and Skills Council Area, Summary Report, April 2001, p41

⁴ as above

⁵ LSC London North 2001 Skills Survey Report, November 2001, p17

e.g. those with caring responsibilities, disability or ill-health, lone parents, those on incapacity benefits, more help and encouragement is required to those on inactive benefits to return to work”.⁶

Support to extend employment opportunities to lone parents, people in receipt of incapacity benefits and those who have been on benefits for a long time, as well as other groups with a high level of economic inactivity such as some ethnic minority groups and people with no qualifications, will be available under Policy Fields 1, 2 & 3.

The LSC plans to ringfence 25% of the programme funds in Measures 1.2 and Policy Fields 2 and 3 for programmes that specifically target these groups.

The LSC recognises that where support is targeted at economically inactive groups and/or equalities groups, support measures may lead to more intensive interventions at higher unit costs.

People from Ethnic Minorities

“There are now around 296,269 (29%) residents in the LSC London North area from ethnic minority groups. The largest single group other than white with 124,500 (12.2%) residents was the black minority ethnic group. The borough with the largest proportion, 35.5% (77,538 residents), of minority ethnic residents was Waltham Forest.”⁷

“Waltham Forest contains one of the largest Pakistani communities in the country; Barnet contains very significant Indian and Jewish communities; Haringey contains a very multi-racial mix of residents with particular concentrations of Turkish and Greek Cypriot as well as very significant Black African and Black Caribbean communities and there is also a large Turkish community in Enfield. People from ethnic minorities are more likely to be unemployed than those from white ethnic groups. Many people believe that prejudice; direct or indirect, intentional or unintentional exists. In its early consultation documents, the LSC has noted that it should not flinch from noting that discrimination exists and from actively combating it. This highlights the need to promote the benefits of multi-cultural society to both the wider community and employers.”⁸

The Co-Financing Plan will address these needs by ensuring that project specifications in the Prospectus include the targeting of specific ethnic minority groups.

People needing basic skills

“Low levels of basic skills are particularly acute in Enfield North and Tottenham parliamentary constituencies. People who have low levels of skills will require greater support in order that they can cope with changing employer demands.”⁹

⁶ Full Employment in Every Region Report – HM Treasury/DWP – December 2003 p49

⁷ 2001 Census Key Statistics Summary Results for LSC London North, April 2003

⁸ A Needs Analysis for London North 2003, LSC London North, p19

⁹ A Social and Economic Assessment of the London North Learning and Skills Council Area, Summary Report, April 2001, p13

Basic skills training is a key focus of the LSC's Co-Financing Plan and activities to address this will be funded under Policy Fields 2 & 3. Key skills training will be funded under 1.2 and 3.1.

Disabled people

"3% (33,464) of the people living in the LSC London North area were found to be permanently sick/disabled. Haringey had the highest proportion - (5.2%)."¹⁰

"159,845 (16%) of the LSC London North residents were found to suffer from long-term illness, with Waltham Forest having the highest proportion (16.5%)."¹¹

"Evidence suggests that people with disabilities face numerous disadvantages in that they:

- are less likely to be working and more likely to be inactive
- are more likely to be in a lower-level occupation
- have longer unemployment spells
- more likely to have no or very low levels of qualifications. They also have lower levels of skills and are most likely not to use a computer at all and thus have not developed computer skills"¹²

The LSC will ensure that project specifications in the Prospectus make particular reference to the need to provide relevant support measures for people with disabilities in order to address these disadvantages and that project unit costs are expected to be higher for projects targeting high numbers of people with disabilities.

Under achieving young people

"The data suggests that there is a widening gap between those young people who do well and those who under-achieve and in some cases drop out of the education system. Young people who are not achieving are those who are:

- attending certain schools in deprived neighbourhoods
- those in or leaving care
- young offenders
- those with drug problems
- those who have been excluded or suspended from school pre-16
- teenage parents"¹³

¹⁰ 2001 Census Key Statistics Summary Results for LSC London North, April 2003

¹¹ 2001 Census Key Statistics Summary Results for LSC London North, April 2003

¹² A Needs Analysis for London North 2003, LSC London North, p18

¹³ A Needs Analysis for London North 2003, LSC London North, p17

Barriers for these young people stem from lack of support in these difficult circumstances and are then compounded by them missing out on their education and falling behind with skills. Also, “it would appear that all young people are not necessarily being equipped with all the information that they need to make the best choices for progression at 16. “

“With truancy and exclusion rates high in London [this evidence suggests that] a core group of school pupils facing the prospect of severe social exclusion is developing in the capital.”¹⁴

The Prospectus will invite projects for the 16-19 age group under 1.2 and the 13-17 age group particularly under 2.2. Activities that are requested will focus on raising participation, retention and achievement and projects will be requested to provide a high level of advice and guidance for this target group.

Refugees and asylum seekers

“The London Asylum Seekers Consortium estimates that the number of asylum seekers in the LSC London North area is around 11,000 with most concentrated in the borough of Haringey. Barriers may stem in part from racism, and hence coincide with the problems faced by non-refugee ethnic minority groups, but they are also distinct in that:

- many will have low level English skills, which will be a major barrier when facing interviews
- they may have a lack of qualifications or a lack of recognition of existing qualifications
- they have a lack of understanding of how the labour market operates and of the functions of labour market intermediaries
- they face a range of restrictions on their activities e.g. not being allowed to undertake voluntary work
- training provision being inadequately flexible to take account of additional support needed.”¹⁵

“A third of employers would not offer a suitable job to a person who does not speak English or has English as a second language or to a refugee or asylum seeker.”

Activities to be funded under 2.2 include projects to help refugees and asylum seekers gain necessary skills to gain employment. The LSC will ensure that specifications in the Prospectus include the requirement for projects to provide advice and guidance, employer links and other support measures to complement English language and other basic skills training offered.

Women and lone parents

¹⁴ Regional Development Plan – ESF Objective 3 Programme for London, p20

¹⁵ A Needs Analysis for London North 2003, LSC London North, p21

“There is evidence to suggest that some women suffer disadvantage and have special needs, purely on the basis of their sex. However, in some cases, a combination of sex and prevailing social attitudes may combine to create special needs. In particular, women who have withdrawn from the labour market to have and raise children may have difficulties re-engaging, due to a lack of flexibility from employers who may expect women to work full time or not at all and childcare costs.”¹⁶

Activities to help women into employment, with a focus on non-traditional areas (where women may encounter more barriers than men) are to be funded with ESF under 5.1. The LSC will ensure that specifications under this Measure clearly require projects to provide a high level of support (especially in terms of childcare and work with employers to increase awareness of specific needs).

Over 50s

People who are over 50 share many of the disadvantages suffered by the disabled: higher rates of unemployment, lower average qualification levels and lower skill levels. Evidence suggests that employers have negative views of older people and are less likely to recruit them.

This target group will be specifically mentioned in the Prospectus and activities are to be funded from Policy Field 3.

People in marginal employment

This includes “those who are not unemployed but whose unemployment status places them at a disadvantage because (i) they have a high possibility of moving into unemployment and (ii) they have relatively low value to their employers who are less likely to invest in their development. These include some who work in manufacturing, those in lower-level skilled jobs and those on temporary or fixed term contracts.”¹⁷

Activities to support this group are to be funded from Policy Field 3, with particular focus on ex-manufacturing workers who often fall into the over 50 age group and lack transferable skills. Another key sector, creative industries, often employs workers in a temporary and part-time capacity, thus leaving them vulnerable. Activities to help these workers are to be funded from both Policy Fields 3 and 4.

Employer Needs

This section will look at some generic skills shortages in North London, before examining the needs of employers in key sectors.

Generic Skills Shortages

Skills shortages cause businesses difficulty in recruiting. “From the London Employers Survey, we know that:

- A manpower plan to forecast numbers and types of staff in the year ahead, is in place in only a quarter of establishments

¹⁶ A Needs Analysis for London North 2003, LSC London North, p19

¹⁷ A Needs Analysis for London North 2003, LSC London North, p12

- Less than half of employers say that they have developed formal recruitment procedures

This would appear to indicate that a larger number of employers do not have the rudimentary management tools in place to be able to recruit effectively.”¹⁸

In order to address this gap, the co-financing plan is funding management development training in 4.1, which can be linked to, but not funded by Investors in People.

“Across all occupations, the main skills thought to be lacking are technical or practical job-related skills (32 % of employers with a skills gap) followed by computer literacy or user skills (24 %) and customer handling skills (18 %).”¹⁹

“Employers’ needs with regard to their workforce can be summed up simply as: the need to be able to find and employ people who have the skills and abilities to operate their businesses effectively e.g.

- The need for an appropriate pool of labour available to be recruited
- The need for employers themselves to have the necessary skills and abilities to recognise and recruit appropriate people
- The need, in the face of ever-changing skills, up-to-date and upgrade the skills of their workforce”²⁰

In order to ensure that employers in the North London key sectors (manufacturing, voluntary and community organisations, creative and cultural, leisure and tourism, health, care, childcare, small businesses) have access to training to help their employees to improve work-related skills, such activities are being funded under 4.2.

Key Sector: Small and medium-sized enterprises (SMEs)

“A relatively high proportion of employment in North London is located in small firms: 29% of all employees in North London work in firms that have fewer than 10 employees, compared to 21% in London as a whole.”²¹

“This size structure of businesses in North London has important implications for learning needs in the North London area as all the evidence suggests that small businesses are associated with:

- less formalised business planning
- less formalised approaches to training, being less likely to have either a training plan or budget
- lower incidences of training, particularly formal staff training undertaken off the job”²²

¹⁸ A Needs Analysis for London North 2003, LSC London North, p31

¹⁹ North London Employer Survey, Bostock Marketing Group Limited, September 2001, p79

²⁰ A Needs Analysis for London North 2003, LSC London North, p26

²¹ A Needs Analysis for London North 2003, LSC London North, p31

²² A Needs Analysis for London North 2003, LSC London North, p31

Notwithstanding the basic skills gaps in North London, employers “do not see themselves as being responsible for the development of generic skills: literacy and numeracy, these skills being seen as the province of the education system. Basic IT user skills are seen as being equivalent to literacy and numeracy, in that they are basic skills which are regarded as being the responsibility of the public education system.”²³

SMEs are therefore the key focus of Policy Fields 3 and 4, with activities being funded, which will help them to address their training needs. Although an employer contribution will be sought, basic skills training will be offered to employees of SMEs, even if they and/or the employer does not contribute towards the cost.

Key Sector: Manufacturing

The sector is an important contributor to the London economy and even more so to the LSC London North area, but in recent years has faced unprecedented challenges, with an increasingly competitive and global business environment driven by the availability of new technologies.²⁴

“The changes in this sector present apparently conflicting needs:

- a decline in total employment, which will largely hit the unskilled and lowly qualified. In reality, this ‘shifts’ the need from the employed to those who will become newly unemployed;
- a need to attract and recruit talented people with technical or production-based skills. Evidence on work-based learning for young people indicates that even the limited training vacancies in engineering are notably difficult to fill. With a lack of demand from students who find other areas more attractive (especially IT).”²⁵

The manufacturing sector will be supported by activities funded under Policy Field 4 (key skills and vocational skills). Employees in the manufacturing sector, who are facing redundancy, will be offered the choice of this training (so that they can seek employment in another manufacturing company, or re-training opportunities if they are unable or unwilling to do this). The re-training activities will be funded under 3.1. It is important to note that many of the employees wishing to leave this sector have basic and key skill needs so face an additional disadvantage.

Key Sector: Public Services

Although this is a key sector in the LSC’s Local Strategic Plan, it is recognised that ESF cannot support training for workers in the public sector. The LSC has therefore decided to use ESF to add value to the work of the public sector by training care and childcare workers in the private and voluntary/community

²³ North London Employer Survey, Bostock Marketing Group Limited, September 2001, p80

²⁴ Discussed in full in Production Skills in the Digital Economy, London Skills Forecasting Unit, 2001

²⁵ A Needs Analysis for London North 2003, LSC London North, p32

sector. In terms of vacancies that proved difficult to fill, health professionals, health and social welfare associates and caring personal service occupations were among the most difficult. The main reason identified for these vacancies was a shortage of suitably skilled and qualified staff.²⁶

The plan will cater for employees in this sector by funding basic and key skills training under 1.2, 2.2, 3.1 and 4.1 and more specific job-related training under 3.2 and 4.2.

Key Sector: Voluntary and Community Organisations

“Estimates suggest that there is a minimum of 2,100 voluntary organisations in the sub-region. The majority of these organisations will have paid members of staff.”²⁷ “As well as being an employer, the voluntary sector makes a particularly valuable contribution to social exclusion.”²⁸

The plan will provide training for workers in this sector as for the public services sector above. It will also ring-fence 5% of the total ESF monies for capacity building activities, one of the principal aims being the development of voluntary and community organisations, which are crucial in widening participation in learning of difficult to reach groups, such as those targeted under 2.2.

Key Sector: Creative Industries

The creative and cultural industries have been identified as one of the key sectors for the future of North London, both in terms of potential employment share and for their importance in sustaining the development of vibrant, entrepreneurial and innovative communities. Notwithstanding the importance of the creative industries to the North London economy, the sub-region suffers from a feeling of isolation from developments in central London and neighbouring creative industries clusters such as those of Hackney. This could be countered by ensuring that creative industry learning opportunities form part of mainstream provision and do not rely on short-term funding.²⁹

The co-financing plan aims to address the skills specifically required by this sector by funding activities under 3.2 and 4.2. In the light of the success of the sector in attracting beneficiaries who can subsequently be encouraged to take part in other learning opportunities, innovative projects are also expected to be funded under 1.2 and 2.2, where creative industries type training can be used as a vehicle to get people into training, which will lead to a job. Creative industries activities may also be funded under 3.1 and 4.1, again being used as a vehicle to attract beneficiaries who can then be helped subsequently to address their basic and key skill needs.

Key Sector: Leisure and Tourism

“An estimated 20,600 people work in the sector [in North London].”³⁰ The hotels and restaurants sector within this employs a higher than average number of part-

²⁶ North London Employer Survey, Bostock Marketing Group Limited, September 2001, p80

²⁷ A Needs Analysis for London North 2003, LSC London North, p34

²⁸ A Social and Economic Assessment of the London North Learning and Skills Council Area, Labour Market Solutions, February 2001

²⁹ Local Strategic Plan 2002-2005, Learning and Skills Council London North, p29

³⁰ Local Strategic Plan 2002-2005, Learning and Skills Council London North, p29

time employees. This is a key group that the LSC would like to support by upskilling activities funded under 3.1, 3.2, 4.1 and 4.2. The sector also includes the recreational, cultural and sporting sector. This is seen to be a key employment sector in North London because of the existing sports clusters (including Tottenham Hotspur) and the Olympic bid in East London. Activities to be funded by ESF under the plan include upskilling opportunities for the actual sector as well as the use of training in this sector to widen participation in other forms of training (see Creative Industries above).

Lifelong Learning

“Just as with employers there is a process required which will raise the level of demand – the development of a learning culture – which may help to break the low-level skills equilibrium currently trapping a number of employers. This is particularly an issue in North London, which is an exporter of highly skilled residents to (mainly) Central London. Local companies therefore need help to ‘upskill’ and become more competitive.”³¹

“Just as for individuals, there are positive clusters of factors that lead to employers being more or less likely to have supported training in their workplace. One of the main variables is simply the size of the employer’s establishment, but beyond this, employers who have a growing market, growing employment and have planning tools in place and are more likely to offer training.”³²

³¹ A Needs Analysis for London North 2003, LSC London North, p34

³² A Needs Analysis for London North 2003, LSC London North, p34

Section 5 – Beneficiaries and Expected Results by Measure and Policy Field

Beneficiaries by Measure

Measure Priority Groups	1.1	1.2	2.1	2.2	3.1	3.2	4.1	4.2	5.1
Young people (16-19)	220	510	-	270	-	-	-	-	-
Young people (13-17)	-	-	-	700	-	-	-	-	-
Unemployed people - upskilling	220	730	210	-	-	-	-	-	-
Economically Inactive ³³	225	430	175	650	600	-	-	-	-
People with care responsibilities	50	60	30	120	-	-	-	-	-
People belonging to ethnic minorities	200	700	210	850	500	300	85	165	90
Disabled people	20	50	10	50	45	30	5	10	7
Older Workers		140	10	30	50	30	25	50	4
Ex-offenders	-	-	5	25	-	-	-	-	-
Potential workers not claiming JSA	-	-	10	50	-	-	-	-	-
Refugees and asylum seekers	-	-	75	150	-	-	-	-	-
Employees in sectors least likely to participate in workforce development		-	-	-	500	275	40	70	-
Employees belonging to groups least likely to participate in lifelong learning		-	-	-	300	180	25	50	-
Employees at risk of unemployment due to restructuring/technological change		-	-	-	300	150	35	70	-
Employees with low levels of basic skills		-	-	-	400	200	25	45	100
Organisations needing capacity building ³⁴									

Steps taken to ensure sub-contractors recruit right groups include a clear requirement on the application form to demonstrate how particular target groups were to be attracted to and retained on the project. This will be monitored by the contract managers and reported to the ESF projects manager who will collate the information on a monthly basis.

³³ 25% of funds under Measure 1.2 and Policy Fields 2 and 3 will be ringfenced for activity targeting this group

³⁴ 5% of the total ESF will be ringfenced for this activity (£300,000 from Measure 2.2 and £255,000 from Policy Field 3).

Expected results by Policy Fields

RDP Targets	1	2	3	4	5
Number of beneficiaries	3350	1710	2250	380	200
Number receiving ESF "training"	1625	750	1000	170	110
% of young people receiving help before 6 months	86%	-	-	-	-
Number of research projects	-	-	-	-	-
Number of capacity building projects	-	-	-	-	-
Number of trainers trained	-	-	-	-	-
% of women receiving support	42%	42%	50%	33%	100%
% completing course	71%	-	85%	-	-
% working towards a qualification	60%	60%	100%	60%	-
% adults receiving help before 12 months	33%	-	-	-	-
% positive outcomes on leaving	70%	63%	-	-	88%
% positive outcomes at 6 months	79%	72%	-	-	-
% in work on leaving	40%	34%	-	-	-
% in work at 6 months	49%	43%	-	-	-
% moving into self-employment	3%	3%	-	-	-
No. of unemployed in work after ESF support	-	34%	-	-	-
Numbers participating in lifelong learning	-	-	-	-	-
Net increase in participation in lifelong learning after support	-	-	-	-	-
Number of companies helped	-	-	-	-	-
% of beneficiaries gaining a qualification	20%	20%	20%	64%	10%
% of women with children <5 in work 6 months after ESF	-	-	-	-	30%
% of women trained in non-traditional occupations	-	-	-	-	6%
No. in further study (or work for Policy Field 3) after leaving	-	-	-	-	-

Section 6 - Added value and match funding

All the activities shown in Section 3 will be supported exclusively through ESF funding – i.e. the results/outcomes of the beneficiaries funded by the 55% matchfunding are not shown here. Matchfunded activities will produce at least the same amount of beneficiaries and outcomes. We will not be supporting activities that can or should be met through normal funding streams. Therefore the number of beneficiaries and outcomes achieved will be additional and fully attributed to ESF.

Where possible we will be seeking new, innovative ideas on delivery and activity that otherwise would not be possible because of the constraints on funding. However, we would wish to learn from past experiences and adapt/adopt good practice that could be beneficial in other activities.

The LSC acknowledges the need to specify greater added value for provision for economically inactive groups, particularly in terms of developing more sustainable jobs. Part of the further consultation with specialist groups will be to determine best practice in the support that is developed and offered in order to achieve this. These ideas will be incorporated into the specifications in the Prospectus.

Added Value

The programme will be matched by a combination of Further Education (FE) and Work-based Learning for Young People funding.

Policy field/measure	Description	ESF Grant £	Match Funding (Work-based learning for Young People) £	Total £	Beneficiaries supported by Matchfunding	Beneficiaries Supported by ESF	Total Beneficiaries Supported
1,1	Active Labour Market	428,228	523,390	951,618	700	800	1500
1,2	Active Labour Market	2,634,872	3,220,399	5,855,271	1025	825	1850
2,1	Social Inclusion	883,589	1,079,942	1,963,531	350	250	600
2,2	Social Inclusion	1,828,987	2,235,429	4,064,416	610	500	1110
3,1	Lifelong Learning	2,836,955	3,467,389	6,304,344	850	700	1550
3,2	Lifelong Learning	802,825	981,230	1,784,055	400	300	700
4,1	Adaptability & Entrepreneurship	237,342	290,085	527,427	110	90	200
4,2	Adaptability & Entrepreneurship	191,172	233,655	424,827	100	80	180
5,1	Women in the Labour Market	1,245,128	1,521,823	2,766,951	90	110	200
Total funding		11,089,098	13,553,342	24,642,440	4235	3655	7890

Section 7 - Provider selection arrangements

Dissemination of Information about tendering

Advance notice of an open competitive tendering round will be given in July 2004. Notices will be placed on www.londonnorth.org.uk on the Funding page as well as in the local press and by mailout. An amalgam of databases will be used for this purpose including those of the North London Voluntary Sector Forum and the North London Learning Partnership. Local Community /Voluntary Sector umbrella organisations will also be briefed and requested to advertise the sub -contracting opportunities.

The exception to the provider selection arrangements will be for the delivery of information advice and guidance (IAG) and Business Into Education projects, which will be subject to a single tender process, which will take place in July 2004. It was considered that the North London Advice and Guidance Partnership and the Education Business Link Organisation (EBLO) respectively were best placed to deliver these services. Members of these networks are required to meet defined quality standards so are deemed to have already undergone a tendering process.

Minimum Project Size

There will be no minimum project size but the LSC will specify the maximum number of projects to be funded under each specification in order to be able to plan the contract management resource needed.

Support and Guidance to Applicants

Prospective providers will be offered a series of:

- Workshops - held across North London, in partnership with the LVSTC, to talk applicants through the Prospectus and advise them on how best to complete the funding application form. General guidance will also be available over the phone from the Funding Team at the LSC
- Workshops e.g. Audit/monitoring; H&S; Equal Opportunities; Environmental issues
- Networking events – provided in each of the 4 boroughs where those interested in submitting applications will be invited to attend and meet others working in a similar field
- Basic skills events will be provided to encourage networking between basic skills providers and for those who provide further training for beneficiaries accessing basic skills provision
- Partnership brokerage - the LSC is particularly keen to encourage partnership projects and will offer consultancy support to organisations developing projects in consortia/partnership
- 1:1 surgeries

Information on this support will be published on www.londonnorth.org.uk and in the Prospectus in September 2004

A Frequently Asked Questions document will be compiled and published on the web at the end of September 2004.

Assessment and Appraisal Process

1) Pre-eligibility Check

A project eligibility check will be carried out before the full scoring process to ensure that the applicant organisation has the contractual capability to become a Learning and Skills Council supplier.

Applicants will be asked to ensure that copies or proof of the following documentation accompanies their application. If the following documentation is not included then the application will not be considered for funding.

- Equal Opportunities Policy Statement
- Sustainable Development Statement (to be developed in consultation with GOL adviser)
- Equal Opportunities Questionnaire
- Latest Audited Account (where organisations were not required to have audited financial statements they were asked to supply accounts as submitted to the Inland Revenue, other regulatory body or their bank)
- Completed BACS form
- Completed Health and Safety Check - (HSQ1)
- Current Public and Employers Liability Insurance Certificates
- Copy of latest ALI/OFSTED or TSC report, if applicable
- Letters of commitment from three main partners

If these documents are not provided then applicants will fail eligibility

2) Overview of Assessment and Appraisal Process

The assessment of eligible projects will be contracted out to consultants. The LSC will ensure that consultants with expertise in the programme areas to be assessed are recruited using Public Procurement Procedures for selective tendering. The LSC does not have sufficient specialist expertise or staff resource internally to complete this exercise in the specified timeframe.

Eligible projects will be assessed against 9 criteria i.e.

- Track Record
- Project Objectives, fit with tender specification
- Proposed activity, workplan and target groups
- Key Partners, partnership working, project management and risk assessment
- Value for money
- Quality Assurance, monitoring and evaluation
- Equal Opportunities
- Sustainable Development
- ICT

The appointed consultants will undertake to assess all the tenders received. In the first instance, this will involve them using the framework for assessment, which will be detailed in the forthcoming prospectus, to establish a list of tenders that:

- Are of suitably high quality;
- Ensure value for money;
- Meet the criteria set out in the prospectus for their Policy Field and Measure;
- Demonstrate integrated or mainstreamed approach to Equal Opportunities and other cross-cutting themes to ensure impacts; and
- Meet LSC criteria for minimum delivery and management standards, including adequate financial health criteria etc.

Appraisal Panel

The final proposed package of tenders will be presented to a panel made up of senior LSC representatives and external partners, such as representatives from other CFOs, GOL, LVSTC, and the LDA (particularly people involved in the delivery of the FRESA). The role of the appraisal panel will be to satisfy its members that the assessment process used was transparent and fairly applied and to approve the tenders proposed within its terms of reference. Also it will ensure a balanced package of projects are identified to support the LSC priorities as detailed in the Prospectus and the requirements of the ESF Regional Development Plan. If it is satisfied that the procedure was transparent and fair, the appraisal panel will endorse the tenders proposed.

The Appraisal Panel will use the following criteria when selecting projects to make up the North London programme:

- The geographical coverage
- The target group supported
- The industrial sector
- Quality and ability to deliver
- Diversity of the provider base
- Value for money criterion
- The amount of funding requested
- The available budget for the activity

The process of assessment will be fully documented and available for inspection by GOL and other bodies.

The panel's decisions are subject to ratification by the local LSC Council.

3) Feedback arrangements

Applicants will be invited to ask for feedback in the form of a written request and the LSC will provide written feedback to explain reasons for the decisions/awards made. There will be a complaints procedure in place.

4) Independent scrutiny

The Government Office for London and the London Development Agency will assess and assure the process of selection.

Timetable for 2004

Negotiation of single tenders for IAG Partnership and EBLO	31st August 2004
Prospectus published:	September 1st 2004
Applications submitted:	October 20th 2004 (5 pm)
Assessment Panel meets:	October 25th-29th 2004
Appraisal Panel meets:	November 18th 2004
LSC Council meets to endorse Decisions of Appraisal Panel	December 3rd 2004
Bidders notified no later than: Contract negotiation	December 13th 2004 January -March 2005

Management of the plan

The performance of the individual sub-contractors will be monitored on a monthly basis by experienced contract managers. This will be on the basis of the agreed profiles and supporting evidence required. Contract managers will be required to report this evidence to the Funding team on a monthly basis so that this information can be collated at a Measure level.

Progress on the delivery of the Co-financing plan will be monitored and evaluated on a quarterly basis by the Funding team. This progress will be discussed and any corrective action identified at a monthly meeting between the Funding Manager and the Director of Performance and Funding. As an independent check, a quarterly report will be given to the Senior Management Team, the LSC Council and the local Co-financing Forum. Any additional corrective action will be fed back to the Funding Manager, who will ensure that contract managers take the necessary actions.

In addition to support from their contract manager, individual sub-contractors are part of a provider network under the North London Learning Partnership. The LSC will use this network to update and train providers on quality, health and Safety and other contract issues. Technical Assistance funding will be used to support the integration of this to projects where necessary. Contracts with sub-contractors will require them to publicise the use of ESF in documentation of the project and in beneficiary induction. Contract managers will ensure that this is done.

Section 8 – Provider Funding

The ESF funding will be paid to providers according to a profile agreed with the LSC contract manager and agreed milestones and outputs. This will take into account the cash-flow requirements of the provider, but must be deemed reasonable by the contract manager. Reconciliation will take place at least quarterly, so that claims to Government Office for London will be based on actual expenditure. There will be no holding back of the final 20% of the ESF to providers, if the delivery of the contract is satisfactory. This will be borne by the LSC. Providers will be funded using the LSC formula system for Work Based Learning for the match funding contracts.

Individual beneficiary support

Contracts will include provision for beneficiary support such as childcare/care, specialist equipment, travel costs and other support mechanisms to enable individuals to access and stay in learning.

Section 9 - Administrative and management costs to be funded from ESF

Staff Costs

Function	Salaries Year 1 £ (including oncosts)	Salaries Year 2 £ (including oncosts)	Salaries Year 3 (including oncosts)
Project Management 0.7 Head of Strategic Funding, 1 ESF Programme Manager, and 1.4 Funding Advisers	90,000	93,000	96,000
1.25 Auditors	29,000	30,000	31,000
0.8 Data/Admin officers, 0.3 Data/Admin manager and temporary support during bidding round	26,000	26,750	27,750
0.5 contracts team leader and 5 Contract managers	155,000	160,000	165,000
Finance	15,000	15,500	16,000
Total	315,000	325,250	335,753

Other Costs

Cost Item	Year 1 £	Year 2 £	Year 3 £
Proportion of company overheads	46,000	48,000	50,000
Staff Training Costs	6,200	8,750	10,000
Evaluation	12,000	13,000	14,000
Dissemination & Marketing	15,000	16,000	17,000
Total	79,200	85,750	91,000

Total LSC Costs

Total Staff Costs	315,000	325,250	335,753
Total Other Costs	79,200	85,750	91,000
TOTAL LSC COSTS	394,200	411,000	426,753

The LSC will be submitting a bid for Technical Assistance funding to cover the following activities:

- Assisting project provider (particularly voluntary and work-based learning providers) sectors with policy/strategy, project management, staff qualifications and health and safety
- Developing Centre of Excellence for Basic Skills

It is estimated that the ESF value of the bid will be £200,000.

Section 10 - Management of the Plan

Monitoring and Delivery

The ESF Programmes Manager will monitor the overall delivery of the Plan by producing a monthly status report for all providers. This will enable the LSC to review progress against targets in the Plan and will assess provider performance against the cross cutting themes.

Support for Providers

The main source of support for providers is via the contract management relationship. The LSC will consult with providers on the most appropriate use of Technical Assistance funding to support them.

Publicity

The LSC is committed to fulfilling the requirements set out in the Department for Work and Pensions Action Note 62. The LSC will ensure that ESF publicity is used in all documentation, induction sessions and all provider will be given an ESF plaque to display on their premises. GOL will be provided with a list of all successful projects (including the details required for the directories of London Objective 3 ESF projects), as well as a brief summary of all complaints received and their outcomes.

Evaluation

The LSC will conduct an interim evaluation of progress against objective s/ milestones in the Plan at the half way stage.

Innovation

The LSC will ringfence 5% of the total ESF for innovative provision.

Capacity Building

The LSC will also ringfence 5% of the total ESF for capacity building projects,

under Measures 2.2 and 3.1.

Section 11 - Cross-Cutting Themes

This programme will see a greater emphasis on the cross-cutting themes, (following the FRESA evaluation recommendation) to help ensure that the programme is delivered in an inclusive and sustainable way. Lessons learned and new ideas will support projects to deliver training and skills development for beneficiaries that incorporate relevant social, environmental and economic aspects. This, in turn, will help ensure a more environmentally aware and inclusive labour market.

Equal Opportunities

The LSCs Equal Opportunities Strategic Plan sets out the following strategic priorities:

- To mainstream Equal Opportunities in all LSC learning provision
- To develop widening participation strategies for all priority groups who face barriers to access and achievement in learning
- To set local impact measures (equality targets) and targets for providers to widen participation and achievement for all young people and adults in learning.

The London Equal Opportunities mainstreaming Action Plan also focuses on the needs to include the most disadvantaged groups and aims to:

1. Remove barriers to European Structural Funds faced by women, ethnic minorities and disabled people
2. Secure measurable benefits to these key groups as a direct result of European Structural Funds
3. Ensure European Structural Funds are managed by organisations and committees that are representative of the diversity of London's communities

The LSC will ensure that its plan meets the above aims and priorities by targeting the fund on the most disadvantaged groups and by setting participation targets for women, ethnic minorities and disabled people (see table Expected results by Policy Fields)

The delivery of these targets will be monitored by using the Individual Learner Record Database. The ESF Programme Manager will inform contract managers of any under delivery of targets. The contract Managers will then negotiate with providers to ensure that corrective action is taken.

The LSC will ensure that the Application Form and Prospectus will be accessible to all by using plain English and by offering them either on-line as printed copies.

The LSC will work closely with GOL in developing the Prospectus, application form/guidance and scoring criteria. In addition, the LSC will take into account the

views of key local partners involved with equalities groups, e.g. the Voluntary Service Councils and London Voluntary Sector Training Consortium (LVSTC) in the design of the Prospectus. It will also ensure linkage to local initiatives aimed at widening participation of excluded groups e.g. Objective 2 community provision.

As part of the tendering process, potential sub-contractors are required to submit their Equal Opportunities Policy Statement, Strategy and Disability Statement and this is a gateway criterion. The application form asks for detailed information on how Equal Opportunities will be integrated in to project:

In this section please describe how you will incorporate equal opportunities into the design, delivery and management of the project. You must also identify a strategy for implementing equality of opportunity within your project. Your implementation plan should show how the project promotes equality, and mechanisms for ensuring that staff and beneficiaries understand the importance of equality. You should include equality and diversity targets, linked to the equality aspects of the specification and the project work programme, outputs and outcomes. Please describe how will you ensure that you meet these targets, and how the strategy will be monitored.

It is important that the Pan London programme works with organisations that are committed to breaking down barriers, and that everyone who wishes to engage in the project is empowered to do so. You need to describe how you will promote access to the project, in a manner sensitive to target groups' needs (individuals or organisations as applicable). You should briefly describe how your project will deal with the following groups who suffer from discrimination and may be represented within the target group (demonstrated at Section 5) you have identified for your project activities:

- men or women (or both);
- ethnic minorities and those who are discriminated against because of their race;
- people with a disability;
- lesbians and gay men;
- people who are discriminated against because of religious belief; and
- other excluded groups such as refugees, ex-offenders, people addicted to drugs and alcohol and travellers.

Please also describe the needs of, and barriers faced by, your beneficiaries and how these will be dealt with, and how your project plans to empower its beneficiaries. Support measures for the specific needs of all beneficiaries should be described, including translation and interpretation, creche facilities, physical access to buildings, aids and adaptations for disabled people and other means through which you will enable beneficiaries to fully participate in project activities.

You must demonstrate your experience of delivering services to your target groups. It may be appropriate for you to involve organisations, which are owned, controlled or operated by equalities target groups in your partnership to ensure targeted and appropriate provision.

Final endorsement of the programme will be undertaken by an Appraisal Panel, which is representative of the diversity of London's communities

Post tender negotiations and ongoing monitoring of providers will take Equal Opportunities into account as contract managers will ask providers to provide more detail about support.

The LSC will use Technical Assistance resources to share and promote good practice, including use of soft indicators/distance travelled. The LSC particularly recognises the importance of measuring progression for those that are furthest from the labour market.

The LSC as an organisation has Equality and Diversity Impact Measures, which it agrees with its mainstream contractors. ESF providers will be encouraged to set these targets at contract negotiation stage, based on the figures set out in their project applications. The Equal Opportunities questionnaire (part of the eligibility check for applicants) asks the applicant organisation whether "Equal Opportunities targets for recruitment and learners' successful participation are set and monitored at a senior level" in the organisation.

Sustainable development

The Learning and Skills Council has been created to support the process of 'maintaining high and steady levels of economic growth and employment' particularly in addressing the Secretary of State's objectives to 'increase demand for learning for adults'; and to 'raise skill levels for national competitiveness'. All bids will take into account and support national and regional approaches to sustainable development, particularly the London Sustainable Development Commission's Framework.

In addition, LSC London North will strive to ensure that London's growth respects the need for social progress, environmental protection and conservation of scarce resources (RDP pg. 42) and will be devoted to sharing good practice in sustainability by showing how integral sustainable development (especially environmental sustainability) is within the LSC itself.

The LSC is committed to the Gateway Criteria that will be developed with Government Office for London (GOL). In addition, LSC-LN will work closely with GOL in developing the Prospectus, application form and scoring criteria in relation to Sustainable Development.

The guidance for the application form will state that applicants will need to consider and illustrate how they will contribute positively to each of the three aspects of sustainable development: social, economic and environmental; and will build on the following advice to applicants to ensure that they address all three aspects of this important cross cutting theme in their projects:

Providing the opportunities for everyone to fulfil their potential

This focuses on tackling social exclusion, widening participation in education and training, and helping to overcome the various barriers (be they social, economic

or cultural) that prevent people becoming involved. Applicants are required to research and analyse the particular needs and issues of the relevant excluded or disadvantaged groups and identify the steps or actions to take to engage with these groups. A diverse range of approaches may be required, and partnerships with other organisations may be necessary to enable effective and targeted intervention. Applicants are also required to consider how activities to target excluded groups could integrate or address environmental issues and how courses or training packages could be developed to identify the opportunities for including environmental or sustainable development.

Environmental protection and enhancement through the delivery of projects

Applicants are required to consider the direct environmental impacts of your proposed activity and how these will be minimised or mitigated. Such impacts would include the transport needs of those delivering and benefiting from projects, energy, water and resource use, and waste generation. It would also include green procurement and purchasing policies. Applicants are also required to consider how supported activities could indirectly protect and improve the environment (e.g. raising awareness and understanding of environmental and sustainable development issues and how they can be addressed amongst beneficiaries; ensuring that environmental issues are integrated and promoted in courses or training packages; and undertaking environmentally focussed activities). The LSC supports the idea of applicant's organisations, as part of the contractual process, undertaking an environmental review and training leading to development of an environmental policy and action plan to improve their organisation's performance. Discussions are taking place to set up a pan-London resource to provide this. If this can't be established then in the environmental aspect of sustainable development, applicants will be expected to make positive contributions to the following 5 priority areas: energy, water, waste, procurement and transport. Projects will also be encouraged to look at how they could integrate relevant aspects of sustainable development into the courses they run and/or use the environment as a medium for training delivery.

Providing the skills that businesses both demand and require – now and in the future

This involves ensuring that labour supply meets demand by addressing the generic and specific skill shortages that exist in the labour market, and ensuring an adaptable and flexible labour market. It also includes a focus on the future skill needs of businesses, highlighting the increasing importance and opportunities of addressing environmental and sustainability issues to business. Applicants are also required to consider how environmental issues could be integrated into training provision aimed at employers and employees.

The LSC will promote Sustainable Development in line with guidance developed for ESF by the national sustainable development co-ordinator.

As part of developing the LSC's commitment to and understanding of sustainable development, the LSC will actively engage with the London "Learning to Last" programme.

Information & Communications Technology (ICT)

As part of the selection procedure, applicants will be asked to demonstrate how they would use ICT in the delivery of the project. The LSC will use the north London E-Learning Strategy in drawing up the project specifications for the Prospectus

London North LSC will ensure that, as a minimum, beneficiaries on projects will have access to Microsoft office package, e-mail, Internet search and access skills. Appropriate ICT equipment (basic hardware – screen, keyboard, printers, scanners etc.) will be provided on projects, ensuring that beneficiaries will have the best possible opportunity to utilise the ICT packages. As well as ICT training packages, the trainers and trainees will use IT in presentations (e.g., for their NVQ preparation). Updating beneficiaries' ICT skills gives them access to the Information Society, a cross cutting theme in the European Employment Strategy, which "opens up opportunities for new ways of working such as tele-working, potentially providing wider access to jobs and more flexible working time".

The Learning and Skills Council will ensure that funded activities employ appropriate ICT in the provision and delivery of courses and other services. ICT is vital for administration, tracking beneficiaries, collating equal opportunities information, financial management and reporting, communications between partners, dissemination and information gathering.

As businesses tend to keep up to date with ICT, employers participating in projects will be encouraged to offer "old" ICT equipment to local community/voluntary groups enabling access to such facilities which some groups may not be able to "purchase" or have access to. The longer-term benefits will be to include the beneficiaries in the Information Society. It will also help them with day to day activities particularly as so much information is disseminated electronically, especially in the service sector e.g. retail, customer services, computing and care, all of which are targeted by this project. From a social perspective, ICT skills learned on this project allow beneficiaries the opportunity of electronic contact via e-mails, Internet surfing and for those with a limiting disability that may need to work from a remote station i.e. home.

The project is in line with the English Operational Plan for Objective 3, which aims to increase competitiveness by increasing relevant skills, such as ICT, at all levels, which is often identified by employers as a skills gap. The London Development Partnership's (LDA) "A Skills Strategy for all London's People" states, "information and communications technology are vital to London's competitiveness". The LSC London North selection procedures for sub-contractors have taken this on board and have ensured that providers have appropriate systems in place for training and administrative purposes. Benefits of this include:

- ◆ Allowing people to develop their familiarity and skills in ICT and so contribute to inclusion in the Information Society
- ◆ Allow people the skills to enhance their employability

- ◆ Also, to develop the skills of companies' need to respond to new challenges in order to remain competitive

Section 12 – Implementation of the Plan

Milestones

Date	Key Milestone
September 2004	2004 Measure Level Applications to GOL
May 2004	Consult with partners and draft 2004 Prospectus
July 2004	Advance notification of tendering round (2005-07 Programme)
July 2004	Negotiate single tenders for IAG Partnership and Education Business Link organisations
August 2004	Plan agree support arrangements for 2004 with LVSTC
September 2004	Launch tendering round 2005-07 Programme
October 2004	Applications deadline
Sept/Oct	2004 Tendering period
Oct/Nov 2004	Appraisal/Selection/Moderation process
October 2004	Submit quarterly claims & monitoring information to GOL (2002 –04 Programme)
November 2004	Inform applicants of results of tendering
December 2004	Negotiate contracts with successful applicants
December 2004	Tender Results published
December 2004	Appeals/Complaints
January 2005	Appeals/Complaints addressed
Feb/Mar 2005	Template details to GOL for directory
March 2005	Match details to GOL for 03 Directory
April 2005	Strategic Evaluation of 2002-03 CF Plan and Operations
March 2005	Submit Project Closure Report to GOL for 2002 –04 Programme
January 2005	Submit profiles and advance claims to GOL (for any completely new measure applications)
April 2005	Submit quarterly claims & monitoring information to GOL
Feb/March 2005	Review milestones and send revised set covering 2005
August 2005	Submit quarterly claims & monitoring information to GOL
December 2005	Submit quarterly claims & monitoring information to GOL
September 2004	Submit quarterly claims & monitoring information to GOL
March 2005	Submit project closure reports to GOL

	for 2002 –04 Programme
June 2006	Mid point evaluation

Processes

The Head of Strategic Funding is responsible for co-ordinating the implementation of the plan.

The local Co-financing Forum is responsible for overseeing the implementation of the plan.

The LSC Contracts Team Leader is responsible for ensuring the implementation of individual contracts.

The processes are as follows:

The Contract Managers report monthly progress (financial and volume) to the ESF Programmes Manager.

The ESF Programme Manager collates this information and produces a report against profiles and re-profiles with the Contract Managers.

The local Co-financing Forum meets to review this report and advise on corrective action

Quality standards – measuring and monitoring the quality in individual sub-contracted provision

The LSC will follow the guiding principles of the LSC Quality & Standards Framework. All sub-contractors will be required to work towards the Ofsted/Adult Learning Inspectorate common Inspection Framework. They will be supported through this process by the LSC's Quality team who, via Technical Assistance funding, will provide capacity building.

Sub-Contracting Arrangements

The LSC will ensure that there are no more than two levels of sub-contracting. Two levels of sub-contracting will be appropriate for partnership projects, single tender projects (i.e. Education Business Partnerships and Information, Advice and Guidance Partnerships) and the wage subsidies, which will be administered to employers via the Work-Based Learning providers, that have been selected by a competitive tendering process.

2004	Jan-Mar	April-June	July-September	October-December	Total
Policy Field 1			40,000	40,000	80,000
Policy Field 2			40,000	40,000	80,000
Policy Field 3			40,000	40,000	80,000
Policy Field 4					
Policy Field 5					

2005	Jan-Mar	April-June	July-September	October-December	Total
Policy Field 1	200,000	200,000	300,000	300,000	983,100
Policy Field 2	200,000	200,000	300,000	300,000	632,576
Policy Field 3	200,000	200,000	200,000	300,000	1,000,000
Policy Field 4	30,000	30,000	30,000	30,000	120,000
Policy Field 5	75,000	75,000	100,000	100,000	350,000

2006	Jan-Mar	April-June	July-September	October-December	Total
Policy Field 1	200,000	200,000	200,000	300,000	1,000,000
Policy Field 2	200,000	200,000	200,000	300,000	1,000,000
Policy Field 3	200,000	200,000	200,000	300,000	1,000,000
Policy Field 4	30,000	30,000	30,000	30,000	120,000
Policy Field 5	75,000	75,000	100,000	100,000	350,000

2007	Jan-Mar	April-June	July-September	October-December	Total
Policy Field 1	200,000	200,000	200,000	300,000	1,000,000
Policy Field 2	200,000	200,000	200,000	300,000	1,000,000
Policy Field 3	300,000	350,000	400,000	509,780	1,559,780
Policy Field 4	30,000	50,000	50,000	58,514	188,514
Policy Field 5	120,000	120,000	120,000	185,128	545,128