

Decision Schedule

Cabinet Member for Education & Skills

TO ALL MEMBERS OF NEWPORT CITY COUNCIL

Decision Schedule published on 29 March 2019

The Cabinet Member took the following decisions on 29 March 2019. They will become effective at Noon on 8 April 2019 with the exception of any particular decision, which is the subject of a valid "call-in".

The deadline for submission of a 'Call-in' request form is 4.00 pm on 5 April 2019.

Information relating to the 'Call-in' process can be found via [Democratic Services](#).

Reports relating to staffing issues/Confidential reports are not circulated to all members of the Council as part of the consultation/call-in processes.

E&S 02/19

European Social Fund Bids Priority Axis 2: Skills for Growth Skills at Work Operation

Options Considered/Reasons for Decision

In October 2015 a Cabinet Member Report was approved supporting Newport City Council's application to the European Social Fund for the Inspire 2 Achieve, Inspire 2 Work, Journey 2 Work and Skills at Work Operations on behalf of the associated Joint Beneficiaries (partner organisations) within the South East Wales region. Newport City Council is the Lead Beneficiary (lead organisation) for the Inspire 2 Achieve, Inspire 2 Work and Journey 2 Work Operations and is proposing to be the Lead Beneficiary for the Skills at Work Operation, managing the delivery and performance of the Joint Beneficiaries across the region.

Newport City Council has gained approval from the Welsh European Funding Office (WEFO) to begin delivery of the Skills at Work Operation from the 1st January 2019.

The Skills at Work Operation led by Newport City Council will include the following Joint Beneficiaries (delivery partners):

- Newport City Council
- Cardiff City Council
- Monmouthshire County Council

The Central Lead Team, employed by Newport City Council is 100% funded through the ESF Grant and currently consists of the following roles that manage the delivery and monitor performance of the Joint Beneficiaries within each Operation:

- Central Lead Manager
- Central Lead Finance, Monitoring & Governance Officer x 3
- Central Lead Administrator

The Skills at Work Operation will provide funding for a new Central Lead Coordinator post and contribute to the existing Central Lead Team salaries, providing the below structure:

- Central Lead Manager

- Central Lead Finance, Monitoring & Governance Officer x 3
- Central Lead Administrator
- *Central Lead Coordinator*

All Central Lead Team posts will be 100% funded by the ESF Grants provided through the Inspire 2 Achieve (45.72%), Inspire 2 Work (20.57%), Journey 2 Work (18.18%) and Skills at Work (15.53%) Operations and recruited on a fixed term contract up until the end of the Operations in December 2022.

As the Lead Beneficiary for Inspire 2 Achieve, Inspire 2 Work, Journey 2 Work and Skills at Work Operations, Newport City Council will be responsible for managing the performance of the Operation and overseeing the delivery of each Joint Beneficiary. This includes:

- Managing performance of Joint Beneficiary progress towards operational targets as agreed with the Welsh European Funding Office (WEFO).
- Completion of regular monitoring and compliance checks ensuring Joint Beneficiaries adhere to WEFO guidance.
- Reporting and submission of participant outcomes and financial expenditure to WEFO Project Delivery Officers and via WEFO online.
- Collation and storage of required documentation to evidence participant outcomes and financial expenditure.
- Correspondence with WEFO to resolve queries and distribution of information to Joint Beneficiaries.
- Communication with all Joint Beneficiaries on a regular basis ensuring WEFO updates and guidance are received.
- Preparations for WEFO claim verifications and European Funding Audit Team inspections.
- Development of legal agreements between Newport City Council as the Lead Beneficiary and the individual Joint Beneficiaries.
- Creation of a regional procurement framework where appropriate and monitoring of Joint Beneficiary procurement activity.
- Ensure the Operation is adequately promoted and all marketing adheres to WEFO guidelines.

Decision

Update and seek approval from the Cabinet Member for Newport City Council to commence delivery of the Operation with Newport and act as Lead Beneficiary for the regional European Social Fund Skills at Work Operation.

Consultation

- Monitoring Officer
- Strategic Director – Place
- Head of Regeneration & Housing
- LSKIP (Learning Skills and Innovation Partnership)
- SEWDERB (South East Wales Directors of Regeneration Board)
- Local Authority Partners
- FE Institutions
- Registered Social Landlords
- Third Sector Organisations
- WEFO (Welsh European Funding Office)
- SWYP Group (Skills, Work and Young People)
- Welsh Government (DfES)
- Careers Wales
- YPEET Group (Young People Education, Employment and Training)
- Cardiff City Region Employment and Skills Board
- PSB Right Skills Board

All members were consulted and provided with an opportunity to comment. Any comments received and response thereafter are set out in the report.

Implemented By: Head of Regeneration, Investment and Housing
Implementation Timetable: Immediate

COUNCILLOR G GILES, CABINET MEMBER FOR EDUCATION & SKILLS

Date: 29 March 2019
