

**Report of Head of Employment Access and Growth**

**Report to Chief Officer Employment and Skills**

**Date: 21 February 2017**

**Subject: Re-Making Leeds evaluation: procurement of external consultancy support**

Are specific electoral Wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: 10.4 (3)		
Appendix number: CONFIDENTIAL Appendix 1 RML Evaluation Specification and Appendix 2 Method Statement		

**Summary of main issues**

1. Since 2014, the Council has led on delivering the Re-Making Leeds (RML) project, funded under the Heritage Lottery Fund's (HLF) Skills for the Future round 2 programme.
2. RML is focussed on the heritage skills needed to maintain, repair and refurbish pre-1919 residential, commercial and institutional properties in Leeds. The project offers a comprehensive heritage skills based training programme to address skills shortages in the city. To date, 300 individuals have improved their skills as a result of activities delivered through the RML Project and 17 trainees have completed a 12 month bursary placement, and moved into employment or an Apprenticeship. The project is on track to exceed overall HLF targets.
3. In line with HLF funding requirements, the Council must undertake a project evaluation and is now seeking external consultancy support to deliver this. The evaluation is anticipated to commence in May 2017 and must be completed before 31 July when the majority of activities will come to an end, with formal project close down in December 2017.
4. The information outlined in this report will contribute to the achievement of the Best Council Plan 2016-17 priorities, namely to support economic growth and access to economic opportunities, supporting communities and raising aspirations, providing skills programmes and employment support.

## **Recommendation**

The Chief Officer Employment and Skills is asked:

- to approve the procurement of external professional consultancy not exceeding the value of £10,000 to assist in the evaluation of Re-Making Leeds; and
- to approve confidential evaluation criteria (at Appendix 1 and 2), in accordance with Contract Procedure Rule (CPR) 15.1 which requires 'evaluation criteria to be pre-determined and approved by the relevant Chief Officer' and the waiver Contract Procedure Rule 15.2 to permit evaluation on quality only.
- to note that the Head of Employment Access and Growth will be responsible for this procurement.

## **1 Purpose of this report**

- 1.1 This report seeks Chief Officer approval to procure external consultancy support, not exceeding the value of £10,000, to carry out the evaluation of the Re-Making Leeds (RML) project. It also seeks approval of confidential evaluation criteria (at Appendix 1 and 2), in accordance with Contract Procedure Rule (CPR) 15.1 which requires 'evaluation criteria to be pre-determined and approved by the relevant Chief Officer' and the waiver Contract Procedure Rule 15.2 to permit evaluation on quality only.

## **2 Background information**

- 2.1 Since 2014, the Council has delivered the Re-Making Leeds project to address skills gaps in the heritage construction sector in the city. Funded under the Heritage Lottery Fund's (HLF) Skills for the Future round 2 programme, the £860,000 project is delivered in partnership with the Leeds College of Building and York College. A specialist training provider, Heritage Craft Alliance (HCA), also delivers key activities on behalf of the Council.
- 2.2 The RML training programme includes quality work based bursary placements, primarily aimed at young people gaining level 2 and 3 accredited qualifications. The project has aimed to create a more flexible and achievable process for learners to gain valuable training and qualifications that could see traditional building skills becoming an integral part of mainstream construction courses.
- 2.3 RML also delivers short craft based skills training for SMEs already in the construction industry, training for trainers to develop relevant competencies, training and heritage awareness activities and a school engagement programme.
- 2.4 The scale and financial value of the project, geographical focus on one city, and its ambition to mainstream heritage construction skills makes it one of the HLF's most significant skills investments in partnership with a council.
- 2.5 The majority of activities will come to an end on 31 July 2017, with formal project close down in December 2017. The project is expected to exceed overall HLF targets by this date. To date, 300 individuals have improved their skills as a result of activities delivered through the RML Project, and 17 trainees have completed a 12 month bursary placement and moved into employment or an Apprenticeship.

## **3 Main issues**

- 3.1 The HLF requires all funded projects to undertake a final year evaluation. The Council is now seeking external professional consultancy support to carry out an impartial and objective evaluation of the Re-Making Leeds Project. The evaluation will assess the overall impact of the project on the local heritage sector, including analysis of delivering sustainable training to employers, addressing identified skills gaps, addressing the underrepresentation of specified demographic groups in the workforce and developing people's wider understanding of local heritage issues. The evaluation will identify particular areas of strength in the project, challenges and identify areas for improvement in the future.

- 3.2 The evaluation will allow the Council to share wider learning and best practice with partners and other stakeholders. It will be shared with the HLF and the wider heritage sector, and be available online for SMEs and others to access.
- 3.3 Despite the success of Re-Making Leeds to date, with performance expected to exceed targets for improving heritage skills and delivering accredited qualifications, local heritage employers continue to report an ageing workforce leading to skills loss, and vacancies that are hard to fill due to a lack of sufficient new and younger entrants entering the heritage sector. In response, the Council submitted a stage 1 outline bid to the HLF under round 3 of the Skills for the Future (SFF) Programme in October 2016 to develop a Re-Making Leeds Phase 2 (RML2) project. RML2 will continue to address specific heritage skills gaps in the city and increase the numbers of new entrants in the sector through a wider curriculum offer and promotional activities. The RML evaluation will ensure that learning from the project is embedded into any future delivery as part of the RML legacy.
- 3.4 The evaluation is anticipated to commence in May 2017 and must be completed before 31 July when the majority of activities will come to an end, with formal project close down in December 2017.
- 3.5 Subject to approval, the procurement will commence in March 2017 and will be led by the Employment and Skills Service supported by the Council's Projects, Programmes and Procurement Unit (PPPU).
- 3.6 If the proposals in this report are not approved and professional consultancy services not secured, the Council will not be in a position to deliver a project evaluation of Re-Making Leeds and fail to meet the HLF's funding requirements. This will put at risk future potential funding support from the HLF, including the bid for the RML2 project.

## **4.0 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The Executive Member for Employment, Skills and Opportunity was consulted on the proposals in this report in February 2017. Project partners, Leeds College of Building and York College, along with heritage construction employers have been consulted and provided information to shape the delivery model and the specification for the evaluation of the programme.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 An equality impact assessment was carried out in February 2017 in relation to the considerations outlined in this report. The assessment identifies that there are no identified equality, diversity, cohesion and integration issues related to the decisions sought. The completion of the project evaluation will take in to account any equality and diversity implications and the learning from the evaluation will be used to ensure integration and cohesion in future programmes specifically RML2.

### **4.3 Council policies & City Priorities**

- 4.3.1 The information outlined in this report will contribute to the achievement of the Best Council Plan 2016/17 priorities to support economic growth and access to economic opportunities, supporting communities and raising aspirations by providing skills programmes and employment support informed by the learning from the evaluation.
- 4.3.2 The Re-Making Leeds Project is also helping to deliver outcomes under the More Jobs, Better Jobs Breakthrough Project by supporting people to progress into better jobs through skills development and supporting business growth.

#### **4.4 Resources and value for money**

- 4.4.1 The cost for the evaluation will be met through the external programme funding for Re-Making Leeds by the HLF. The budget for the evaluation study has been pre-determined by the HLF. In addition to the approval to procure consultancy support, this report therefore also seeks approval to waive CPR 15.2 to permit evaluation on quality only, and of the evaluation criteria under Contract Procedure Rule (CPR) 15.1.

#### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 The proposals contained within this report are a Significant Operational Decision and not subject to Call In.
- 4.5.2 Relevant legal implications relate to the approval of the evaluation criteria and access to information. Contract Procedure Rule (CPR) 15.1 requires that the 'evaluation criteria is pre-determined and approved by the relevant Chief Officer' and this is included in the confidential Appendix 1 and 2; and the waiver of Contract Procedure Rule 15.2 to permit this evaluation on quality only as the budget is predetermined by the HLF.
- 4.5.3 The evaluation information must not come into the public domain prior to the tender being published and is therefore marked confidential under Access to Information Procedure Rule number: 10.4 (3)

#### **4.6 Risk Management**

- 4.6.2 The Employment and Skills Service has extensive experience and appropriate staff in place to successfully deliver a procurement of this nature, and rigorous and robust contract management and performance procedures in place to reduce and mitigate any associated risks. Further risk mitigation will be provided by the support of the Projects, Programmes and Procurement (PPPU).
- 4.6.3 If the proposals in this report are not approved and professional consultancy services not secured, the Council will not be in a position to deliver a project evaluation and fail to meet the HLF's funding requirements. This will have reputational risks to the Council and is likely to jeopardise future funding bids to the HLF, namely Re-Making Leeds 2 and projects delivered by the Regeneration Service who have a long history of managing major projects funded by the Heritage Lottery Fund including a number of schemes under the Townscape Heritage Initiative.

## **5 Conclusions**

- 5.1 Since 2014, the Council has led on delivering the Re-Making Leeds (RML) project, funded under the Heritage Lottery Fund's (HLF) Skills for the Future round 2 programme. In line with HLF requirements, the Council must undertake a project evaluation and is now seeking external professional consultancy support to carry out an impartial and objective evaluation of the Re-Making Leeds Project.
- 5.2 The evaluation is anticipated to commence in May 2017 and must be completed before 31 July when the majority of activities will come to an end, with formal project close down in December 2017.
- 5.3 If the proposals in this report are not approved and professional consultancy services not secured, the Council will not be in a position to deliver a project evaluation of Re-Making Leeds and fail to meet the HLF's funding requirements.
- 5.4 The budget for the evaluation will be met entirely through the Re-Making Leeds project and has been agreed with the HLF. In addition to the approval to procure consultancy support, this report therefore also seeks approval to waive CPR 15.2 to permit evaluation on quality only, and of the evaluation criteria under Contract Procedure Rule (CPR) 15.1.

## **6 Recommendation**

- 6.1 The Chief Officer Employment and Skills is asked:
  - to approve the procurement of external professional consultancy not exceeding the value of £10,000 to assist in the evaluation of Re-Making Leeds; and
  - to approve confidential evaluation criteria (at Appendix 1 and 2), in accordance with Contract Procedure Rule (CPR) 15.1 which requires 'evaluation criteria to be pre-determined and approved by the relevant Chief Officer' and the waiver Contract Procedure Rule 15.2 to permit evaluation on quality only.
- 6.2 To note that the Head of Employment Access and Growth will be responsible for this procurement.

## **7 Background documents**

- 7.1 None

**Appendix 1 \*Confidential\* RML Evaluation Specification**  
Contains evaluation criteria for the procurement

**Appendix 2 \*Confidential\* Method Statement**