

Public Document Pack



Thursday, 9 March 2023

To: Members of the MCA - Education, Skills and Employability Board and Appropriate Officers

You are hereby invited to a meeting of the South Yorkshire Mayoral Combined Authority to be held at **South Yorkshire MCA, 11 Broad Street West, Sheffield, S1 2BQ**, on: **Monday, 20 March 2023 at 2.00 pm** for the purpose of transacting the business set out in the agenda.

A handwritten signature in black ink that reads 'Martin Swales'.

Martin Swales
Chief Executive and Head of Paid Service

Member Distribution

Councillor Sir Steve Houghton CBE (Co-Chair)

Councillor Lani-Mae Ball

Tom Bousfield

Councillor Robert Frost

Kate Josephs

Professor Kevin Kerrigan

Councillor Denise Lelliott

Councillor Martin Smith

Barnsley MBC

City of Doncaster Council

SYMCA Executive Team

Barnsley MBC

Sheffield City Council

Sheffield Hallam University -

LEP Member

Rotherham MBC

Sheffield City Council

MCA - Education, Skills and Employability Board

Monday, 20 March 2023 at 2.00 pm

Venue: South Yorkshire MCA, 11 Broad Street West, Sheffield, S1 2BQ

SOUTH YORKSHIRE
SYMCA



MAYORAL
COMBINED
AUTHORITY

Agenda

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2.	Declarations of Interest by individual Members in relation to any item of business on the agenda	Chair	
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7.	Regional Skills Advisory Board Update	Angela Foulkes, Adam Greenwood	Verbal
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9.	Individual Placement and Support in Primary Care (IPSPC) Programme Update	Tina Slater	33 - 36
10.	Programme Approvals	Sue Sykes	37 - 78
11.	Any Other Business	Chair	
Date of next meeting: Thursday, 29 June 2023 at 10.00 am			
At: South Yorkshire MCA, 11 Broad Street West, Sheffield, S1 2BQ			

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MCA - EDUCATION, SKILLS AND EMPLOYABILITY BOARD

MINUTES OF THE MEETING HELD ON:

MONDAY, 6 FEBRUARY 2023 AT 2.00 PM

**SOUTH YORKSHIRE MCA, 11 BROAD STREET WEST,
SHEFFIELD, S1 2BQ**



PRESENT:

Councillor Lani-Mae Ball
Councillor Robert Frost
Kate Josephs
Clare Monaghan
Councillor Martin Smith

City of Doncaster Council
Barnsley MBC
Sheffield City Council
SYMCA Executive Team
Sheffield City Council

IN ATTENDANCE:

Adam Greenwood
Khalil Kirkwood
Sue Sykes

Assistant Director Employment & Skills
Senior Development Manager (Skills for Growth)
Assistant Director - Procurement, Contracts and
Programme Controls

Angela Foulkes (Observer)

Chair of Skills Advisory Network

Sarah Pugh

Minute Taker

APOLOGIES:

Councillor Sir Steve Houghton CBE
Professor Kevin Kerrigan
Councillor Denise Lelliott

Barnsley MBC
Sheffield Hallam University - LEP Member
Rotherham MBC

63 Welcome and Apologies

The Chair welcomed attendees to the meeting.

Apologies for absence were noted as above.

64 Declarations of Interest by individual Members in relation to any item of business on the agenda

None.

65 Urgent items / Announcements

None.

66 **Public Questions of Key Decisions**

None.

67 **Minutes from Last Meeting**

RESOLVED: That the minutes of the meeting held on 12th December 2022 be agreed as a true record.

68 **Matters Arising / Action Log**

RESOLVED: to note that all actions in the Action Log were now closed.

Updates were given on each of the recently closed items:

- As smaller employers are the focus of the bus driver training programme, it was concluded that sponsorship from large providers would not be required.
- The contracting approach to the Multiply programme had been updated based on member feedback, and a new paper was being presented at this meeting.

The specification for Skills Bootcamps was now live, and employers and Local Authority partners had been engaged in its design.

69 **Change of Agenda Order**

The Chair announced a change of order to the agenda to take formal decisions before discussion items. Therefore, agenda item 8 was to be considered before agenda item 7.

70 **Regional Skills Advisory Board Update**

A verbal update on the Regional Skills Advisory Board (RSAB) was presented by Angela Foulkes.

It noted that a second meeting of the Board had now taken place, at which:

- Mapping of the skills provision landscape in South Yorkshire had been undertaken with employers and providers
- Some common gaps and needs in the region had been identified, including digital skills, green skills and developing resilience in the skills system
- It had been agreed that the Board would meet bi-monthly
- It had been requested that a draft of the SYMCA Skills Strategy be presented to the March meeting

At the next meeting, the Board would consider:

- Local skills strategies for common themes and needs
- The development of the South Yorkshire Skills Fund
- The Local Skills Improvement Plan (LSIP), with a primary focus on digital skills
- Green Skills
- Developing skills resilience

It was noted that research projects had been taken forward from the Skills Advisory Network. These included a focus on those who are routinely Not in Education, Employment or Training (NEETs), and how employers can contribute to reducing the number of NEETs.

RESOLVED: To note the update and to invite CADA Consulting to a future meeting of the RSAB Board.

ACTION: Assistant Director Employment & Skills to invite CADA Consulting to attend the March meeting of the RSAB Board.

71 Programme Performance and Approvals

A Programme Performance and Approvals Report was presented to the Board for approval.

Following a successful bid to the programme, the MCA had secured £724,500 to deliver Skills Bootcamps in the following areas:

- Digital – Software development
- Construction Green Skills
- Health / Professional Service

RESOLVED: To approve that delegated authority be given to the Head of Paid Service in consultation with the Section 73 and Monitoring Officer to enter into legal agreements for the Skills Bootcamp programme.

An update on performance of the Adult Education Budget (AEB) Programme was given, noting that:

- 24 partners were currently delivering provisions across the programme
- 52% of expenditure on core provision had been achieved by December 2022, which did not include community learning
- Procured provision delivery was at 92%, a significant increase from the same time in the previous year
- Some providers of procured provision were reaching the limit of their allocations, so it was possible that further funding awards may be required, and funding re-distributed from lower performing providers.
- Work was being undertaken to ensure that procured provision was being utilised fully in Doncaster, which currently had 83.32% of delivery from core grant providers

RESOLVED: To note the programme performance update.

72 Skills Strategy Update

An update report on the development of the SYMCA Skills Strategy was presented. It noted that:

- CADA Consultancy had completed a series of workshops with stakeholders, and work was now underway to identify key opportunities, gaps and risks which need addressing in the strategy
- The issues identified in this work would then be tested with relevant groups such as the RSAB, colleges and training providers, and

- employers
- The final strategy would establish a set of shared priorities for the region, a detailed outcomes framework and an implementation plan
- An outcomes framework would be structured in terms of short-, medium- and long-term goals.

Key themes which had been identified so far were:

- Creating an inclusive skills economy which caters to those who are hardest to engage, such as NEETs and vulnerable groups
- Digital skills
- Green skills
- The potential of both cultural and creative sectors and health and social care

ACTION: Assistant Director Employment & Skills to share more detail on the CADA research with Board members outside of Board meetings.

Board members noted the need to look at existing learning provision infrastructure in the region, such as use of 'learning passports', and the possible need to use a Skills Strategy to support new capital investment to support skills building in the region.

ACTION: Cllr Lani-Mae Ball to share information on Doncaster work on NEETs and care leavers.

RESOLVED: To note the update.

73

Apprenticeships Update

An update report on Apprenticeships was presented, which included:

- The development of an Apprenticeship Levy Matchmaking Service which would link small businesses seeking apprentices with Apprenticeship Levy paying employers
- That the Apprenticeship Hub proposal previously approved by the Board was now undergoing the MCA Assurance process. Further detail on the operation of the Apprenticeship Hub had now also been shared with local partners.
- Ongoing MCA activity in relation to National Apprenticeship Week

(Kate Josephs left the meeting.)

Members asked how the Matchmaking Service would address the reduction in the number of apprenticeships being delivered. A response was given that the service would complement activity in schools as well as employers.

Further, it was noted that it was currently very difficult for small employers to deliver apprenticeships, but that the matchmaking service would remove some bureaucracy, as well as fully funding training for both existing workforce and new employees for those taking part.

It was noted that Greater Manchester Combined Authority had seen 300 companies deliver apprenticeships through their own matchmaking service,

securing £4m worth of apprenticeships, including in the public sector such as for apprentice firefighters. West Yorkshire Combined Authority had secured £3m worth of apprenticeships through their service, including pledges by large employers such as Morrisons and Amazon.

ACTION: Senior Development Manager to share more detail on the delivery of the Matchmaking Service with members outside of Board meetings as appropriate.

RESOLVED: To note the update and support the progression of this work.

74 **All Age Careers Group Update**

A verbal update on the All Age Careers Group was presented.

At its first meeting on 16th January advisors from across age areas for careers advice and guidance had met and agreed to consider the possible use of the START platform for adult careers advice.

An increase in membership from Local Authority partners and the Universities and Chambers had also been agreed.

RESOLVED: To note the update

75 **Multiply Contracting Approach**

A paper seeking progression of the commissioning approach of the Multiply programme in 2023/24 and 2024/25 to the MCA Board, was presented for approval.

The report noted that:

- Contracting was now ongoing for year 1 of Multiply
- Concerns raised by members in the previous meeting had been addressed in the proposed approach to years 2 and 3. It was hoped that this would maximise the impact of the funding by having Local Authorities take on the role of grant funders in each area

The short timescale to deliver year 1 of funding was raised by Board members, and it was noted that where any under delivery was likely the MCA would need to work closely with partners to address it.

RESOLVED: That the Board considers and approves the approach to procuring provision for Multiply as set out in this paper for 2023/24 and 2024/25 for progression to the MCA Board for approval.

76 **Forward Plan**

A Forward Plan for future meetings of the Board was presented.

Board members suggested the following additional items for future Board meetings:

- Apprenticeship Hub Activity

RESOLVED: To note the Forward Plan.

77 **Any Other Business**

None.

In accordance with Combined Authority’s Constitution/Terms of Reference for the Board, Board decisions need to be ratified by the Head of Paid Services (or their nominee) in consultation with the Chair of the Board. Accordingly, the undersigned has consulted with the Chair and hereby ratifies the decisions set out in the above minutes.

Signed

Name

Position

Date

Open and Recently Completed Actions

Meeting Date	Minute No	Action	Action Owner	Update	Status
06/02/2023	70	Regional Skills Advisory Board Update Minute: ACTION: Assistant Director Employment & Skills to invite CADA Consulting to attend the March meeting of the RSAB Board.	Adam Greenwood	Now attending March RSAB meeting.	Closed
06/02/2023	72	Skills Strategy Update Minute: ACTION: Assistant Director Employment & Skills to share more detail on the CADA research with Board members outside of Board meetings.	Adam Greenwood	Document to be circulated to Board members outside of meetings summarising.	Ongoing
06/02/2023	72	Skills Strategy Update Minute: ACTION: Cllr Lani-Mae Ball to share information on Doncaster work on NEETs and care leavers.	Cllr Lani-Mae Ball		Ongoing
06/02/2023	73	Apprenticeships Update	Khalil Kirkwood	The apprenticeship hub and levy matchmaking	Closed

Meeting Date	Minute No	Action	Action Owner	Update	Status
		<p>Minute:</p> <p>ACTION: Senior Development Manager to share more detail on the delivery of the Matchmaking Service with members outside of Board meetings as appropriate.</p>		service has been shared with all LA partners to gather feedback	

Completed Actions

Meeting Date	Minute No	Action	Action Owner	Update	Status
29/06/2022	23	<p>Skills Bootcamps</p> <p>Minute: A Foulkes offered to pass on learning from the Yorkshire and Humber Digital Skills Bootcamp which has already been commissioned.</p> <p>ACTION A Foulkes: share Digital Skills Bootcamp learning with R Wilde.</p>	A Foulkes	A Foulkes and A Hartley (Executive Director Commercial & Operations at Sheffield College) have spoken with Roger Wilde about Bootcamps in July/August.	closed
20/07/2022	35	<p>Any Other Business</p> <p>The Board requested an update on the progress of the Skills Strategy.</p> <p>ACTION: The Corporate Director of Business and Skills agreed to arrange for the Board to be updated on the progress of the Skills Strategy.</p>	J Dillon	To be covered at 26/10 meeting.	closed

Meeting Date	Minute No	Action	Action Owner	Update	Status
29/06/2022	21	<p>Adult Education Budget - 2022/23 Grant Provider Commissioning Update and Reallocations Process</p> <p>Minute:</p> <p>ACTION J Dillon and H George: convene a meeting of the partners within 2 weeks, with a view to reconvening the Board as soon as possible afterward.</p>	J Dillon	New meeting is being organised	Closed
	25	<p>Apprenticeship Hub Proposal</p> <p>ACTION H George: ensure that Officers from Local Authorities are involved in bringing together this work.</p>	H George		Closed
	29	<p>Any Other Business</p> <p>Minute: Councillor Martin Smith asked what arrangements could be made for supporting members with considering restricted items in order to avoid disagreements.</p> <p>ACTION: process for issuing restricted items and support for members on restricted items to be reviewed.</p>		training was provided to Members directly after the meeting with regard to accessing restricted papers.	Closed
08/03/2022	9	<p>Adult Education Budget Procurement for 22/23 academic year – Verbal</p>	R Wilde	H George has delegated this action to R Wilde.	Closed

Meeting Date	Minute No	Action	Action Owner	Update	Status
		<p>Minute: H George provided the Board with a commercial in confidence presentation on the Adult Education Budget (AEB) procurement for the 2022/23 academic year.</p> <p>In response to a query from Councillor Turpin regarding land-based courses, H George said that she would be happy to discuss this element further with Councillor Turpin outside of today's meeting.</p>		R Wilde has included a deeper dive into the supply and demand for local Green skills including Land based courses within the SAN MOU activity which is part of the agenda item 14 SAN update on the 29 th June.	
26/10/2022	43	<p>Local Skills - Labour Market Information Report</p> <p>Minute:</p> <p>ACTION: Councillor Ball offered to share work from Doncaster MBC on skills resilience and talent innovation with the Board.</p>	Cllr Lani-Mae Ball	Shared by email with Board on 28/11	Closed
26/10/2022	43	<p>Local Skills - Labour Market Information Report</p> <p>Minute:</p> <p>Angela Foulkes proposed combining the work of the SAN and the Skills Accelerator Board, and to report their work to the MCA Education, Skills and Employability Board. The Board welcomed this approach, with the intention that this combined group would deliver priority areas of research, work with employers to identify gaps in skills provision, and produce recommendations.</p>	Angela Foulkes	Shared by email with Board on 15/11	Closed

Meeting Date	Minute No	Action	Action Owner	Update	Status
		ACTION: Angela Foulkes to share a brief with the Board on combining these two groups.			
26/10/2022	43	Local Skills - Labour Market Information Report Minute: ACTION: A standing agenda item for SAN updates to be added to future agendas.	Dem Services	Added to agendas from 12/12 onwards	Closed
26/10/2022	43	Local Skills - Labour Market Information Report Minute: ACTION: Angela Foulkes to share the Green Skills and Jobs Report with the Board.	Angela Foulkes	Shared by email with Board on 15/11	Closed
26/10/2022	43	Local Skills - Labour Market Information Report Minute: ACTION: Local Skills Labour Market Information report to be published on the MCA Website.	Dem Services	Published on 08/11 https://southyorkshire-ca.gov.uk/Explore_South-Yorkshire-LMI	Closed
26/10/2022	44	Programme Performance Minute: ACTION: Assistant Director Procurement, Contracts & Programme Controls to provide more detail on local performance in the updated reporting cycle.	Sue Sykes	To be covered in 12/12 meeting.	Completed

Meeting Date	Minute No	Action	Action Owner	Update	Status
26/10/2022	45	<p>Skills Strategy Update</p> <p>Minute:</p> <p>ACTION: Senior Development Manager to extend invitations to workshops to Board members.</p>	Roger Wilde		Completed
26/10/2022	48	<p>Adult Education Budget Policy Update</p> <p>Minute:</p> <p>ACTION: Assistant Director Procurement, Contracts & Programme Controls to circulate agreed decisions on changes to the AEB outside of Board meetings.</p>	Sue Sykes	To be covered in 12/12 meeting.	Completed
12/12/22	56	<p>South Yorkshire Bus and Coach Driver Training and Retention Programme Proposal</p> <p>Minute:</p> <p>It was also asked whether bus companies in the region were working with the MCA to enable residents to access other types of work.</p> <p>ACTION: Executive Director of Strategy & Development - to take forward an action to explore with transport colleagues opportunities to gain contributions from operators.</p>	C Monaghan	Update given during 06/02 meeting	Complete
12/12/22	57	<p>Multiply Contracting Approach</p> <p>Minute:</p>	C Monaghan	Update given during 06/02 meeting	Complete

Meeting Date	Minute No	Action	Action Owner	Update	Status
		<p>Board members welcomed the approach, but expressed some concerns regarding how the funding had been rolled out in 2023/24 and 2024/25, and requested greater collaboration with Local Authorities in delivering future years of the fund.</p> <p>ACTION: Executive Director of Strategy and Development – to agree an approach for 2023/24 and 2024/25 funds that addresses the Board's concerns.</p>			
12/12/22	58	<p>Skills Bootcamps - Wave 4</p> <p>Minute:</p> <p>The Board welcomed the proposal and requested that it be closely aligned with Local Authority skills strategies, and engagement with the needs of employers in the region.</p> <p>ACTION – Assistant Director Employment & Skills: to align delivery of Skills Bootcamps with Local Authority skills strategies, and to engage with the needs of employers in the region in relation to them.</p>	C Monaghan	Update given during 06/02 meeting	Complete

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Education Skills and Employability Board

Monday, 20 March 2023

Individual Placement and Support in Primary Care (IPSPC)

Is the paper exempt from the press and public? No

Reason why exempt: Not applicable

Purpose of this report: Discussion

Is this a Key Decision? No

Has it been included on the Forward Plan of Key Decisions? No

Director Approving Submission of the Report:

Tom Bousfield, Corporate Director Growth, Business & Skills

Report Author(s):

Tina Slater, Senior Development Manager

Tina.slater@southyorkshire-ca.gov.uk

Executive Summary

Members discussed and endorsed at the October Board meeting to take up the opportunity of submitting a tender to secure additional funding from the Department for Work and Pensions (DWP) and Department for Health and Social Care (DHSC) to deliver Individual Placement and Support in Primary Care (IPSPC), in South Yorkshire. This is commonly known as Working Win.

Following SYMCA's tender submission, the Department for Work and Pensions have advised of their intention to award SYMCA circa £5.7m. This paper provides an update to members on the programme development and procurement activity to be progressed, to contract the appropriate provider to deliver the programme.

What does this mean for businesses, people and places in South Yorkshire?

The employment rate for disabled people (53.8%) is significantly lower than the employment rate for non-disabled people. The NHS Long Term Plan recognises that mental health and musculoskeletal conditions remain the main reason for sickness absence increasing. Supporting people to access employment through IPSPC will build on individuals' strengths

and skills, enabling them to realise their potential for recovery. IPSPC will support inclusive growth and help to achieve a reduction in health inequalities across the region.

Recommendations

That the Board:

- Note programme development, and endorse procured activity to contract a provider to deliver the programme

Consideration by any other Board, Committee, Assurance or Advisory Panel

None.

1. Background

- 1.1 As part of the devolution proposition development, the Authority were offered the opportunity to develop a health-led employment trial to test an approach to improving employment outcomes for individuals through a programme focusing on supporting an individual's health issues. The model developed focused on participants who were in work to retain and sustain work and those out of work to access employment.
- 1.2 Since May 2017, the Authority have been contracted by NHS South Yorkshire Integration Board (SYCIB) formally Sheffield Clinical Commissioning Group (CCG) to deliver the health-led employment programme – Working Win, which was one of only two national pilots funded by the Work and Health Unit, a cross department unit jointly sponsored by the Department for Work and Pensions and the Department for Health and Social Care. This has supported over 4,000 residents in South Yorkshire and Bassetlaw, with mild / moderate mental health and / or any physical issues to be supported into paid work or sustain employment which was at risk because of their health issue.
- 1.3 MCA board members endorsed submission of a bid application at its October meeting to secure further funding for 2023-2025 for IPSPC – the successor to Working Win pilot and extension.

2. Key Updates

- 2.1 The MCA received notification at the end of January, that the bid submitted was successful and the Grant Offer Letter for circa £5.7m is expected imminently. Funding awarded is for April 2023 – March 2025.
- 2.2 The funding award is much later than anticipated, therefore there is not enough time to procure a new provider for an April start date. £4.8m of the overall grant award is for contracted provision of the support service, with a target to deliver to 3,000 participants over two years.
- 2.3 DWP have granted permission for the MCA to arrange for a 3-month extension of current arrangements with the current provider, to ensure there isn't a break in service and to allow time for procurement of new provision to start July 2023. An

agreement in principle has been made for SYCIB and the current delivery provider to proceed with a contract extension to deliver 300 participants starting on service at a cost of £429k. This will provide a pipeline of referrals into the new programme. The new tender opportunity is anticipated to be released in March, and the new provider notified of contract award, early May.

3. Options Considered and Recommended Proposal

3.1 Option 1

Note programme development and endorse procured activity to contract a provider to deliver the programme.

3.4 Option 1 Risks and Mitigations

N/A

3.5 Option 2

N/A

3.8 Option 2 Risks and Mitigations

N/A

3.9 Recommended Option

Option 1

4. Consultation on Proposal

4.1 To maximise impact and success, this programme has built in contributions and engagement with a range of internal and external partners. A detailed engagement plan will be developed following acceptance of the Grant Award Letter from DWP.

5. Timetable and Accountability for Implementing this Decision

5.1 Given the timing of funding award and Board cycles, contract awards will be made as Delegated Officer decisions for both the extension and the new contract. Following procurement activity, the MCA will notify the successful bidder towards the end of April, with an anticipated contract start date of the 1 July 2023.

6. Financial and Procurement Implications and Advice

6.1 An indicative notification has been given to the MCA for a grant of c£5.7 million to cover new delivery, commencing 1st April 2023 for a period of 24 months. The MCA is awaiting a formal grant offer letter which sets out the terms and conditions of such grant. No other internal funds are intended to be available for this programme at this time.

7. Legal Implications and Advice

7.1 The MCA has economic development functions that would allow it to participate in a IPSPC Project. Contractual and procurement arrangements with project partners will be established and implemented. GDPR implications will be established and a full DPIA undertaken.

8. Human Resources Implications and Advice

8.1 Not at this stage

9. Equality and Diversity Implications and Advice

9.1 An equalities impact assessment was undertaken as part of the development of the Working Win trial. The trial has received approval by the Research Ethics Committee of the Medical Research Council and is delivered against a series of indicators within those values and judgements.

10. Climate Change Implications and Advice

10.1 N/A

11. Information and Communication Technology Implications and Advice

11.1 Not at this stage

12. Communications and Marketing Implications and Advice Please also refer to consultation undertaken as per Section 4

12.1 The IPSPC project provides clear guidance on how the project should be branded and how communications should be made.

List of Appendices Included:

A None

Background Papers

None



Education Skills and Employability Board

Monday, 20 March 2023

Programme Approvals

Is the paper exempt from the press and public?	No
Reason why exempt:	Not applicable
Purpose of this report:	Funding Decision
Is this a Key Decision?	Yes
Has it been included on the Forward Plan of Key Decisions?	Yes

Director Approving Submission of the Report:

Gareth Sutton - Executive Director Resources & Investment.

Report Author(s):

Sue Sykes – Assistant Director, Procurement, Contracts & Programme Controls
Sue.sykes@southyorksire-ca.gov.uk

Executive Summary

This report requests approval to award contracts for the South Yorkshire Bus and Coach Driver Training Programme following completion of procurement, approval of two project mandates to progress through the Assurance process and two change requests.

What does this mean for businesses, people and places in South Yorkshire?

Through the delivery of these programme the MCA is investing in the people and businesses of South Yorkshire which support the MCA’s aspirations. Performance information supports the robust oversight and management of this delivery.

Recommendations

1. Approval to award contract/s with the successful organisation/s on completion of the current procurement exercise for the South Yorkshire bus and Coach Driver Training and Retention programme
2. Approval to progress “Barnsley College Welding and Fabrication Academy” mandate further through SYMCA’s assurance process

3. Approval to progress “Aspire to be” mandate further through SYMCA’s assurance process
4. Approval of the slight change in funding applied for the South Yorkshire Bus and Coach Driver Training Programme detailed in 1.1
5. Approval of the changes for in funding allocations for the South Yorkshire Bus and Coach Driver Training and Multiply Contracting detailed in 1.5
6. Approve the recommendation not to progress scheme D0056
7. Delegate Authority to the S73 Officer in conjunction with the Head of Paid Service and Monitoring Officer to enter into legal agreements for item 1

Consideration by any other Board, Committee, Assurance or Advisory Panel

None.

1. Background

1.1 This report seeks approval from the Board for progression to Business Justification case for two schemes, approval to award contracts for one programme and two change requests. The report also recommends one scheme is not endorsed to progress.

1.2 Scheme Approvals

South Yorkshire Bus and Coach Driver Training and Retention Programme Award of Contracts

In December 2022 the board approved the use of Adult Education budget (AEB) funding for the SY Bus and Coach Driver training and Retention programme. Following further scoping of the programme it was identified that the funding for the programme would be £385k.

The programme aims to increase the supply of bus and coach drivers and supports operators to retain their new staff from the programme.

Stage 1. An awareness raising and myth busting campaign and training programme (minimum 250 learners)

Stage 2. An SME Bus driver training programme leading to PCV certification/licence (minimum 50 learners)

Stage 3. Programme alumnus networking sessions for a period up to 6 months from completing the programme and driver retention planning from operators that have benefitted.

This report seeks approval to enter into contract on completion of the procurement exercise.

1.3 **Barnsley College Welding and Fabrication Academy Progress to BJC**

This investment is seeking £0.50m innovation funding towards total scheme costs of £0.65m

The project will deliver an industry designed and supported training facility for the South Yorkshire region specialising in one of the key skills shortage areas – welding and fabrication. There is potential for this delivery to be widened in 23/24 to include rail working which links closely to the welding industry and represents another key staff skills shortage area.

The funding will be used to provide

- Level 1 and Level 2 welding and fabrication certification
- Level 1 Performing manufacturing Operations,
- Level 1 Metal Inert Gas Welding and
- Level 2 Performing Engineering Operations.

These are the most appropriate programmes and provide the businesses with the baseline skills required to employ the candidates who will then, in most situations, continue to undertake an Apprenticeship Standard at Level 2 or 3 as appropriate to the role they will be undertaking. Currently learners are being trained, at great expense to businesses, near Derby via a small commercial financial arrangement from Barnsley College to allow the subcontractor, Betterweld, to continue in operation.

Further details are included in Appendix A

1.4

Doncaster Deaf Trust
Aspire to Be
Progress to BJC

The project is a unique tailored and individualised non-accredited programme for the people of South Yorkshire who have Special Educational Needs & Disabilities and promotes sector specific learning, independence skills, and mindset change in readiness to enter/re-enter the world of work and or pathways into FE/Apprenticeships where applicable. The programme is designed to build on personal skills and provide opportunities to increase confidence, self-esteem, self-development, and improve their health and well-being.

The programme offers sector specific non-accredited learning at our premises that cover basic industry standards and encompass elements of a Level 1 qualification along with real work environment training in industries, such as: - Hospitality, Logistics/Driving, Warehousing/Distribution and Retail.

The qualifications have been inclusively designed to aid support for those with limited abilities or anxieties that would otherwise be excluded or would not engage in an educational based setting.

The funding will deliver up to 18 months engagement for 200 individuals with SEND who reside within the South Yorkshire region.

Benefits and Outcomes

- 50% into employment for those aged 16 – 60+

- Promote the Disability Confident employers' scheme as a tactic to engage with the SEND community and support employers to fill job vacancies.
- Demonstrate how support via specialist organisations can facilitate the scheme and engage employers to consider potential employees with SEND.
- Contribute to reducing the unemployment rate for those with SEND across the South Yorkshire region
- Promote the success stories and practice developed in Aspire to Be to the SY region and beyond as a partnership initiative with a focus on the development of the inclusion agenda in the SYMCA vision.
- Strengthen the existing relationships with JCP Advisers and other referring agencies and further develop across South Yorkshire.

Further details are included in Appendix B

1.4

Scheme rejection

This report recommends that scheme reference D0056 is not endorsed to progress any further through the Assurance process.

The assurance summary presented in Appendix C outlines the basis for this recommendation. Officers from the MCA have discussed this issue with the scheme sponsor. Opportunities to work with this business on other initiatives into the future remain available

As no budget was formally committed to this scheme its removal from processes does not result in further headroom.

1.5

Change Request

South Yorkshire Bus and Coach Driver Training and Retention Programme

In December 2022 the board approved the use of £385k AEB for the SY bus and Coach Driving and Retention Programme. Following further scoping of the programme it was identified that the funding for the programme would need to be a combination of £370k AEB and £15k Gainshare funding.

This report seeks approval to the change in source of funding

Multiply contracting approach.

In February 2023 the board approved two targeted tenders focused on in-work-based numeracy support (£120k) and capacity building programme (£356k) on a SY basis, that are in need of numeracy provision. Further scoping has resulted in the value for capacity building reducing as there was no requirement in year 1 and an increase in the in-work based numeracy support increasing to include funding a coordination worker due to the employer engagement aspect

This report seeks approval to change the allocation of funding for the activities to:

In work-based numeracy support – £200k
Capacity building programme - £240k

3. Options Considered and Recommended Proposal

3.1 Option 1

Approve all recommendations.

3.4 Option 1 Risks and Mitigations

In choosing not to endorse a scheme to the MCA the region will potentially miss out on the benefits of the investment that may otherwise have accrued. This risk has been considered in reaching the recommendation not to proceed with the scheme

3.5 Option 2

Reject the recommendations

3.8 Option 2 Risks and Mitigations

This would mean the loss of opportunity for Sheffield City Region residents to benefit from the programmes

3.13 Recommended Option

Option 1

4. Consultation on Proposal

4.1 Discussions have been on-going with the Education, Skills and Employability board and other partners

5. Timetable and Accountability for Implementing this Decision

5.1 Subject to board approvals, the statutory officers will move to affect the recommended contract awards for the SY bus and Coach Driving and Retention Programme and development of the schemes at 1.2 and 1.3 will continue.

6. Financial and Procurement Implications and Advice

6.1 A budget of £350k has been set aside in the 2023/24 budget to fund the bus and coach driver training and retention programme. A total Innovation pot of £1 million has been set aside which is intended to be used to fund the Barnsley College & Doncaster Deaf Trust programmes.

7. Legal Implications and Advice

7.1 The legal implications of the programmes have been fully considered by a representative of the Monitoring Officer.

8. Human Resources Implications and Advice

8.1 N/A

9. Equality and Diversity Implications and Advice

9.1 Appropriate equality and diversity considerations are taken into account as part of the assessment of the programme delivery models.

10. Climate Change Implications and Advice

10.1 Climate change impact will be assessed as part of the process for proposed activity.

11. Information and Communication Technology Implications and Advice

11.1 N/A

12. Communications and Marketing Implications and Advice Please also refer to consultation undertaken as per Section 4

12.1 Provision will be promoted in line with the MCA's comms and marketing strategy, working closely with partners to ensure individuals are aware of and able to access the support on offer.

List of Appendices Included:

A Project Mandate - Barnsley College Welding and Fabrication Academy

B Project Mandate - Aspire to Be

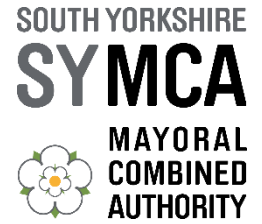
C Assurance Summary – D0056

Background Papers

None

APPENDIX A - Project Mandate

VERSION 6 20.01.2022



1 - PROJECT DETAILS	
Project Name:	<i>Barnsley College – Welding and Fabrication Academy</i>
Project Location/ Address, including Post Code and Local Authority Area:	Shafton Steel, Engine Ln, Shafton, Barnsley S72 8SP BMBC
Organisation Name, Size & Company Registration Number (if applicable):	Barnsley College, Church Street, Barnsley, South Yorkshire, S70 2YW
Is your organisation an SME? If so, state size of organisation (Micro, Small or Medium)	No
Contact Name and Role:	<i>David Akeroyd, Deputy Principal, Barnsley College</i>
Address:	Church Street, Barnsley, South Yorkshire, S70 2YW
Email:	<i>d.akeroyd@barnsley.ac.uk</i>
Telephone:	01226216877
Other Delivery Partners and Roles:	<i>Project in partnership with Billington Holdings PLC (providing the training centre base with associated equipment and furnishings) and Betterweld Ltd (partner in delivery of specific skills)</i>
Estimated total project cost	<i>Up to £500,000 (with £100,000 in academic year 2022/23 and £400,000 for delivery 1st August 2023 – 31st July 2024)</i>

2 – SOCIAL VALUE ELIGIBILITY CONDITIONS
2.1 Please confirm how you intend to comply with the eligibility conditions for accessing support from the Mayoral Combined Authority. Full details of the conditions, why they are important and examples of how they can be achieved

and measured can be found here <https://governance.southyorkshire-ca.gov.uk/mgConvert2PDF.aspx?ID=10630>

The conditions and your current position (taking into account your organisation size and level of funding sought) will be discussed and will form part of your contractual obligations

Conditions	How is your organisation currently delivering against these conditions? (e.g. have you achieved, are you working towards or is it not yet something you are doing?)	What evidence do you have for your current position? How will you measure future change?	Please provide any further details here
1. Pay Real Living Wage to full and part time employees, for regularly contracted hours and overtime	All staff involved in delivery significantly above the RLW	Payroll	
2. Ensure secure work for employees, with zero hours contracts only for those who want them	No zero hours contracts used	HR	
3. Spend more with local suppliers in South Yorkshire, particularly with SMEs and the Voluntary, Community and Social Enterprise (VCSE) sector	Procurement process includes local spend as a criteria	Procurement policy	
4. Empower employees to be informed about the business and involved in decision-making	Staff survey annually with regular updates and meetings with Executive	Staff survey results	
5. Enhance workforce diversity	Recruitment practices fully compliant		
6. Offer more pathways into employment through work experience, placements,	As an education provider this is core business		

internships and apprenticeships			
7. Support staff progress in the organisation through training and development	Staff development investment circa £500k annually		
8. Engage with local communities	Stakeholder communication core element of operation		
9. Achieve Net Zero	Sustainability strategy launched in October 2022		
10. Create a healthy workplace	Staff wellbeing offer core employee service		

3 – PROJECT SUMMARY

3.1 – Tell us about the project

Please provide a summary description of your project and what you intend to achieve. Why are you looking to embark on this project? What do you want to achieve? What is the problem you want to address or what is the opportunity? What is the project about?

Brief description of the project – Approx. 200 words

The project will deliver an industry designed and supported training facility for the South Yorkshire region specialising in one of the key skills shortage areas – welding and fabrication. There is potential for this delivery to be widened in 23/24 to include rail working which links closely to the welding industry and represents another key staff skills shortage area.

We anticipate delivery to commence as soon as the funding is approved and awarded. Delivery for 2022/23 cannot be projected until funding is confirmed due to the limited time remaining in the current academic year. Expected numbers across 2023/24 full academic year 120

The funding will be used to provide Level 1 and Level 2 welding and fabrication certification through EAL (awarding organisation) Specifically level 1 Performing manufacturing Operations, Level 1 Metal Inert Gas Welding and Level 2 Performing Engineering Operations. These are the most appropriate programmes and provide the businesses with the baseline skills required to employ the candidates who will then, in most situations, continue to undertake an Apprenticeship Standard at Level 2 or 3 as appropriate to the role they will be undertaking. They would not be employed as an apprentice without these baseline qualifications and experience

Funding per candidate circa £2,800

What do you hope to achieve by delivering the project?

The opportunity is exceptional for the sub-region of South Yorkshire to be in a position to show our ability to work together to meet the needs of our businesses and provide opportunities for sector specific learning to be delivered producing the talent that is in short supply and currently necessitates international recruitment.

4 – STRATEGIC ALIGNMENT

4.1 – Using the table below, please set out which of the MCA’s Core Strategic Outcomes (Stronger, Fairer and Greener), as set out in the Strategic Economic Plan and Renewal Action Plan, your programme/project will contribute to.

Projects that deliver against at least one indicator from all three of Strategic Outcomes (Stronger, Greener, Fairer) are more likely to be prioritised for investment.

Useful links:

For details of the Strategic Economic Plan (SEP)

[https://southyorkshire-ca.gov.uk/getmedia/4256c890-d568-42c8-8aa5-c8232a5d1bfd/SCR_SEP_Full_Draft_Jan_21-\(accessible\).pdf](https://southyorkshire-ca.gov.uk/getmedia/4256c890-d568-42c8-8aa5-c8232a5d1bfd/SCR_SEP_Full_Draft_Jan_21-(accessible).pdf)

For details of the Renewal Action Plan (RAP)

<https://southyorkshire-ca.gov.uk/getmedia/bf2c27b2-a5c7-4ac5-ac64-b4f8798df095/Sheffield-City-Region-Renewal-Action-Plan-Document-Final.pdf>

Theme	Indicator	Outcome	Contribution from this Programme/Project e.g. increase in [outcome] of x [number/%] by y [year]. Please be specific as you possibly can be at this stage of the project.
Stronger – Achieve sustained, inclusive growth, underpinned by productivity gains that matches the UK average	Productivity per hour worked	A higher productivity workforce	Local people providing skilled workforce for local businesses across the region rather than importing international talent. Quicker recruitment processes leading to increased productivity
	High growth business	A larger proportion of high growth businesses	
	Business density	More businesses in the area, relative to population	
Greener – Drive forward environmental	Flooding	Better protect over 17,000 homes and businesses, and	n/a

sustainability to achieve our net-zero carbon target by 2040		regionally significant infrastructure across South Yorkshire	
	Carbon emissions	Reduced carbon emissions	If approved this would remove the need for learners wishing to achieve welding skills to travel to Derby where Betterweld currently deliver.
	Carbon intensity of transport network	Improved carbon intensity	n/a
Fairer – Unlock prosperity by eliminating the wage gap and other inequalities (particularly health) with South Yorkshire and between South Yorkshire and the national average and by improving standards of living for disadvantaged communities	Economic inactivity & unemployment	Fewer people are economically inactive and unemployed	Local jobs for local residents
	Wage levels	A lower proportion of employees on low earnings	
	Qualifications & skills	A higher proportion of working-age population possess higher qualifications, indicating progression in education and employment.	Level 1 and 2 MIG welding, Level 1/2 PMO, Level 1/2 PEO leading to apprenticeships at Level 2 and 3 Plate Welding, Level 3 Pipe Welding and Level 3 Metal Fabrication (directly meeting employer demand)
	Personal Wellbeing	Improved personal wellbeing (as measured by indicators on feeling life is worthwhile, life satisfaction, happiness, and anxiety).	

5 – SYMCA SUPPORT REQUIRED

5.1 How can the South Yorkshire MCA support the delivery of the project?

Up to £500,000 of AEB (split it by 2022/23 and 2023/24) in addition to the College's allocation Barnsley College will subcontract with Betterweld Ltd for the delivery and will retain a 15% management, quality and control fee to cover the costs of

administration only. Betterweld Ltd are unable to effectively manage the administrative process in their current structure.

5.2 Please provide details of any funding secured and/or details of other funders you are approaching.

Billington's are providing circa £150k of equipment and redevelopment of learning spaces to the project alongside ongoing support and industry work experience to the learners.

5.3 What additionality will MCA investment bring?

Betterweld have in previous academic years delivered a small amount of provision as a subcontractor through SYMCA's AEB procured provider contracts but have been unable to continue this into the current academic year. Barnsley College do not have sufficient funds from the core or growth AEB allocations to provide revenue funding to allow this highly necessary and specialised delivery to continue.

Currently learners are being trained, at great expense to businesses, near Derby via a small commercial financial arrangement from Barnsley College to allow Betterweld to continue in operation whilst awaiting this additional funding.

Should no further funding be available the provision is unlikely to be maintained beyond April 2023

6 - CONSULTATION

6.1 – Who have you consulted with about the project idea?

Please insert South Yorkshire MCA	<i>Adam Greenwood, Joseph Quinn, Jim Dillon</i>
Local Authority	<i>Matthew O'Neill at Barnsley MBC</i>
Other consultees, for example:	
Local community	
Relevant businesses	Billington PLC, Betterweld Ltd, Randalls Fabrication (via BW), Lantern Engineering(via BW)
Environment Agency	n/an/a

Planning Authority	n/a
Highway Authority	n/a
<i>Please insert others as appropriate</i>	

7 – TIMESCALES FOR DELIVERY

7.1 – What is the preferred date that the project can commence delivery? If this is currently unknown, please set out your proposed next steps below

Delivery can start as soon as possible and both partners are awaiting the outcome of the negotiations with SYMCA to enable Billington's to invest in the redevelopment of the training centre. Delivery would commence immediately in the Derby facility with a view to transitioning to the Shafton site as soon as the facility is available.

6.2 – If currently known, please outline the key milestones required to deliver the project and provide forecast dates for achievement.

[e.g. complete outline design, secure all funding, procurement complete, statutory processes complete]

By July 2023	First cohort of candidates delivered and progression to employment
September 2023	Training facility open in Shafton with first local cohort
Ongoing	Delivery

8 – DEPENDENCIES

8.1 – Is the project linked to or dependent on any other project or activity, especially one the MCA may be involved in?

Adult Education Budget commissioning

8.2 – Are there any statutory processes required for you to deliver the project?

[

No

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Please attach any document(s) or provide links to reference material that support any of the information presented above.

Document Sign Off

9 – DECLARATION AND SIGN OFF

On signing the Project Mandate Form the project sponsoring organisation agrees to the following:

- 1. The South Yorkshire (SY) Mayoral Combined Authority (MCA) is a public body and is therefore subject to information/transparency laws and the Local Government Transparency Code 2015. This Project Mandate Form will be shared with the appropriate SYMCA Boards including the MCA and Local Enterprise Partnership (LEP). In line with legislation, papers to the MCA and LEP meetings are published in advance and made publicly available. These papers will detail the applicant and summarise the Mandate Form in sufficient detail to allow the members to take an informed decision. At this point, under Local Government access to information provisions, the Mandate Form may have to be made available for inspection to any member of the public who requests it.*

Once a project is admitted onto our programme pipeline, in line with MCA's Assurance and Accountability Framework and Freedom of Information Act (FOI) Publication Project, the Mandate Form must be published on the applicant's and the SYMCA website.

For this purpose, you may wish to also send a redacted copy stating any exemption or exception applied under FOI or Environmental Information Regulations. We will consider any requested redaction. Any comments received after publication are required to be reflected in SOBC, the OBC and FBC if the project progresses further. MCA will require evidence of this through the assurance process.

- 2. MCA support is not allocated to a project at this stage. The Project Mandate Form is the means by which the MCA can accept project ideas into the Programme Pipeline. Further project development and submission of SOBC, OBC and FBC or BJC in line with the Assurance Framework will be required.*
- 3. To the best of your knowledge all the information provided in this Project Mandate Form is true and correct. You acknowledge that the information provided will inform any future contract should a decision be made to support the project.*
- 4. You will comply with due diligence requirements appropriate to this project. This will be conducted by the SYMCA Executive Team and further details will be provided if the project progresses further.*

Person responsible for the application (Chief Executive or relevant Executive Director in your organisation)

Name:	David Akeroyd
Role:	Deputy Principal Development and Productivity
Date:	22/2/2023
Counter signatory – Director of Finance	
Name:	Laila Lawton
Role:	Vice Principal Finance
Date:	22/2/2023

Signature of the appropriate thematic Director in the SYMCA	
Name:	
Role:	
Date:	

For MCA Use Only	
Programme/Project Reference Number:	
Date Received/ Accepted:	
Version Number:	
Summary of Amendments: (if applicable)	
Resource implications for the MCA	<i>Key staff resources or functional team involvement required to deliver the project. These could be expert consultants (external) or internal functions (e.g. procurement team, HR, Tram Concession Manager, Active Travel team etc).</i>

APPENDIX B - Project Mandate

VERSION 6 20.01.2022



1 - PROJECT DETAILS	
Project Name:	<i>Aspire to Be</i>
Project Location/ Address, including Post Code and Local Authority Area:	<i>Leger Way, Doncaster, South Yorkshire, DN2 6AY</i>
Organisation Name, Size & Company Registration Number (if applicable):	<i>Doncaster Deaf Trust, SME with approximately 270 employees. Reg:4105045, Charity number:1088060</i>
Is your organisation an SME? If so, state size of organisation (Micro, Small or Medium)	<i>Medium</i>
Contact Name and Role:	<i>Tina Rafferty- Programme Manager, Aspire to Be</i>
Address:	<i>Leger Way, Doncaster, South Yorkshire, DN2 6AY</i>
Email:	<i>Tina.rafferty@cscd.ac.uk</i>
Telephone:	<i>01302 386711</i>
Other Delivery Partners and Roles:	<i>N/A</i>
Estimated total project cost	<i>£465,000.00</i>

2 – SOCIAL VALUE ELIGIBILITY CONDITIONS

2.1 Please confirm how you intend to comply with the eligibility conditions for accessing support from the Mayoral Combined Authority. Full details of the conditions, why they are important and examples of how they can be achieved and measured can be found here <https://governance.southyorkshire-ca.gov.uk/mgConvert2PDF.aspx?ID=10630>

The conditions and your current position (taking into account your organisation size and level of funding sought) will be discussed and will form part of your contractual obligations			
Conditions	How is your organisation currently delivering against these conditions? (e.g. have you achieved, are you working towards or is it not yet something you are doing?)	What evidence do you have for your current position? How will you measure future change?	Please provide any further details here
1. Pay Real Living Wage to full and part time employees, for regularly contracted hours and overtime	Incremental transition to Real Living Wage Foundation rate for all lower banded staff on Nursery pay scale and general cleaning staff completed January 2022. All other Trust staff salaries are above the Real Living Wage Foundation rate.	Staff recruitment and retention data. Comparison to sector pay rates. Recommendations of the Real Living Wage Foundation.	
2. Ensure secure work for employees, with zero hours contracts only for those who want them	A very limited pool of bank staff are engaged on zero hours contracts that includes an enhanced rate to include monetary value of accrued annual leave.	Gradual reduction of the need for bank staff.	
3. Spend more with local suppliers in South Yorkshire, particularly with SMEs and the Voluntary, Community and Social Enterprise (VCSE) sector	Social and economic contribution across South Yorkshire by way of outcomes and training opportunities and signposting that will impact positively in local communities	Employment outcomes will impact on spending power. Volunteering and work experience opportunities. Signposting to local services.	
4. Empower employees to be informed about the business and involved in decision-making	The Trust engages with staff on a Quarterly basis through the vehicle, staff Consultative Committee (SCC) to	Staff satisfaction surveys. Meeting minutes and agreed action plans.	

	<p>discuss and encourage input from staff on all matters concerning general Trust operations, wellbeing initiatives and employment matters.</p> <p>The SCC comprises of representatives from all areas of the trust operation, including Aspire to Be</p>		
<p>5. Enhance workforce diversity</p>	<p>The trust is committed to creating an equal and inclusive working environment. The Trust engages with nominated service leads representing all areas of the Trust through the Equality, Diversity and Inclusion Committee platform. The Committee's terms of reference include the use of demographic monitoring to ensure that equality and diversity is a key factor of the recruitment policy.</p>	<p>Evidence from (100%) of existing staff would be taken from the Equal opportunities monitoring form. Data that is populated by new employees upon engagement, is collated and included in annual staff demographic surveys. The demographic of our ethnic make-up is reflective of 20% of the number of applications received from people of ethnic minority backgrounds. We encourage all to apply no matter the ethnic background when advertising vacancies and on application forms</p>	<p>Internal and external auditing of our Equality, Diversity and Inclusion policy. The policy is subject to scrutiny by local authorities, OFSTED, Investors in Diversity inspection framework.</p>

<p>6. Offer more pathways into employment through work experience, placements, internships and apprenticeships</p>	<p>The trust continues to offer work experience and longer-term placements across all areas. In specific areas of the trust i.e., Nursery and estates management we offer an ongoing apprenticeship programme and subscribe to the apprenticeship levy fund. Aspire to Be staff have accessed adult apprenticeship training for the benefit of their personal development</p>	<p>20% of those engaging with our services gain additional skills by utilising services within the trust by ways of work experience. Those whose skills match vacancy opportunities within the trust, are considered for internships that could lead to employment and apprenticeships opportunities</p>	<p>This will be monitored on a continuous basis going forward for all individuals that engage with our services</p>
<p>7. Support staff progress in the organisation through training and development</p>	<p>Training and Development of all Trust staff is a key element of the Trust's 5-year Strategic Plan (2020 – 2025) and is supported and delivered through the Performance Management system and procedures. And subject to a relevance review on an annual basis, or as required.</p>	<p>Individual and departmental KPI's. Expansion and wider scoping of the staff skills-matrix.</p>	
<p>8. Engage with local communities</p>	<p>Actively engaged with the local Deaf community in South Yorkshire via a social club arranged and supported on site by staff and volunteers</p>	<p>Deaf Social Clubs around the SY region</p>	
<p>9. Achieve Net Zero</p>	<p>Staff are encouraged to car share and the trust has invested in installing several cycle parking facilities around the campus</p>	<p>Design development of the Trust's estate roadmap. External audit of current facilities commission.</p>	

<p>10. Create a healthy workplace</p>	<p>Appropriate wellbeing initiatives are in place for all Trust staff to access at will. The resource point for staff to access health and wellbeing provision, including 1:1 GP support on all medical matters as well as early intervention mental health counselling and support for the staff member and their family is delivered through the Westfield Healthy Extras programme. Our contracted catering service is operated by Sodexo and staff and students have daily access to nutritionally balanced food menus.</p>	<p>Reduced percentages of short term and long-term absenteeism.</p> <p>Staff satisfaction surveys.</p> <p>Feedback at Staff Consultative Committee.</p> <p>Staff retention figures.</p>	<p>Lost time through absence percentage is currently an average 3.33% compared to the educational and care sector average of 10% Staff turnover for 2021 – 2022 was 4.52% current year staff turnover is 1.49% both figures well below the education and care sector average of 16.1%</p>
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3 – PROJECT SUMMARY

3.1 – Tell us about the project

Please provide a summary description of your project and what you intend to achieve. Why are you looking to embark on this project? What do you want to achieve? What is the problem you want to address or what is the opportunity? What is the project about?

The project is a unique tailored and individualised non-accredited programme for the people of SY who have Special Educational Needs & Disabilities and promotes sector specific learning, independence skills, and mindset change in readiness to enter/re-enter the world of work and or pathways into FE/Apprenticeships where applicable. The programme is designed to build on personal skills and provide opportunities to increase confidence, self-esteem, self-development, and improve their health and well-being.

The programme offers sector specific non-accredited learning at our premises that cover basic industry standards and encompass elements of a Level 1 qualification along with real work environment training in industries, such as: - Hospitality, Logistics/Driving, Warehousing/Distribution and Retail.

Our qualifications have been inclusively designed to aid support for those with limited abilities or anxieties that would otherwise be excluded or would not engage in an educational based setting. (Office of National Statistics based 2022) survey shows, disabled people who were “limited a lot” were almost twice as likely to have no qualifications than non-disabled people (10.1% compared with 5.4% – a significant difference).

There are 1.4 million people in the UK classified as having a learning disability (Mencap 2019) and according to estimates, just 4.8% are currently in paid employment despite a willingness and ability to work, statistics show East Midlands (includes South Yorkshire Regions) having the lowest rate (BASE stats 2020/21).

Our programme has already placed 50 people with SEND into employment in the SY region during the past year who would not have otherwise entered employment but remained on the benefit system without the help and support of this programme, due to us being uniquely set up to support people with SEND which other mainstream provision cannot provide due to not having the knowledge, experience or expertise required.

The service operates Monday to Friday, 9am – 5pm and includes a team of specialist Work Coaches, an Employment Liaison Officer and access to a range of therapies (Speech & Language and Occupational Therapy) and L2 BSL trained staff.

What do you hope to achieve by delivering the project?

The problem

The SYMCA Strategic Economic Plan has 'inclusion' as one of its 3 core strategic horizons but has allocated virtually none of the Adult Education Budget to people with SEND through a targeted approach.

1. The focus of the procured commissioning 'Lots' has been the delivery of qualifications which for people with SEND is not meeting their needs. Many adults with SEND are looking for work or trying to get out of the welfare and benefits system.
2. A lot of adults with SEND have previously been funded via ESFA programmes and cannot access the current SYMCA offer via the 'Lots' or other provision.
3. JCP Advisers and Employment Support Advisers generally refer to Welfare to Work/training programmes like IPES, Health & Wellbeing, Restart, Jets, Advance, Skills Support for Unemployed, Skills Support for the Workforce, Skills Support for Growth (skills support services, Find Good Work under Working Win banner which come to end in March 23) and are not suitable, appropriate or specialist provision or these individuals, with many of the Advisers target driven to refer to Welfare to Work programmes.
4. DWP programmes and other training providers do not have the necessary knowledge, experience or skills needed to meet the needs of adults with SEND. They often enquire about referring learners to specialist providers like Aspire to Be but without funding.

The solution

1. Provide funding to Doncaster Deaf Trust to deliver up to 18 months engagement for 200 individuals with SEND who reside within the South Yorkshire region, with an outcome of 50% into employment for those aged 16 – 60+ as a project to develop the SYMCA strategic horizon of inclusion.
2. A partnership with SYMCA would promote the inclusion strategic horizon in the SEP and evidence innovation in the SEND arena across South Yorkshire.
3. To widen our offer to those who due to contractual restraints we were unable to help, create more links with employers from different sectors across South Yorkshire to further develop and strengthen the non-accredited provision in place at Aspire to Be to advance into other sectors to enhance service users understanding of job roles and expectations.
4. Promote the Disability Confident employers' scheme as a tactic to engage with the SEND community and support employers to fill job vacancies. Demonstrate how support via specialist organisations can facilitate the scheme and engage employers to consider potential employees with SEND.
5. Contribute to reducing the unemployment rate for those with SEND across the South Yorkshire region
6. Promote the success stories and practice developed in Aspire to Be to the SY region and beyond as a partnership initiative with a focus on the development of the inclusion agenda in the SYMCA vision.
7. Strengthen the existing relationships with JCP Advisers and other referring agencies and further develop across South Yorkshire.

Please refer to attachments 1,2 & 3 – JCP feedback, Case Study and Employer feedback

4 – STRATEGIC ALIGNMENT

4.1 – Using the table below, please set out which of the MCA’s Core Strategic Outcomes (Stronger, Fairer and Greener), as set out in the Strategic Economic Plan and Renewal Action Plan, your programme/project will contribute to.

Projects that deliver against at least one indicator from all three of Strategic Outcomes (Stronger, Greener, Fairer) are more likely to be prioritised for investment.

Useful links:

For details of the Strategic Economic Plan (SEP)

[https://southyorkshire-ca.gov.uk/getmedia/4256c890-d568-42c8-8aa5-c8232a5d1bfd/SCR_SEP_Full_Draft_Jan_21-\(accessible\).pdf](https://southyorkshire-ca.gov.uk/getmedia/4256c890-d568-42c8-8aa5-c8232a5d1bfd/SCR_SEP_Full_Draft_Jan_21-(accessible).pdf)

For details of the Renewal Action Plan (RAP)

<https://southyorkshire-ca.gov.uk/getmedia/bf2c27b2-a5c7-4ac5-ac64-b4f8798df095/Sheffield-City-Region-Renewal-Action-Plan-Document-Final.pdf>

Theme	Indicator	Outcome	Contribution from this Programme/Project e.g. increase in [outcome] of x [number/%] by y [year]. Please be specific as you possibly can be at this stage of the project.
Stronger – Achieve sustained, inclusive growth, underpinned by productivity gains that matches the UK average	Productivity per hour worked	A higher productivity workforce	Advantages of hiring those with a disability Quality- work, staff retention, motivation Corporate Culture – diverse work force, improves job morale and behaviours = Improvement in performance and productivity, and offers employers a wider pool of talent. 50% (100) will have achieved employment by Oct/Nov 2024
	High growth business	A larger proportion of high growth businesses	N/A
	Business density	More businesses in the area, relative to population	N/A

<p>Greener – Drive forward environmental sustainability to achieve our net-zero carbon target by 2040</p>	<p>Flooding</p>	<p>Better protect over 17,000 homes and businesses, and regionally significant infrastructure across South Yorkshire</p>	<p>N/A</p>
	<p>Carbon emissions</p>	<p>Reduced carbon emissions</p>	<p>Travel forms part of the employability process, service users are encouraged to look at types of travel i.e., short distance travel either walk or cycle & Public transport timetables for best mode of transport to work. This is done with 100% of those who engage. Discuss with employers/service user regarding car share schemes for the 50% (100) who gain employment</p>
	<p>Carbon intensity of transport network</p>	<p>Improved carbon intensity</p>	<p>As above</p>
<p>Fairer – Unlock prosperity by eliminating the wage gap and other inequalities (particularly health) with South Yorkshire and between South Yorkshire and the national average and by improving standards of living for</p>	<p>Economic inactivity & unemployment</p>	<p>Fewer people are economically inactive and unemployed</p>	<p>50% (100) of service users in work by end of project</p>
	<p>Wage levels</p>	<p>A lower proportion of employees on low earnings</p>	<p>Increase in skills and employer liaison intervention will enhance career opportunities for 50% (100) service users</p>
	<p>Qualifications & skills</p>	<p>A higher proportion of working-age population possess higher qualifications, indicating progression in education and employment.</p>	<p>100% of those who engage will have increased knowledge of learning and gained skills that could link to apprenticeships, pathways to FE and employment. Progression is evidenced through the unique non-accredited modules designed for various employment sectors by Aspire to Be.</p>

disadvantaged communities	Personal Wellbeing	Improved personal wellbeing (as measured by indicators on feeling life is worthwhile, life satisfaction, happiness, and anxiety).	About me - is a diagnostic tool that 100% of those who engage will partake in completing at various stages of the programme and used to capture, assess and measure to show improvements or to highlight the need for further intervention or signposting
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5 – SYMCA SUPPORT REQUIRED

5.1 How can the South Yorkshire MCA support the delivery of the project?

Aspire to Be – Breakdown of service costs

Costing for SYMCA Contract	310,270		465,405		
	Annual Costs		18 month Contract		Notes
Gross pay	218,302		327,453		
NI	21,045		31,568		
pension	19,005		28,508		
Total Direct Staff Costs	258,352		387,529		current costs plus provision for 10% uplift
Indirect staff costs (SALT and other BSL staff)	5,000		7,500		estimate
Staff training	3,400		5,100		estimate
Apprenticeship levy	1,092		1,637		0.5% of gross pay
travel costs	7,000		10,500		estimate
clothing and PPE	2,250		3,375		estimate

stationery	2,500		3,750		estimate
copying and printing	1,800		2,700		estimate
telephony	850		1,275		estimate
postages	700		1,050		estimate
utilities (2.2%)	12,826		19,239		2.2% of water, gas and electricity
Central services recharge	14,500		21,750		estimate
to cover:					
<i>repairs and maintenance</i>					
<i>grounds maintenance</i>					
<i>IT provision</i>					
<i>strategic management</i>					
<i>finance & HR</i>					
	310,270		465,405		

6 - CONSULTATION

6.1 – Who have you consulted with about the project idea?

Please insert South Yorkshire MCA	<i>Jim Dillon, Adam Greenwood, Pippa Proctor</i>
Local Authority	
Other consultees, for example:	
Local community	Deaf community through the Deaf Social Club at DDT
Relevant businesses	Hotels:- Mercure Danum Hotel, Premier Inn Food & Beverage - Sodexo, Jimmy Piggs Coffee House Warehouse - B&Q Redhouse, Next Redhouse, South Elmsall & Wath on Dearne, Lidl, Amazon, Challenge Supply Lyndon Systems, Cleaning -Metro Clean (Doncaster Council)

	Retail – Primark, Card Factory, Wilko, B&Q, British Heart Foundation, B&M, Lidl, YWP, Bernado's Logistics – MFM Logistics, PHS Treadsmart. All trade across the South Yorkshire Region.
Environment Agency	N/A
Planning Authority	N/A
Highway Authority	N/A
<i>Please insert others as appropriate</i>	

7 – TIMESCALES FOR DELIVERY

7.1 – What is the preferred date that the project can commence delivery? If this is currently unknown, please set out your proposed next steps below

April/May 2023

7.2 – If currently known, please outline the key milestones required to deliver the project and provide forecast dates for achievement.

[e.g. complete outline design, secure all funding, procurement complete, statutory processes complete]

April/May 2023	Secure funding Project start
Oct /Nov 2024	Project end - Will have achieved 100 outcomes

8 – DEPENDENCIES

8.1 – Is the project linked to or dependent on any other project or activity, especially one the MCA may be involved in?

[Please advise if the delivery or success of the project is dependent on any other project or activity taking place]

N/A

8.2 – Are there any statutory processes required for you to deliver the project?

[Please advise if the project will require planning permission or other statutory approvals prior to commencement. If so, please provide more detail on progress and the forecast timescales for achievement?]

N/A

Please attach any document(s) or provide links to reference material that support any of the information presented above.

Document Sign Off

9 – DECLARATION AND SIGN OFF

On signing the Project Mandate Form the project sponsoring organisation agrees to the following:

- 1. The South Yorkshire (SY) Mayoral Combined Authority (MCA) is a public body and is therefore subject to information/transparency laws and the Local Government Transparency Code 2015. This Project Mandate Form will be shared with the appropriate SYMCA Boards including the MCA and Local Enterprise Partnership (LEP). In line with legislation, papers to the MCA and LEP meetings are published in advance and made publicly available. These papers will detail the applicant and summarise the Mandate Form in sufficient detail to allow the members to take an informed decision. At this point, under Local Government access to information provisions, the Mandate Form may have to be made available for inspection to any member of the public who requests it.*

Once a project is admitted onto our programme pipeline, in line with MCA's Assurance and Accountability Framework and Freedom of Information Act (FOI) Publication Project, the Mandate Form must be published on the applicant's and the SYMCA website.

For this purpose, you may wish to also send a redacted copy stating any exemption or exception applied under FOI or Environmental Information Regulations. We will consider any requested redaction. Any comments received after publication are required to be reflected in SOBC, the OBC and FBC if the project progresses further. MCA will require evidence of this through the assurance process.

- 2. MCA support is not allocated to a project at this stage. The Project Mandate Form is the means by which the MCA can accept project ideas into the Programme Pipeline. Further project development and submission of SOBC, OBC and FBC or BJC in line with the Assurance Framework will be required.*
- 3. To the best of your knowledge all the information provided in this Project Mandate Form is true and correct. You acknowledge that the information provided will inform any future contract should a decision be made to support the project.*
- 4. You will comply with due diligence requirements appropriate to this project. This will be conducted by the SYMCA Executive Team and further details will be provided if the project progresses further.*

Person responsible for the application (Chief Executive or relevant Executive Director in your organisation)

Name:	Alexis Johnson
Role:	CEO
Date:	Feb 23
Counter signatory – Director of Finance	
Name:	Graeme Craik
Role:	Head of Finance and Support Services
Date:	Feb 23

Signature of the appropriate thematic Director in the SYMCA	
Name:	
Role:	
Date:	

For MCA Use Only	
Programme/Project Reference Number:	
Date Received/ Accepted:	
Version Number:	
Summary of Amendments: (if applicable)	
Resource implications for the MCA	<i>Key staff resources or functional team involvement required to deliver the project. These could be expert consultants (external) or internal functions (e.g. procurement team, HR, Tram Concession Manager, Active Travel team etc).</i>

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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