

Appendix A - Project Mandate

VERSION 6 20.01.2022



1 - PROJECT DETAILS	
Project Name:	South Yorkshire Supply Chain Programme
Project Location/ Address, including Post Code and Local Authority Area:	Barnsley, Doncaster, Rotherham, Sheffield
Organisation Name, Size & Company Registration Number (if applicable):	Doncaster Metropolitan Borough Council (DMBC)
Is your organisation an SME? If so, state size of organisation (Micro, Small or Medium)	
Contact Name and Role:	Chris Dungworth (DMBC) Victoria Poppleton (DMBC) Lee Beevers (SYMCA) Stephen Burrows (SYMCA)
Address:	Civic Office Waterdale Doncaster South Yorkshire DN1 3BU
Email:	chris.dungworth@doncaster.gov.uk
Telephone:	07909 934259
Other Delivery Partners and Roles:	Victoria Poppleton – Supply Chain Manager (Business Doncaster)
Estimated total project cost	£1.3m

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	DMBC is a Real Living Wage employer.	N/A	N/A
2. Ensure secure work for employees, with zero hours contracts only for those who want them	This is ensured.	N/A	N/A
3. Spend more with local suppliers in South Yorkshire, particularly with SMEs and the Voluntary, Community and Social Enterprise (VCSE) sector	South Yorkshire Supply Chain Programme will enhance this activity.		
4. Empower employees to be informed about the business and involved in decision-making	N/A	N/A	N/A
5. Enhance workforce diversity	This will be considered at recruitment stage.	N/A	N/A
6. Offer more pathways into employment through work experience, placements, internships and apprenticeships	Graduate Apprenticeships will be considered when recruiting for the delivery team.		

7. Support staff progress in the organisation through training and development	Yes	N/A	N/A
8. Engage with local communities	Yes	N/A	N/A
9. Achieve Net Zero	South Yorkshire Supply Chain Programme will support the regions Net Zero ambitions.	N/A	N/A
10. Create a healthy workplace	Yes	N/A	N/A

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?

Since the UK left the European Union, the South Yorkshire Mayoral Combined Authority has been aware of potential supply chain issues and the importance of local supply chain development. Supply chain issues were made even more apparent during the Covid-19 pandemic which enhanced the need for a regional supply chain support programme in reaction to global supply chain problems. This has been even further exacerbated by the war in Ukraine which has added to the supply chain difficulties that Brexit and Covid-19 has created globally and nationally.

The South Yorkshire Supply Chain Programme is important strategically and will mitigate global supply chain issues on a local and regional scale. The programme will encourage the development of strong local supply chains, enabling green and sustainable growth in the region, and will encourage inward investment. The programme will equip businesses with wrap around support enabling them to confidently bid for and be successful in winning tenders. The activity undertaken via full time Supply Chain Managers, Meet the Buyer events, Specialist Masterclasses and a Web Portal will enable South Yorkshire to explore opportunities and threats in its supply chain. Plugging in to the wider Yorkshire and Humber supply chain, potential investors will be informed of the supply chain development and support that the MCA is providing.

Once delivered the South Yorkshire Supply Chain Programme will be able to demonstrate whether this type of intervention helps South Yorkshire businesses supply and deliver a larger share of products and services in the UK economy, and if the business ecosystem will be more resilient, competitive, greener, and create a desirable environment for inward investment.

Gaps in the South Yorkshire supply chain will be identified, providing intelligence that will inform and encourage prioritisation in relation to inward investment or indigenous industry development opportunities.

Over the course of 39 months (January 2023 – March 2026) the South Yorkshire Supply Chain Programme will support:

Outputs:

- 600 businesses to attend meet the buyer events.
- 360 of which will attend specialist supply chain masterclasses delivered by experts in the field.
- 6 meet the buyer events.
- 18 supply chain masterclasses.

- 12 peer to peer events.
- Web Portal

Outcomes:

- Additional jobs created and jobs protected because of increased revenue from opportunities identified, showcased at the project evaluation stage of the programme.
- Local supply will reduce the impact of transportation costs and costs to the environment.
- Increased contracts awarded to South Yorkshire Based Businesses.
- Business growth and increased turnover of recipient businesses.
- Diversification of markets businesses can penetrate will increase resilience to economic shocks.

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-\(accesssible\).pdf](https://southyorkshire-ca.gov.uk/getmedia/4256c890-d568-42c8-8aa5-c8232a5d1bfd/SCR_SEP_Full_Draft_Jan_21-(accesssible).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,	Productivity per hour worked	A higher productivity workforce	A web portal will encourage a simplified process for supply chains to collaborate and communicate.

underpinned by productivity gains that matches the UK average	High growth business	A larger proportion of high growth businesses	Important opportunity to identify and directly support high growth businesses.
	Business density	More businesses in the area, relative to population	The programme will add to the existing business support offer encouraging inward investors that their supply chain issues can be solved if identified.
Greener – Drive forward environmental sustainability to achieve our net-zero carbon target by 2040	Flooding	Better protect over 17,000 homes and businesses, and regionally significant infrastructure across South Yorkshire	No direct benefit identified, however there is potential to deliver innovative solutions with more robust supply chains.
	Carbon emissions	Reduced carbon emissions	Locally sourced and produced products/materials feeding into a more local supply chain will reduce carbon emissions.
	Carbon intensity of transport network	Improved carbon intensity	Opportunity to improve/expand low carbon transport network based on evidence of higher growth businesses and development of priority sites.
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	Economic inactivity & unemployment	Fewer people are economically inactive and unemployed	Opportunity to encourage economic activity by seamlessly connecting industries and enabling companies to win tenders to deliver more activity locally.
	Wage levels	A lower proportion of employees on low earnings	Real living wages and career progression will be encouraged by Supply Chain Managers.
	Qualifications & skills	A higher proportion of working-age population possess higher qualifications, indicating	Skills and knowledge gaps will be identified via the programme enabling interventions from Skills Bank and AEB.

living for disadvantaged communities		progression in education and employment.	
	Personal Wellbeing	Improved personal wellbeing (as measured by indicators on feeling life is worthwhile, life satisfaction, happiness, and anxiety).	No impact identified.

5 – SYMCA SUPPORT REQUIRED

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

The Strategic Economic Plan (SEP) identifies that developing supply chains in the region is fundamental to economic growth. Therefore, we ask that the MCA reallocate £1.3m of the £2.6m Renewal Action Plan (RAP) funding, originally allocated for ‘Specialist Framework for Intensive Support’.

Built into this programme will be a £100,000 Barrier Breaker Fund. The initial pilot has identified that unlocking flexible finance is important. As a fund of last resort it can be used as a way of providing loans or grants to businesses that access the scheme. While the support programme is free to access, the project team can think carefully and respond rapidly about the gaps in the South Yorkshire supply chain. The Barrier Breaker Fund will be a flexible and tailored loan or grant offer. Detailed terms of eligibility can be determined and agreed based on need and commercial or strategic factors.

Anticipated costings of the scheme are:

Anticipated costings					Jan 23 - Mar 23	Apr 23 - Mar 24	Apr 24 - Mar 25	Apr 25 - Mar 26		
Workstream 1 Opportunity developments					Year 1	Year 2	Year 3	Year 4	Total	
	No of Companies	Number of events	Per year	Cost						
Meet the buyers events	600	6	2	£5,000	£ -	£10,000	£10,000	£10,000	£30,000	£30,000
Supply Chain Masterclasses (specialist)	360	18	6	£3,000	£ 3,000.00	£18,000	£18,000	£18,000	£54,000	£54,000
Peer to Peer events		12	4	£750	£ 750.00	£3,000	£3,000	£3,000	£9,000	£9,000
Supply Chain Managers 1 x per authority				£60,000	£ 80,000.00	£240,000	£240,000	£240,000	£720,000	£720,000
Project Marketing and Support Officer				£27,000	£ -	£27,000	£27,000	£27,000	£81,000	£81,000
Marketing and Admin costs					£ 3,000.00	£20,000	£20,000	£20,000	£60,000	£60,000
Subscription to Go For Growth				£8,000	£ 8,000.00	£32,000	£32,000	£32,000	£96,000	£96,000
Development of web portal				£50,000	£ -	£50,000	£5,000		£5,000	£60,000
Regional Mapping exercise				£45,000	£ -	£15,000	£15,000	£15,000	£45,000	£45,000
Barrier Breaker Fund				£100,000	£ -	£33,000	£33,000	£33,000	£99,000	£99,000
TOTAL	960	24	8		£ 94,750.00	£448,000	£370,000	£370,000	£1,282,750	

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

N/A

5.3 What additionality will MCA investment bring?

What would happen with MCA intervention that wouldn't happen without it?

Work completed under the successful pilot phase of the project, developed as part of the Covid-19 RAP, has evidenced demand for the service. As supply side pressures on costs increase sourcing local is of significant advantage, whilst entering local supply chains will enable South Yorkshire businesses to increase revenue opportunities protecting jobs and standards of living.

A review of a similar project in West Yorkshire that has run for three years has shown that proactive intervention has a positive impact, increasing skills, generating new jobs as a result of increased revenue, providing local solutions to supply side challenges.

There would be a Supply Chain Support Scheme in South Yorkshire helping to mitigate global issues.

What would happen without MCA intervention?

There would be no supply chain support interventions for South Yorkshire businesses to access. This would be a risk to the region as potential benefits could be transformational.

6 - CONSULTATION

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

Please insert South Yorkshire MCA	Inward Investment and Growth Hub teams.
Local Authority	Barnsley, Doncaster, Rotherham, Sheffield.
Other consultees, for example:	
Local community	
Relevant businesses	University of Huddersfield. Doncaster Chamber of Commerce. RTC North.

Environment Agency	
Planning Authority	
Highway Authority	
<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

Once approved by the BRGB and MCA. December 2022 would be realistic.

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]

Complete outline design	Complete
Project mandate BRGB approval	01/09/2022
SBC submitted to assurance for review.	W/C 19/09/2022
SBC to assurance panel	WC 03/10/2022
SBC to BRGB for approval	27/10/2022
SBC to MCA for approval to reallocate RAP funding. TBC internal management board.	14/11/2022
FBC submitted to assurance for review.	WC 07/11/2022
FBC to assurance panel	WC 21/11/2022
FBC to BRGB for approval	15/12/2022
Procurement	N/A
Development of web portal	Not yet commenced 2022/23
Regional mapping exercise	Not yet commenced 2022/23

Meet the buyer/peer to peer events and supply chain master class events calendar	Not yet commenced 2022/23
Year 1 Check Point	2023
Year 2 Check Point	2024
Year 3 Check Point	2025
Project close out	March 2026

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?

The project is linked to the overall business support offer and ecosystem in South Yorkshire.

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

Not at this stage.

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:	
Role:	
Date:	
Counter signatory – Director of Finance	
Name:	
Role:	
Date:	

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

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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>

