



Oversight and Governance

Chief Executive's Department
Plymouth City Council
Ballard House
Plymouth PL1 3BJ

Please ask for Jamie Sheldon
T 01752 668000
E jamie.sheldon@plymouth.gov.uk
www.plymouth.gov.uk
Published 31 January 2022

CABINET

Tuesday 8 February 2022
4.00 pm
Council House, Plymouth

Members:

Councillor Kelly, Chair

Councillor Nicholson, Vice Chair

Councillors Mrs Bridgeman, Deacon, Downie, Drean, Mrs Pengelly and Riley.

Members are invited to attend the above meeting to consider the items of business overleaf.

This meeting will be webcast and available on-line after the meeting. By entering warspite councillors are consenting to being filmed during the meeting and to the use of the recording for the webcast.

The Council is a data controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with authority's published policy.

For further information on attending Council meetings and how to engage in the democratic process please follow this link - [Get Involved](#)

Tracey Lee

Chief Executive

Cabinet

Agenda

Part I (Public Meeting)

1. Apologies

To receive apologies for absence submitted by Cabinet Members.

2. Declarations of Interest

Cabinet Members will be asked to make any declarations of interest in respect of items on this agenda. A flowchart providing guidance on interests is attached to assist councillors.

3. Minutes (To Follow)

To sign and confirm as a correct record the minutes of the meeting held on 11 January 2022.

4. Questions from the Public

To receive questions from the public in accordance with the Constitution.

Questions, of no longer than 50 words, can be submitted to the Democratic Support Unit, Plymouth City Council, Ballard House, Plymouth, PL1 3BJ, or email to democraticsupport@plymouth.gov.uk. Any questions must be received at least five clear working days before the date of the meeting.

5. Chair's Urgent Business

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

6. COVID 19 Update: (Verbal Report)

7. Leader's Announcements: (Verbal Report)

8. Cabinet Member Updates: (Verbal Report)

9. Commitments: (To Follow)

- 10. **Finance Monitoring Report December 2021:** (Verbal Report)
- 11. **Budget Scrutiny Recommendations:** (To Follow)
- 12. **Proposed Budget 2022 - 2023:** (To Follow)
- 13. **Award of Contracts for Plymouth Adult Education 2022-2027:** (Pages 1 - 24)
- 14. **Procurement of the Contract for the Provision of Agency Workers:** (To Follow)
- 15. **Compulsory Purchase Order Resolution at Bath Street West:** (To Follow)
- 16. **Exempt Business**

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

At the time this agenda is published no representations have been made that this part of the meeting should be in public. (Members of the public to note that, if agreed, you will be asked to leave the meeting).

PART II (PRIVATE MEETING)

- 17. **Compulsory Purchase Order Resolution at Bath Street West:** (To Follow)

This page is intentionally left blank

Cabinet



Date of meeting:	08 February 2022
Title of Report:	Award of Contracts for Plymouth Adult Education 2022-2027
Lead Member:	Councillor David Downie (Cabinet Member for Education, Skills, Children and Young People)
Lead Strategic Director:	Alison Botham (Director for Childrens Services)
Author:	Tina Brinkworth
Contact Email:	Tina.brinkworth@plymouth.gov.uk
Your Reference:	
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This paper seeks to gain approval for the procurement of services for the Plymouth Adult Education Budget (AEB).

PCC receives an annual allocation circa £1,700,000 from Education and Skills Funding Agency (ESFA). This delivers a contract for a range of adult education courses and supports learning programmes for 16-19 aged students predominantly at risk of dis-engagement.

The adult education courses are currently delivered through internal provision via On Course South West (OCSW) and through external training providers, currently ODILS, Shekinah Mission, Trevi House, Mount Batten Centre, LiveWest and Greenlight Training.

The current contract period ends on 31st July 2022. The external provision will be re-tendered for delivery starting from 1st August 2022.

The contracted period covers a five year period, with contracts awarded for the first three years and options to extend year on year up to the 5 year period.

The wider impact and added value of this approach are:

- Strategic alignment of services across PCC and wider stakeholders, to enable a skills journey for the city's most disadvantaged and vulnerable residents to upskill, re-engage with the labour market, enter into and progress in work (so that they can become financially independent).
- Reducing the claimant count 7,351 (those unemployed as of November 2021) and reducing an additional 19,000+ UC Claimants (individuals who are also claiming Universal Credit benefits due to a variety of other reasons and require financial support from government).
- Maintain community learning for older citizens and those at most need of help, which in turn strengthens communities.

- Adult and community learning is aligned to city priorities, meets local needs and the needs of vulnerable groups
- Drives a stronger post 16 place shaping strategy
- Directly influence the quantity and quality of the local offer
- Better prepared to respond to the on-going changes to post 16 education, employment and training
- Able to deliver a quality provision in response to local and national priorities post-COVID-19 and post-Brexit toward economic recovery and improved productivity
- Provides the ability to provide support for NEETs to help them re-engage in education and training that will lead to realistic employment opportunities and/or further learning, particularly those with disadvantaged backgrounds.
- Provides the opportunity to directly enhance employability skills of young people through targeted support

Recommendations and Reasons

Cabinet is asked to -

1. Approve the procurement process for the provision of services for the Plymouth Adult Education service as set out in the business case;
2. Delegate the contract award to the Service Director for Education, Participation and Skills. Procurement is a tried and tested approach which achieves ESFA (the external funders) contractual and learning outcomes.

Alternative options considered and rejected

1. Do nothing
2. Subcontract all provisions
3. Undertake all provision in house

The above options have been considered and rejected and the preferred option is a re-procurement of the service (a proven approach).

Relevance to the Corporate Plan and/or the Plymouth Plan

The procurement is designed to support the Plymouth Plan, Corporate Plan, Skills4Plymouth Plan and Local Economic Strategic plans, specifically:

Corporate Plan (2021 – 2025) – it aligns with ‘Unlocking the City’s Potential’ by contributing towards ‘a vibrant economy, developing quality jobs and skills’.

- A vibrant economy, developing quality jobs and skills

Plymouth Plan - The project supports delivery in two of the three strategic objectives, Healthy City and Growing City:

- Policy HEA2 Delivering the best outcomes for children, young people and families – the provision of adult learning provides young people and parents with the skills to improve their wellbeing. This includes STEM skills and activities as well as ensuring that parents are supported in gaining better qualifications, sustainable employment and have access to support for mental health and wellbeing which will improve learning outcomes for their children.
- Policy GRO2 Delivering skills and talent development – the provision of adult learning contributes to high quality lifelong learning. It will develop, attract and retain a highly skilled and adaptable

workforce and help people to prepare for and progress in work. It achieves this through the provision of core skills, STEM and support.

Covid Recovery Plan:

- Skills 4 Plymouth

Implications for the Medium Term Financial Plan and Resource Implications:

- PCC receives an annual allocation circa £1,700,000 from Education and Skills Funding Agency (ESFA). The total procurement value over five years will be £3.45m, with initial three-year contracts award (£2.07m), extended on a one plus one basis (£0.69m per year)
- The process will be managed by the Head of Skills and Post-16, supported by Strategic Co-operative Commissioning.

Financial Risks

£0 to PCC (fully grant funded)

Carbon Footprint (Environmental) Implications:

None identified

Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:

* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.

Risk Register:				
Potential Risks Identified		Likelihood	Impact	Overall Rating
Risk	The procurement timeline is extremely tight to ensure contracts are in place prior for delivery to commence at the start of the next academic year in August 2022.	Low	High	Medium
Mitigation	Create a clear timeline with procurement and democratic support to ensure all necessary steps are taken in a timely fashion. Request delegation of contract award decision to Service Director for Education, Participation & Skills	Low	Low	Low
Calculated risk value in £ (Extent of financial risk)	£ N/A	Risk Owner	Tina Brinkworth	
Risk	There is insufficient breadth of expertise within providers to meet all sector needs	Low	High	Medium
Mitigation	Design specification and procurement to reach a range of providers with the relevant expertise	Low	Low	Low
Calculated risk value in £ (Extent of financial risk)	£ N/A	Risk Owner	Tina Brinkworth	
Risk	There is insufficient breadth of expertise to meet the needs of key vulnerable and disadvantaged groups	Low	High	Medium
Mitigation	Design specification and procurement to require providers to demonstrate their ability to meet these needs	Low	Low	Low

Calculated risk value in £ (Extent of financial risk)	£ N/A	Risk Owner	Tina Brinkworth
------------------------------------------------------------------	-------	-------------------	-----------------

Appendices

*Add rows as required to box below

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Business Case							
B	Equalities Impact Assessment							

Background papers:

*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7

Sign off:

Fin	djn.21 .22.23 1	Leg	LS/37 921/A C/16/ 1/22	Mon Off		HR		Assets		Strat Proc	PB/SC/009 /CAB/012 2
Originating Senior Leadership Team member: Ming Zhang (Service Director for Education, Participation and Skills)											
Please confirm the Strategic Director(s) has agreed the report? Yes											
Date agreed: 22/12/2021											
Cabinet Member approval: Councillor David Downie (Cabinet Member for Education, Skills, Children and Young People) Approved by email.											
Date approved: 17/01/2022											

REVENUE INVESTMENT BUSINESS CASE

Plymouth Adult Education Budget (AEB)



EXECUTIVE SUMMARY

This paper seeks to gain approval for the procurement of services for the Plymouth Adult Education Budget (AEB):

- PCC receives an annual allocation circa £1,700,000 from Education and Skills Funding Agency (ESFA). This delivers a contract for a range of adult education courses and supports a learning programmes for 16-19 aged students predominantly at risk of dis-engagement.
- The adult education courses are delivered through internal provision via On Course South West (OCSW) and through external training providers, currently ODILS, Shekinah Mission, Trevi House, Mount Batten Centre, LiveWest and Greenlight Training.
- The current subcontracted provisions period ends on 31st July 2022.
- The external provision will be re-tendered for delivery starting from 1st August 2022.
- The new contracted period covers a five year period, with contracts awarded for the first three years with options to extend year on year up to a 5 year period.
- The process will be managed by the Head of Skills and Post-16, supported by Strategic Co-operative Commissioning.

There is no financial impact on PCC as the procurement is 100% grant funded from the Plymouth AEB. There are numerous non-financial benefits which arise from the procurement of services from suppliers, by involving more organisations in the delivery of adult and community learning and upskilling people across the city. It also aligns adult and community learning with city priorities, meets local needs and the needs of vulnerable groups.

There is a total of £3,450,000 available over the five years. This is 100% AEB funded and split over three delivery areas:

- 16 – 19 Learning programmes;
- Supporting Vulnerable Groups engage in learning and develop employability skills;
- Promoting and supporting engagement and progression in key sectors

The most significant risk rests with the timeline for procurement. The current timeline is extremely tight to ensure contracts are in place prior for delivery to commence at the start of the next academic year on 1st August 2022.

SECTION I: PROJECT DETAIL			
Project Value (indicate capital or revenue)	£3,450,000 Revenue	Contingency (show as £ and % of project value)	N/A
Programme	Education	Directorate	Education, Participation and Skills
Portfolio Holder	Councillor Dave Downie	Service Director	Ming Zhang
Senior Responsible Officer (client)	Tina Brinkworth	Project Manager	John Bale
Current Situation:			
<p>PCC receives an annual allocation circa £1,700,000 from Education and Skills Funding Agency (ESFA). This delivers a contract for a range of adult education courses and supports a learning programmes for 16-19 year-old students predominantly at risk of dis-engagement. The 16-19 year-old provision is sub-contracted, currently to YMCA Plymouth.</p> <p>The adult education courses are delivered through internal provision via On Course South West (OCSW) and through external training providers, currently ODILS, Shekinah Mission, Trevi House, Mount Batten Centre, LiveWest and Greenlight Training.</p> <p>The current contract period ends on 31st July 2022. The external provision will be re-tendered for delivery starting from 1st August 2022. The contracted period will cover a five year period, with contracts awarded for the first three years and options to extend year on year up to the 5 year period.</p> <p>The process will be managed by the Head of Skills and Post-16, supported by Strategic Co-operative Commissioning.</p>			
Proposal:			
<p>A procurement exercise will be carried out to replace the current 3 contracts which expire in July 2022. The services to be re-procured are:</p> <ol style="list-style-type: none"> 1. 16-19 Learning Programmes: Full-time study programmes for young people at risk of disengagement; and short re-engagement programmes for young people not in education or training (NEET) 2. Adult Education Programmes: Supporting Vulnerable Groups engage in learning and develop employability skills 3. Adult Education Programmes: Promoting and supporting engagement and progression in key sectors. <p>In January 2022 the specification requirements for the replacement services will be reviewed by the project team and updated to strategically align with current corporate and departments plans/strategies to address current city priorities and local needs. This work to renew the specifications along with market intelligence will inform the number of Lots to be included in the procurement exercise. Tenderers will be able to bid for one or more Lot.</p> <p>If we do not proceed with the scheme there will be no valid contracts in place from 1st August 2022 and we will have missed the opportunity to update the service specification to fit with current requirements for the next academic year.</p>			

Why is this your preferred option:**Background**

- We have been delivering Adult Education within PCC for over 20 years.
- This has been operated through direct delivery and through subcontracted provision to deliver the needs for the city to some of the most disadvantaged and vulnerable groups and to meet sectorial skills needs. This tried and tested approach enhances the quality of the learning needed in the city
- Through this procurement we are required to follow public sector procurement rules and demonstrate value for money, expertise in provision and better access to training facilities, particularly for the most vulnerable and disadvantaged residents.

This approach ensures that we utilise public money to best support residents.

- Approximately 50% of the service is delivered in house through OCSW
- We do not have all of the in-house specialist capability to meet all of the vulnerable groups and sectorial skills focus. Therefore, we need to subcontract some of the provision
- At the time of writing, the view is that the subcontracted provision can be procured via 3 lots to address the needs of the city
 - Lot 1 – 16 to 19 year-old learning programmes
 - Lot 2 – supporting vulnerable groups to engage in learning and develop employability skills
 - Lot 3 – promoting and supporting engagement in key sectors
- We have taken this approach for the last 5 years (previous procurement) which has been successful in meeting funding targets. There are robust governance, processes and controls in place by PCC to support this approach
- As always, continuous improvements and learning from experience have been applied to the re-procurement process which has resulted in some minor amendments to meet the changing needs of the city in terms of growth sectors and in response to the pandemic
- This approach has also been aligned to the Plymouth Plan, Employment and Skills Board needs, local skills plans and Skills Launchpad Plymouth.
- We have also considered the funder ESFA who recognises that subcontracted provision plays an important part in ensuring that we deliver quality learning to all learners as well as enabling specialist delivery to meet the needs of employers and high quality learning.

Risks are managed through robust procurement, quality assurance and project delivery processes that are in place and have been throughout the last contract. This approach was commended in the last Ofsted report. The provision received 'significant' and 'reasonable' progress judgements in the last Ofsted monitoring visits and is due full inspection before December 2022.

Option Analysis:**Do Nothing Option**

The 'Do Nothing' option would mean that we would not meet the ESFA target and we would lose £1.7m per year from the city to invest in much needed skills investment for the most vulnerable and disadvantaged residents of the city.

List Benefits:

- No procurement exercise required

List Risk / Issues:

- No valid contracts in place for subcontracted provision
- Potential to lose £1.7m investment in skills from the city, at a time when we most need it. The city is still recovering from the pandemic and whilst the job market is buoyant, there is significant evidence which demonstrates that the gap has widened for those furthest away from the labour market
- Reputational risks

	<ul style="list-style-type: none"> The city would not be able to meet goals and aspirations laid out in local and regional strategic plans
Cost:	£0 to PCC (fully grant funded)
Why did you discount this option	This is not a valid option and the risks are too high
Do Minimum Option	
List Benefits:	<ul style="list-style-type: none"> Grow OCSW provision No procurement exercise required
List Risk / Issues:	<ul style="list-style-type: none"> We do not have the in-house expertise, resource or specialist estate to deliver all requirements Extensive investment would be required in terms of estate, infrastructure etc We would be unlikely to achieve a minimum of good or better with Ofsted OCSW do not have the capacity to take on this work, and would need additional resources to support the redesign of the service and recruitment of higher positions – in essence doubling the current staff structure
Cost:	£0 to PCC (fully grant funded)
Why did you discount this option	This option has been discounted as we do not have the in-house capability to meet all of the objectives of the ESFA funding or the strategic skills intent for the city.
Viable Alternative Option	
List Benefits:	<ul style="list-style-type: none"> Reduction of team with EPS
List Risk / Issues:	<ul style="list-style-type: none"> Resources and capacity within the team to achieve re-procurement both within EPS and the Strategic Commissioning department Procurement timelines (which has only a 2 weeks built into the contingency programme) Ability to deliver and manage the subcontracted provision Significant redundancy liability within PCC for OCSW (circa 40 full time / part time staff) or TUPE position.
Cost:	£0 (fully grant funded) or part of every ones role
Why did you discount this option	This option has been discounted as it does not align with the strategic approach for skills and the risks are too high.

Strategic Case:	
Which Corporate Plan priorities does this project deliver?	quality jobs and valuable skills
	economic growth that benefits as many people as possible
	Select a priority
Explain how the project delivers or supports delivery of Joint Local Plan/Plymouth Plan Policies (include policy references)	The project supports the Corporate Plan 2021-2025 which sets out the vision for the city and the Council and reflects the Council's mission, values and priorities to support this. The project will lead to positive impact of the Corporate Plan's priority - A vibrant economy, developing quality jobs and skills
	This strand of work is an integral part of Skills 4 Plymouth, one of the Plymouth City Council's Covid-19 Pandemic recovery priorities.

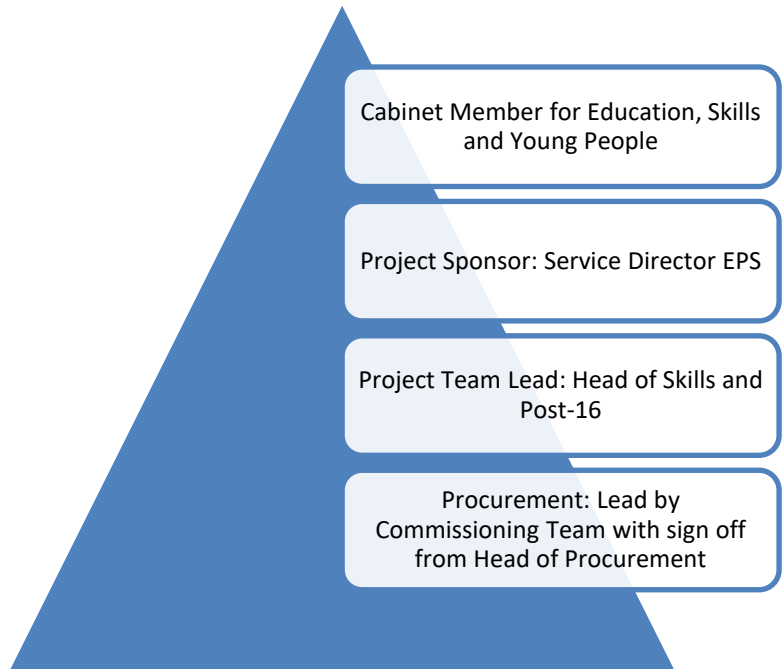
	<p>It also support the delivery of the Plymouth Plan in two of the three strategic objectives, Healthy City and Growing City:</p> <ul style="list-style-type: none"> • Policy HEA2 Delivering the best outcomes for children, young people and families – the provision of adult learning provides young people and parents with the skills to improve their wellbeing. This includes STEM skills and activities as well as ensuring that parents are supported in gaining better qualifications, sustainable employment and have access to support for mental health and wellbeing which will improve learning outcomes for their children. • Policy GRO2 Delivering skills and talent development – the provision of adult learning contributes to high quality lifelong learning. It will develop, attract and retain a highly skilled and adaptable workforce and help people to prepare for and progress in work. It achieves this through the provision of core skills, STEM and support.
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Project Scope:	
In Scope	Out of Scope
<p>Learning provision funded by ESFA, an annual allocation of £1.7m</p> <p>Adult Skills provision ESFA funded AEB engage adults and provide the skills and learning they need to progress into, or within, work; or equip them for an apprenticeship or other learning. Flexible tailored programmes of learning to be made available, which may or may not require a qualification, to help eligible learners engage in learning, build confidence, and/or enhance their wellbeing.</p> <p>16-19 Learning Students aged 16 to 19 and students up to the age of 25 when they have an education, health and care (EHC) plan. The study programme must be tailored to the prior attainment of each student, have clear study and/or employment goals reflecting the student's prior attainment, show progression in learning, and should include:</p> <ul style="list-style-type: none"> • substantial qualifications or work experience • maths and English for students who have not achieved grade 9 to 4, A*-C GCSE in these subjects by age 16 • high-quality work experience • added value non-qualification activity <p>Administration 20% of ESFA allocations are retained to provide leadership and management of the provision.</p>	<p>Provision delivered beyond ESFA allocations</p>

<p>Budgets to sub-contractors will be subject adjustment to reflect ESFA allocations received</p>	
---------------------------------------------------------------------------------------------------	--

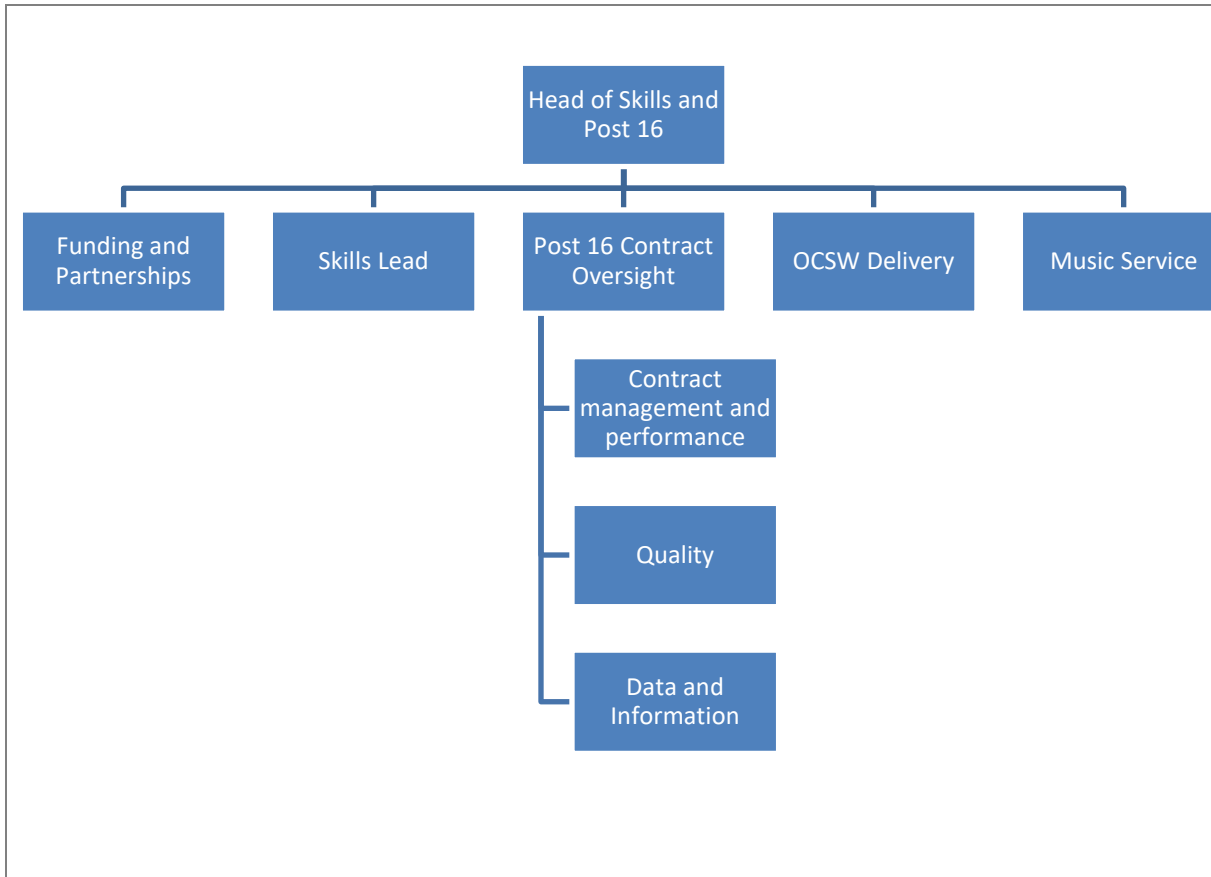
Project Governance : *How the project delivery is structured (amend example chart as appropriate)*
High Risk Projects will require a Project Board Chaired by Portfolio Holder
Low Risk Projects will require a structured Project Team reporting to Portfolio Holder

The AeB re-procurement is a low risk project, and we are proposing the following commissioning governance structure:



It is proposed that the following sign off, the decision for contract award of each Lot is delegated to the EPS Service Director, with day to day management delegated to Head of Skills and Post 16 (existing arrangement).

The day to day management of the service will be overseen by the Head of Skills and Post 16, with contract oversight, data and information and quality overseen by the Post 16 team. Regular updates will be provided to cabinet member through briefing papers and portfolio holder meetings.



Milestones and Date:		
Contract Award Date	Start On Site Date	Completion Date
1 July 2022	1 August 2022	31 July 2027

Who are the key customers and Stakeholders	N/A	Which Partners are you working with	N/A
---------------------------------------------------	-----	--------------------------------------------	-----

SECTION 2: PROJECT RISK, OUTCOMES AND BENEFITS					
Risk Register:					
Potential Risks Identified			Likelihood	Impact	Overall Rating
Risk	The procurement timeline is extremely tight to ensure contracts are in place prior for delivery to commence at the start of the next academic year in August 2022.		Low	High	Medium
Mitigation	Create a clear timeline with procurement and democratic support to ensure all necessary steps are taken in a timely fashion. Request delegation of contract award decision to Service Director for Education, Participation & Skills		Low	Low	Low
Calculated risk value in £ (Extent of financial risk)		£ N/A	Risk Owner		Tina Brinkworth
Risk	There is insufficient breadth of expertise within providers to meet all sector needs		Low	High	Medium
Mitigation	Design specification and procurement to reach a range of providers with the relevant expertise		Low	Low	Low
Calculated risk value in £ (Extent of financial risk)		£ N/A	Risk Owner		Tina Brinkworth
Risk	There is insufficient breadth of expertise to meet the needs of key vulnerable and disadvantaged groups		Low	High	Medium
Mitigation	Design specification and procurement to require providers to demonstrate their ability to meet these needs		Low	Low	Low
Calculated risk value in £ (Extent of financial risk)		£ N/A	Risk Owner		Tina Brinkworth

Outcomes and Benefits	
List the outcomes and benefits expected from this project.	
Financial outcomes and benefits:	Non-financial outcomes and benefits:
£0, fully grant funded positions and all income must be spent on resources in support of this contract	<ul style="list-style-type: none"> Provides opportunity for the council to directly invest in the upskilling of adults to support re-engagement into the labour market; increase the skills levels of those in work; and maintain community learning for older citizens and those at most need of help, which in turn strengthens communities. Adult and community learning is aligned to city priorities, meets local needs and the needs of vulnerable groups Funding is used to enable adult learners to undertake English and maths, up to level 2; first full qualifications at level 2 or 3 for individuals aged 19 to 23; and to support flexible tailored provision for adults, including qualifications and components of these, and/or non-regulated learning, up to level 2 either fully or co-funded.

	<ul style="list-style-type: none">• Effective, efficient and responsive service with strong governance and accountability through effective controls including oversight of data, contract performance, KPIs and quality of teaching, learning and assessments, employer engagement, outcomes, progression and finance• Drives a stronger post 16 place shaping strategy• PCC directly influences the quantity and quality of the local offer• PCC is better prepared to respond to the on-going changes to post 16 education, employment and training• PCC is able to deliver a quality provision in response to local and national priorities post-COVID-19 and post-Brexit toward economic recovery and improved productivity• PCC is able to develop and deliver effective and efficient programmes and services to support Skills4Plymouth• Provides PCC with the ability to provide support for NEETs to help them re-engage in education and training that will lead to realistic employment opportunities and/or further learning, particularly those with disadvantaged backgrounds.• Provides PCC with the opportunity to directly enhance employability skills of young people through targeted support.
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SECTION 3: CONSULTATION

Does this business case need to go to CMT	Yes	Date business case approved by CMT (if required)	6 th January 2021
--------------------------------------------------	-----	---------------------------------------------------------	------------------------------

Have you engaged with Procurement Service?		Yes
Procurement route options considered for goods, services or works	<p>This is an above threshold procurement in scope of the Public Contract Regulations 2015, Regulation 74 Schedule 3 Light Touch Regime. The conditions for the 'Use of the negotiated procedure without prior publication' do not apply in this case. The contract award therefore needs to be subject to a competitive procurement.</p> <p>This is a re-procurement of expiring contracts so although the specification will be updated and aligned to current PCC policies and strategies the requirement is largely already defined. The value of the contracts is dictated by external funding sources. The Competitive procedure with negotiation, Competitive dialogue and Innovation partnership procedures are therefore not suitable.</p> <p>Market intelligence gained from the previous Adult Education and Youth Education tender exercises in 2018 and associated market engagement event along with in house knowledge gained by delivery of On Course South West services tells us that there is a relatively small supply market for these specialist services and the number of bids that we expect to receive is low. As there is no need to limit the number of bids the Restricted procedure is not required.</p> <p>There is flexibility under the scope of the Light Touch Regime to amend the standard Procedures and design our own, however no reasons to step outside of the standard procedures have been identified in this case. On the basis that the number of tender submissions is expected to be of a manageable number and a new contract needs to be in place by 1st Aug 2022 the Open Procedure tender exercise to be conducted in accordance with PCC Contract Standing Orders will facilitate the award of contract(s) within the required timescales as it stands.</p>	
Procurements Recommended route.	Open Procedure competitive tender	
Who is your Procurement Lead	Sandra Stanton	

Which Members have you engaged with and how have they been consulted (including the Leader, Portfolio Holders and Ward Members)	Councillor Downie has been verbally briefed on this area of work and the related current arrangements.
----------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------

Confirm you have taken necessary Legal advice, is this proposal State Aid	Yes. This falls outside the scope of State Aid
----------------------------------------------------------------------------------	------------------------------------------------

compliant, if yes please explain why.	
Who is your Legal advisor you have consulted with.	Mo Sajjad

Equalities Impact Assessment completed <i>(This is a working document which should inform the project throughout its development. The final version will need to be submitted with your Executive Decision)</i>	Yes
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----

SECTION 4: FINANCIAL ASSESSMENT

FINANCIAL ASSESSMENT : In this section the robustness of the proposals should be set out in financial terms. The Project Manager will need to work closely with the revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole.

REVENUE COSTS AND FINANCING

Breakdown of project costs	Prev. Yr.	22/23	23/24	24/25	25/26	26/27	Future Yrs.	Total
	£m	£m	£m	£m	£m	£m	£m	£m
16-19 Learning Programmes	N/A	200,000	200,000	200,000	200,000	200,000	N/A	1,000,000
Supporting Vulnerable Groups engage in learning and develop employability skills	N/A	360,000	360,000	360,000	360,000	360,000	N/A	1,800,000
Promoting and supporting engagement and progression in key sectors	N/A	130,000	130,000	130,000	130,000	130,000	N/A	650,000
Total spend	N/A	690,000	690,000	690,000	690,000	690,000	N/A	3,450,000

Provide details of proposed funding: Funding to match with Project Value

Breakdown of proposed funding	Prev. Yr.	20/21	21/22	22/23	23/24	24/25	Future Yrs.	Total
	£m	£m	£m	£m	£m	£m	£m	£m
Adult education Budget (AEB)	N/A	690,000	690,000	690,000	690,000	690,000	N/A	3,450,000
Total funding	N/A	690,000	690,000	690,000	690,000	690,000	N/A	3,450,000

SECTION 5: MONITORING PERFORMANCE & POST PROJECT REVIEW

To conclude, the purpose of a business case is to outline the business rationale for undertaking a project and to provide a means to continually assess and evaluate project progress throughout delivery. It is the responsibility of the project manager to ensure the project remains on time and within budget during delivery and to monitor the project throughout and provide a Post Project Review on completion.

Project Team Monitoring:

Project monitoring will be undertaken by the team led by the Leadership Advisor responsible for Post 16 provision and funding. This will include regular meetings with sub-contractors, reporting and undertaking remedial action (if and when this becomes necessary).

Finance Monitoring :

It is essential for Revenue Finance Team to monitor the financial element of projects during delivery for reporting purposes. Monthly spend profiles against budget, matching with finance profiles will be collected monthly during delivery and on completion of the project.

Version Control: *(The version control table must be updated and signed off each time a change is made to the document to provide an audit trail for the revision and update of draft and final versions)*

Author of Business Case	Date	Document Version	Reviewed By	Date
Tina Brinkworth	07/01/2022	v 1.0	John Bale	07/01/2022
	00/00/2020	v 2.0		00/00/2020
	00/00/2020	v 3.0		00/00/2020
	00/00/2020	v 4.0		00/00/2020
	00/00/2020	v 5.0		00/00/2020

SECTION 6: RECOMMENDATION AND ENDORSEMENT**Recommended Decision****It is recommended that Cabinet -**

- Approves the Business Case
- Authorises the procurement process
- Delegates the award of the contract to Service Director for Education, Participation & Skills

Councillor Nick Kelly (Leader)		Service Director Alison Botham	
Either email dated:	<i>Date 25 Jan 22</i>	Either email dated:	<i>Date 25 Jan 2022</i>
Or signed:		Signed:	
Date:		Date:	

EQUALITY IMPACT ASSESSMENT

Education, Participation & Skills



STAGE I: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?

The Skills and Post 16 team within Education, Participation & Skills (EP&S) is seeking to gain approval for the procurement of services for the Plymouth Adult education Budget (AeB):

- PCC receives an annual allocation circa £1,700,000 from Education and Skills Funding Agency (ESFA). This delivers a contract for a range adult education courses and supports a learning programmes for 16-19 students predominantly at risk of dis-engagement.
- The adult education courses are delivered through internal provision via On Course South West (OCSW) and through external training providers, currently ODILS, Shekinah Mission, Trevi House, Mount Batten Centre, LiveWest and Greenlight Training.
- The current subcontracted provisions period ends on 31st July 2022.
- The external provision will be re-tendered for delivery starting from August 2022.
- The new contracted period covers a five year period, with contracts awarded for the first three years with options to extend year on year up to a 5 year period.
- The process will be managed by the Head of Skills and Post-16, supported by Strategic Co-operative Commissioning.

There is a total of £3,450,000 available over the five years. This is 100% AeB funded and split over three delivery areas:

- 16 – 19 Learning programmes;
- Supporting Vulnerable Groups engage in learning and develop employability skills;
- Promoting and supporting engagement and progression in key sectors

The aim is to gain approval for procurement. The objective is to undertake the procurement.

Author	Mike Page
Department and service	Children's Services – Education, Participation & Skills
Date of assessment	9 th December 2021

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible
Age	The average age in Plymouth (39.0 yrs.) is about the same as the rest of England (39.3 yrs.), but less than the South West (41.6yrs). Of the 16 SW authorities we have the third lowest % of older people (75), the sixth highest % of working age people and the fifth highest % of children and young people (under 18). Under 18s account for 19.8% of our population within this 17.5 % are under 16. As of March 2013, there are estimated to be 479 (6.9 %) young people aged between 16 and 18 who are NEET. The proportion of the working age population (16-64) is higher (66.1%) than regionally (62.8%) and nationally (64.7%).	No adverse impacts anticipated	None	N/A
Disability	A total of 31,164 people (from 28.5 per cent of households) declared themselves as having a long-term health problem or disability (national figure 25.7 per cent of households), compared with the total number of people with disabilities in UK (11,600,000).	No adverse impacts anticipated	None	N/A
Faith/religion or belief	<ul style="list-style-type: none"> Christianity: 148,917 people (58.1 %), decreased from 73.6 % since 2001. Islam: 2,078 people (0.8 %), doubled from 0.4 % since 2001. Buddhism: 881 people (0.3 %), increased from 0.2 % since 2001. Hinduism: 567 people (0.2 %) described their religion as Hindu, increased from 0.1 % since 2001. Judaism: 168 people (0.1 %), decreased from 181 people since 2001. 	No adverse impacts anticipated	None	N/A

	<ul style="list-style-type: none"> Sikhism: 89 people (less than 0.1 %), increased from 56 people since 2001. <p>84,326 (32.9%) % of the Plymouth population stated they had no religion.</p>			
Gender - including marriage, pregnancy and maternity	<p>Overall 50.6 % of our population are women and 49.4 % are men: this reflects the national figure of 50.8 % women and 49.2 % men. There were 3,280 births in 2011. Birth-rate trends have been on the increase since 2001, but since 2010 the number of births has stabilised. Of those aged 16 and over, 90,765 people (42.9%) are married. 5,190 (2.5 %) are separated and still legally married or legally in a same-sex civil partnership. In Plymouth in 2014 average hourly earnings for women (£10.00) were 93 % of average hourly male earnings (£11.82). In Plymouth in 2005, women working full time earned only 81 % of average hourly fulltime male earnings. By 2010 this gap had closed and women were earning 90 %. In 2014 the gap had slightly widened. Across the South West region in 2014 women working full-time only earn 86 % of average full-time hourly male earnings, and for the UK as a whole the figure is 90%.</p>	No adverse impacts anticipated	None	N/A
Gender reassignment	<p>It is estimated that there may be 10,000 transgender people in the UK. There were 26 referrals from Plymouth made to the Newton Abbott clinic, in 2013/14. The average age for presentation for reassignment of male-to-females is 40-49. For female-to-male the age group is 20-29.</p>	No adverse impacts anticipated	None	N/A
Race	<p>92.9% of Plymouth's population identify themselves as White British. 7.1% identify themselves as Black and Minority Ethnic (BME) with White Other (2.7%), Chinese (0.5%) and Other Asian (0.5%) the most common ethnic groups. Our recorded BME population rose from 3% in 2001 to 6.7% in 2011, and therefore has more than doubled since the 2001 census. Recent census data suggests we have at least 43 main languages spoken in the city, showing Polish, Chinese and Kurdish as the top three. Four neighbourhoods have a population of school age children where 20% or more are from a BME background. They are City Centre (38%), Greenbank and University (32.3 %), Stonehouse (29.9%) and East End (23.4%). There are 1867 school children (over 5 years old) that speak English as an additional other language.</p>	No adverse impacts anticipated	None	N/A

	The 2001 Census records that there were 4328 people from the A8 and A2 Accession Countries resident in the City. Of these 2332 recorded their country of birth as Poland, with 57 % arriving between March 2006 and 2008.			
Sexual orientation - including civil partnership	There is no precise local data on numbers of Lesbian, Gay and Bi-sexual (LGB) people in Plymouth, but nationally the government have estimated this to be between 5 – 7% and Stonewall agree with this estimation given in 2005. This would mean that for Plymouth the figure is approximately 12,500 to 17,500 people aged over 16 in Plymouth are LGB.	No adverse impacts anticipated	None	N/A

STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN

Local priorities	Implications	Timescale and who is responsible
Reduce the gap in average hourly pay between men and women.	Adult & community learning will provide learners with new skills. 76% of new enrolments with OCSW in 2020 were female. Therefore, the learning will provide women with upskilling opportunities with the potential to reduce the gap	Ongoing – EP&S
Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents.	None	N/A
Good relations between different communities (community cohesion)	This investment in adult & community learning will be accessible to all and there are no barriers to entry	Ongoing – EP&S
Human rights Please refer to guidance	As above: adult & community learning provides inclusive learning opportunities to all our residents, particularly those deemed as vulnerable.	Ongoing – EP&S

STAGE 4: PUBLICATION

Responsible Officer

Date

Tina Brinkworth Head of Skills & Post 16

9th December 2021

Strategic Director, Service Director or Head of Service

This page is intentionally left blank