

**REPORT TO: CITY DEVELOPMENT COMMITTEE - 23 AUGUST 2010**

**REPORT ON: DUNDEE PARTNERSHIP BID FOR EUROPEAN STRUCTURAL FUNDS 2011-2012**

**REPORT BY: DIRECTOR OF CITY DEVELOPMENT**

**REPORT NO: 407-2010**

## **1 PURPOSE OF REPORT**

- 1.1 The Dundee Partnership has been invited to bid once more for a further year of European Social Fund monies in order to continue to operate the Dundee European Employability Programme. As the Lead Partner, Dundee City Council is responsible for the administration of funds (see 3 below). The Committee's approval to submit an application is requested.

## **2 RECOMMENDATION**

- 2.1 It is recommended that the Committee approve a further Dundee European Programme funding bid for 2011-2012.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 ESF funds are operated to a set of compliance rules ("National Rules"). Funding recipients are responsible for ensuring they comply with the National Rules and if, through external audit, they are found to have breached any compliance regulations, Scottish Government/European Commission Auditors may demand repayment of funds awarded to partners. As Lead Partner, Dundee City Council is responsible for repaying such monies and the Council would then seek to recoup this directly from the funding recipients.
- 3.2 As individual partner proposals have not yet been submitted, it is unclear at this stage what the value of the bid will be, however, based on the current year's award, it is estimated that the bid will be for approximately £1.3 million ESF funds.

## **4 BACKGROUND**

- 4.1 The Dundee European Programme has been operating since April 2008. Its aim is to support jobless residents of the city to return to sustainable employment or further education, through a series of interventions ("The Employability Pipeline" - please see Appendix 1). The interventions are delivered via a series of partners from the public, voluntary and further education sectors who work collaboratively to a set of performance targets:

- number of jobless clients supported;
- number with multiple deprivations;
- numbers of clients in MCMC group (young people);
- number of clients entering employment;
- number of clients entering higher/further education; and

- number of clients still in employment 6 months later.

4.2 The process and timetable for the bid is as follows:

| <b>Activity</b>  | <b>Date due</b>          |
|--|--------------------------|
| Individual proposals from organisations seeking to be part of the Programme submitted                      | 2 August 2010            |
| Dundee Partnership Assessment Group assesses, scores and makes recommendations to Employability Core Group | 2 September 2010         |
| Employability Core Group approval obtained   | 9 September 2010         |
| City Development Department European Programme team produces aggregate citywide (Phase One) bid            | C 17 September 2010      |
| ESEP (Administrative Body for ESF) undertakes technical assessment of Phase One bid                        | September - October 2010 |
| City Development Department European Programme team produces aggregate citywide (Phase Two) bid            | Mid October 2010         |
| ESF Advisory Group scores, assesses and submits recommendations to Scottish Government Ministers           | October - December       |
| Ministerial approval gained, awards announced*   | January 2011             |

\*Only when Ministerial approval is gained, will the final amount of the award be known.

4.3 Given the timescales above, it is proposed that Council approval be secured as follows:

- Group Leaders and independent members approve Phase One - week ending 17 September 2010; and
- Phase One bid is presented at the Policy and Resources Committee meeting on 25 October 2010 for information and noting.

4.4 Ministerial approval and the value of the ESF award to Dundee to be reported to the Policy and Resources Committee following Scottish Government announcement in January 2011.

4.5 In order to be eligible for ESF funds, partners must contribute at least 60% of total eligible costs ("match funding"). In many cases, the match funding is provided through Dundee City Council (former Fairer Scotland Funding). Once committed, funding recipients may not decrease the amount of match declared. In other cases, recipients bring other sources of match funding to the Programme, eg Scottish Funding Council, Big Lottery Funding.

- 4.6 Dundee City Council's European Programme team (City Development Department) is available to provide guidance and advice to partners to support them and ensure that they comply. The team also monitors performance against targets and collates and submits funding claims and undertakes a series of audits and checks annually.

## **5 POLICY IMPLICATIONS**

- 5.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.
- 5.2 The proposal process will include further screening for the above policy implications and any issues identified as a result will be reported in future update reports.

## **6 CONSULTATIONS**

- 6.1 The Chief Executive, Depute Chief Executive (Support Services), Director of Finance and Assistant Chief Executive have been consulted and are in agreement with the contents of this report.

## **7 BACKGROUND PAPERS**

- 7.1 There are no background papers of relevance to this report.

Mike Galloway  
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2 August 2010

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## APPENDIX 1 - EMPLOYABILITY PIPELINE

| EMPLOYABILITY PIPELINE FOR ADULTS (DRAFT 2011-2012)  |  |  |   |   |   |   |   |  |  |
|--|--|--|---|---|---|---|---|--|--|
| STAGE 1<br>Referral/<br>Engagement   | Stage 2<br>Initial Needs<br>Assessment   | Stage 3<br>Specialist<br>Intervention  | Stage 4<br>Employability<br>Training  | Stage 5<br>Accredited<br>Training   | Stage 6<br>Work Placement   | Stage 7<br>Job<br>Brokerage<br>& Job<br>Matching  | Stage 8<br>In-Work<br>Aftercare   | Stage 9<br>Unaccredited<br>Workforce<br>Development                            | Stage 10<br>Accredited<br>Workforce<br>Development                         |
| Partners introducing new clients into employability, completing Registration Form and starting Activity Plan. This stage is ESSENTIAL. | Partners assessing the initial needs of a client and agreeing the key activities to be undertaken with them. This stage is ESSENTIAL | Partners delivering specialist services as listed in DEMIS, as follows - <ul style="list-style-type: none"> <li>• Childcare Condition Management</li> <li>• ESOL</li> <li>• Financial Capability</li> <li>• Homelessness</li> <li>• Self Employment Advice &amp; Support</li> <li>• Substance Abuse Support</li> </ul> | Partners delivering unaccredited core employability skills as listed in the Activity Plan, as follows: <ul style="list-style-type: none"> <li>• Analysing Vacancies</li> <li>• Application Form filling</li> <li>• Basic unaccredited IT skills</li> <li>• Communication Skills</li> <li>• Confidence &amp; Motivation</li> <li>• CV preparation Skills</li> <li>• Interview Skills</li> <li>• Jobsearch Skills</li> <li>• Keeping Your Job</li> <li>• LLMI</li> <li>• Problem Solving</li> <li>• Speculative Approaches</li> <li>• Teamwork</li> </ul> | Partners delivering a range of accredited training including ECDL, food hygiene, etc. | Partners who can arrange a Work Placement/ experience with an employer to gain the client work experience, as follows: <ul style="list-style-type: none"> <li>• Work Placement (Subsidised)</li> <li>• Work Placement (Unsubsidised)</li> <li>• Volunteering</li> </ul> | Partners who focus on engaging with employers, securing job vacancies and matching job-ready clients to jobs. | Partners supporting clients who start work to maintain their jobs, through site visits, practical and specialist support. | Partners delivering non-accredited training to upskill newly employed clients. | Partners delivering accredited training to upskill newly employed clients. |

| EMPLOYABILITY PIPELINE FOR ADULTS (DRAFT 2011-2012)      |   |                                       |  |                                   |                                |  |                                 |   |  |
|--|---|---------------------------------------|--|-----------------------------------|--------------------------------|--|---------------------------------|---|--|
| STAGE 1<br>Referral/<br>Engagement                       | Stage 2<br>Initial Needs<br>Assessment                          | Stage 3<br>Specialist<br>Intervention | Stage 4<br>Employability<br>Training   | Stage 5<br>Accredited<br>Training | Stage 6<br>Work Placement      | Stage 7<br>Job<br>Brokerage<br>& Job<br>Matching           | Stage 8<br>In-Work<br>Aftercare | Stage 9<br>Unaccredited<br>Workforce<br>Development | Stage 10<br>Accredited<br>Workforce<br>Development |
|  |   |                                       | <ul style="list-style-type: none"> <li>• Telephone Techniques</li> <li>• Using the Internet</li> </ul> |                                   |                                |  |                                 |   |  |
| TOOLS TO BE USED:<br><br>Common Registration Form, DEMIS | TOOLS TO BE USED:<br><br>Common Initial Needs Assessment, DEMIS | TOOLS TO BE USED:<br><br>DEMIS        | TOOLS TO BE USED:<br><br>DEMIS   | TOOLS TO BE USED:<br><br>DEMIS    | TOOLS TO BE USED:<br><br>DEMIS | TOOLS TO BE USED:<br><br>DEMIS, Job Readiness Confirmation | TOOLS TO BE USED:<br><br>DEMIS  | TOOLS TO BE USED:<br><br>DEMIS                      | TOOLS TO BE USED:<br><br>DEMIS                     |