

# Report



## Cabinet Member for Education and Skills

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### Part 1

Date: 29 March 2019

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

**Purpose** Update and seek approval from the Cabinet Member to commence formal delivery of the European Social Fund (ESF) Skills at Work Operation within the South East Wales region. The Operation will commence delivery upon approval of the formal Business Plan by the Welsh European Funding Office (WEFO).

**Author** ESF Central Lead Manager

**Ward** City Wide

**Summary** 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 1<sup>st</sup> 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.

**Proposal** 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.

**Action by** Head of Regeneration Investment and Housing

**Timetable** In December 2014 the consortium of South East Wales Regional partners submitted Operational Logic Tables (provide in the background papers) to the Welsh European Funding Office (WEFO) for the Inspire 2 Achieve, Inspire 2 Work, Journey 2 Work and Skills at Work Operations.

The OLTs provided a basic specification for each Operation, acting as an expression of interest to progress the development of a more detailed application. In 2015, the Welsh European Funding Office asked the regional partners to submit further detail in the form of business plans, which have been developed in several stages and in consultation with delivery partners and WEFO Officers.

Following Cabinet Member approval in October 2015, financial and delivery proposals for the Operations were submitted to WEFO.

WEFO have provided Newport City Council with an agreed start date for Skills at Work Operation of the 1<sup>st</sup> January 2019, the Funding Agreement was received on the 16th January 2019.

The report was prepared after consultation with:

- Cabinet Member
- Strategic Director - Place
- Head of Regeneration, Investment and Housing
- Head of Law and Regulations – Monitoring Officer
- Head of Finance – Chief Finance Officer
- Head of People and Business Change
- 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

**Signed**

## **Background**

The Council's Improvement Plan, Regeneration, Investment and Housing Service Plan and Economic Growth Strategy all highlight the need to increase the skills levels, including work relevant skills, of those in the workforce with no or low skills. This is a key priority within the European Social Fund (ESF) Operational Programme that NCC are either delivering currently or developing for future delivery.

The priorities highlighted by Newport City Council are also key priorities for other Local Authorities across the region as identified by the Learning Skills and Innovation Partnership (LSKIP) South East Wales document (provided in the background papers)

European Social Funding across Wales is split into two distinct funding regions, West Wales and the Valleys and East Wales. Categorisation of each area is derived from GDP per capita compared to the EU average, and denotes the level of funding available.

The West Wales and the Valleys areas have access to greater levels of European Funding due to the area having higher levels of deprivation. The breakdown of Local Authority areas covered in South East Wales within the West Wales and the Valleys and East Wales regions is as below;

- West Wales and the Valleys: Caerphilly, Torfaen, Blaenau Gwent, Merthyr Tydfil, Bridgend, and RCT.
- East Wales: Newport, Cardiff, Vale of Glamorgan, Monmouthshire.

A South East Wales ESF working group was established by NCC, with the purpose to identify need across the region and develop potential proposals for funding to address this need. Through the working group, it was agreed that 4 proposed Operations would be developed to address the priorities identified by LSKIP and WEFO.

It was also agreed that each Joint Beneficiary would be responsible for providing the required match funding and the evidence proving its eligibility for use on an ESF Operation. All Joint Beneficiaries will be responsible for monitoring their expenditure and ensuring the match funding is recorded appropriately and in line with WEFO guidance (this will be identified in a Relationship Agreement between all Joint Beneficiaries and Newport City Council as the Lead Beneficiary). Newport City Council as the Lead Beneficiary will be responsible for monitoring and validation of the information supplied by the Joint Beneficiaries before it is submitted to WEFO, the Central Lead Team have been recruited for this purpose.

All partners have identified eligible sources of match funding, however as discussed with WEFO the Operation is unable to secure this funding for the full 4 years of the Operation (due to external funding being used as match that is agreed annually). The Operation has been advised by WEFO to identify match funding that will be available for year 1 and make assumptions for years 2 and 3. Match funding sources and time scales will therefore be subject to change throughout the lifetime of the Operation. If during the Operation a Joint Beneficiary has to withdraw their match funding and are unable to secure an alternative source they will be required to scale back their Operation accordingly, re-profiling their financial expenditure and outcomes. All Joint Beneficiaries (including NCC) are required to provide evidence approving the use of their match funding for the Skills at Work Operation.

## **ESF Programmes**

### **Skills at Work**

This Operation led by NCC aims to increase the skills levels, including work relevant skills, of those in the workforce with no or low skills across the South East Wales region. Skills at Work aims to increase the ownership of generic, transferable skills at all levels from NQF Entry Level 1 to NQF Level 2 across the workforce of the East Wales region through community based provision, thereby improving the opportunities for currently low skilled workers to sustain employment and increase earnings potential.

Through a 'person centre' approach, the Operation aims to engage, support and enable low skilled individuals in employment to gain a range of skills and qualifications to ensure they have sustainable employment and are no longer at risk of in-work poverty. Community based provision will focus on supporting reluctant learners to engage with flexible learning opportunities outside of the workplace and will offer a range of provision including literacy, numeracy, ICT and other generic transferable skills resulting in an eligible qualification from NQF Entry Level 1 to NQF Level 2. Basic literacy and numeracy skills acquisition will form a key area to improve the mobility of the workforce and sustainable employment.

The Operation has been designed to ensure that individuals living or working in both non Communities First areas and Communities First areas have access to support and interventions which will help overcome barriers preventing them from increasing their skill level and gaining sustainable employment.

The proposed outcomes for Skills at Work are as follows:

### Regional Delivery

The operation aims to support 1516 participants over 4 years, and will focus on achieving the programme level result indicators as set out in the table below:

Employed, including self-employed participants with no formal qualifications gaining an essential skills or technical or job specific qualification upon leaving - male	237
Employed, including self-employed participants with no formal qualifications gaining an essential skills or technical or job specific qualification upon leaving - female	297
Employed, including self-employed participants with up to and including a lower secondary education (ISCED 2) gaining an essential skills or technical or job specific qualification at lower secondary (ISCED 2) level upon leaving - male	255
Employed, including self-employed participants with up to and including a lower secondary education (ISCED 2) gaining an essential skills or technical or job specific qualification at lower secondary (ISCED 2) level upon leaving – female	266

The regional Skills at Work operation total value is £3,592,371.80 over the 4 years and consists of £1,939,880.77 ESF grant and £1,652,491.03 of match funding. It is proposed, based on data provided by the Joint Beneficiaries that the Operation will support 1516 participants, leading to 1055 outcomes across the South East Wales region as broken down in the table above. The Operation is proposing a unit cost of £2370 per participant.

Participant targets and outcomes have been determined by Joint Beneficiaries through local consultation, data gathering and statistical research. The level of impact required to increase the skills levels of those in the workforce with low/no skills in the region has also been gathered through wider consultation, source documentation and engagement with the Cardiff City Region Board, Jobcentre Plus, Further and Higher Education Institutions, Careers Wales and LSKIP.

### Newport Delivery

The Newport City Council delivery team aims to support 571 participants over 4 years and will focus on achieving the programme level result indicators as set out in the table below:

Employed, including self-employed participants with no formal qualifications gaining an essential skills or technical or job specific qualification upon leaving – male	104
Employed, including self-employed participants with no formal qualifications gaining an essential skills or technical or job specific qualification upon leaving – female	92
Employed, including self-employed participants with up to and including a lower secondary education (ISCED 2) gaining an essential skills or technical or job specific qualification at lower secondary (ISCED 2) level upon leaving - male	112

Employed, including self-employed participants with up to and including a lower secondary education (ISCED 2) gaining an essential skills or technical or job specific qualification at lower secondary (ISCED 2) level upon leaving – female	92
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Based on the funding rationale the Newport delivery team will engage with 571 participants achieving 393 outcomes over the 4 years as detailed in the table below. The Operation in Newport will have a total value of £1,363,832.23, consisting of £696,269.92 ESF grant and £667,562.31 match funding.

Newport City Council are able to commit match funding for years 1 and 2 of the Operation but have made assumptions at WEFO's request for years 3 and 4 due to funding commitments and restraints within the Local Authority. If we are unable to meet the level of match funding in additional years then the delivery model will be scaled back proportionately to satisfy the value of funding available.

A summary of the match funding available for the Skills at Work Newport delivery for year 1 is shown below. As detailed in the table, the majority of the match funding has been provided from revenue funding at a value of £100,000 per year for a three-year period. The revenue funding has been approved by Cabinet Members to support a "community delivered skills based project which will attract match funding and be spent over a three-year period. This funding has been used since April 2018 to employ members of the Work and Skills team to undertake the necessary preparatory for the Skills at Work Operation. The match funding will continue to be available up until March 2021.

Alternative sources of match will be sought to replace the revenue funding when it expires in March 2021. If no alternative sources of funding can be found, Newport Skills at Work delivery will be scaled back from April 2021 onwards to reflect the reduced match funding available.

The remaining match funding is sourced from core-funded posts that will support the delivery of the Skills at Work Operation in Newport. If future MTRP savings affects any of these posts, the Newport Skills at Work delivery will be scaled back accordingly to reflect the match funding available.

The contribution required to be provided by the Newport Delivery Team to the Central Lead Team costs in years 3 and 4 equates to a total of £19,491.53. If this can no longer be provided through the ESF Grant due to the reduction of match funding, this will need to be covered through core funding or an alternative external funding source.

### Year 1 – Summary of Match Funding

Match Funding source	Availability of Match	Value	Rationale
Cabinet Member funding – Skills Based Project	Annual	£41,606	1.0 FTE x Contract, Partnership & Delivery Manager
	Annual	£60,967	2.0 FTE x Economic Inactivity Workers
Regeneration, Investment & Housing Core Funding	Annual	£6,432	0.1 FTE x Community Regeneration Manager
	Annual	£10,012	0.1 FTE x Adult Education Curriculum Manager
	Annual	£4,417	0.2 FTE x Data Systems and Accreditation Officer
FR 40 Model		£45,467	WEFO Simplified Costs Option Model
Total		£168,901	

Financial and participant outcome data provided is based on accurate and up to date information, however this can be subject to change until the Operation is formally approved by WEFO. These changes will be communicated through cabinet member briefings and further reports.

## Bid Approval

WEFO have agreed an operation delivery start date of the 1<sup>st</sup> January 2019, the Funding Agreement was received on the 16<sup>th</sup> January 2019.

## Financial Summary

As the Lead Beneficiary NCC will be responsible for submitting the expenditure and outcomes achieved by the Joint Beneficiaries but will mitigate any risk by indemnifying ourselves against any undesirable actions by the Joint Beneficiaries through a robust legal agreement (Relationship Agreement, produced and currently being used on the Inspire 2 Achieve, Inspire 2 Work and Journey 2 Work Operation). The Relationship Agreement will place the responsibility of eligibility of match funding, outcomes and all financial expenditure with each individual Joint Beneficiary. The costs associated with NCC being Lead Beneficiary and employing the Central Lead Team will be fully recovered from ESF and contributions made by the Joint Beneficiaries.

As noted in 1.7, all Joint Beneficiaries have identified sources of match funding that will be eligible for years 1, 2 and 3 of the operation, but may not have been able to confirm this match for years 2 and 3. Therefore, match funding sources and time scales may be subject to change throughout the lifetime of the Operation. If during the Operation any partner has to withdraw their match and is unable to secure alternative funding they will be required to scale back their Operation accordingly, re-profiling outcomes and expenditure. Any surplus ESF, if appropriate can be redistributed to other Joint Beneficiaries, subject to them providing additional match funding.

## Total regional value and Match Funding breakdown

### Regional Delivery

S@W Operation	Year 1	Year 2	Year 3	Year 4	Total
Total value	902,555.62	938,536.53	958,904.00	792,375.65	3,592,371.80
Match Funding	415,175.59	431,726.80	441,095.84	364,492.80	1,652,491.03
ESF	487,380.04	506,809.73	517,808.16	427,882.85	1,939,880.77

The Skills at Work Operation will provide a total of £216,326.61 in ESF grant to the Lead Beneficiary with £154,518 contributing to the salary costs of the Central Lead Team posts over the 4 years, with the remaining £61,807 used for project delivery costs. The Central Lead Team is fully staffed with the exception of the new Central Lead Coordinator that will be recruited following approval of the Operation by WEFO and NCC cabinet members.

The Relationship Agreement will ensure there is a contractual agreement between the Lead Beneficiary and each Joint Beneficiary to abide by the profiled contribution for the Central Lead Team costs.

## Total Newport value and Match Funding breakdown

### Newport Delivery

S@W Operation	Year 1	Year 2	Year 3	Year 4	Total
Total value	345,065.60	357,484.91	368,040.22	293,241.50	£1,363,832.23
Match Funding	168,901.12	174,980.06	180,146.63	143,534.50	£667,562.31
ESF	176,164.48	182,504.85	187,893.59	149,707.00	£696,269.92

The Skills at Work Operation will contribute £696,269.92 in ESF to Newport Delivery over the 4 years of the Skills at Work Project, contributing £432,237 to the salary costs of the new posts required to deliver Skills at Work, with the balance of funding required to cover other project delivery costs. The new posts required for Skills at Work are: -

1. Work & Skills Tutor (Grade 7) – this post will deliver vocational training and work relevant certification to participants engaged through the Skills at Work Operation, supporting the qualification target for participants set by WEFO. The post will be funded 100% by the Skills at Work Operation; recruitment for this post is pending approval of the business case.
2. Curriculum Tutors (Grade 9) – these posts will deliver accredited training to participants engaged through the Skills at Work Operation, providing a flexible framework of tutors to meet the training needs of the participants engaged. The tutors will be completing time sheets as required by the operation dependent on the number of hours of training delivered.
3. Economic Inactivity Workers x 2 (Grade 5) – these posts will provide 1 to 1 support to the participants engaged by the Skills at Work Operation. The posts will be re-deployed from within the Work and Skills department and be funded 100% by the grant received through the Skills at Work Operation.

## Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Unavailability of Match Funding	H	L	Identification with Joint Beneficiaries of current and potential match funding sources.  Production of a legally binding relationship agreement indemnifying Newport City Council against all risk.	Work/ Skills & Performance Manager
Reduction in Match Funding value due to further austerity actions	H	M	Clean, eligible sources of Match Funding have been indicated in the I2A Business Plan to WEFO. The sources have been approved for use by WG and the authority.  Scenarios have been provided in 2.1.10, dependent on changes to match funding availability to mitigate the risk.	Community Regeneration Manager
Insufficient resources available to approve Business Plan applications	H	L	Working with service managers and partners to gain relevant support at the correct levels.	Work/ Skills & Performance Manager
Duplication with other ESF operations/WG Programmes	H	L	Communication with other proposed ESF operations and existing alternatively funded programmes to ensure	Work/ Skills & Performance Manager



<b>Risk</b>	<b>Impact of Risk if it occurs* (H/M/L)</b>	<b>Probability of risk occurring (H/M/L)</b>	<b>What is the Council doing or what has it done to avoid the risk or reduce its effect</b>	<b>Who is responsible for dealing with the risk?</b>
			delivery is not duplicated within the Region.  Approval of Business Plans through the CCR Regional Proofing Panel	
Underachievement against operation targets	H	L	Targets have been set at realistic levels based on quantifiable need that already exists within Newport.  Robust monitoring processes will highlight any early underachievement that can be addressed and resolved	Work/ Skills & Performance Manager
Non-compliance with WEFO requirements – risk of claw back	H	L	Robust management arrangements, regular reports to CM and a Relationship Agreement detailing the Joint Beneficiaries responsibilities	Work/ Skills & Performance Manager
Refusal or inability by Joint Beneficiaries to provide the required data or documentation as evidence	H	L	Relationship Agreement produced that clearly states requirements of Joint Beneficiaries	Work/ Skills & Performance Manager
Lack of communication regarding amendments to guidance provided by WEFO	H	L	Regular updates for the cabinet member, briefing on changes and updates made with in the project design, finances, and governance.  Quarterly review meetings with WEFO Project Development Officer	Community Regeneration Manager
Late submission of claim information by Joint Beneficiaries	H	L	Schedule of claim dates provided for full lifetime of operation and reminder each quarter of claim deadlines	Work/ Skills & Performance Manager

## Links to Council Policies and Priorities

The Skills at Work operation provides interventions that address the Newport City Council well-being objectives and will seek to maximise the contribution to the achievement of the seven Well-being Goals for Wales by;

- Improving the skills, educational outcomes and employment opportunities (Objective 1)
- Promoting economic growth and regeneration whilst protecting the environment (Objective 2)
- Enabling people to be healthy, independent and resilient (Objective 3)
- Building cohesive and sustainable communities (Objective 4)

The Skills at Work operation will link to the above four Well-being Objectives through the below activity;

- Identify employed individuals most at risk of in-work poverty
- Provide better brokerage and coordination of support
- Strengthen tracking and transitions for employed individuals with low/no skills into sustainable employment
- Ensure provision meets the needs of individuals most at risk of in-work poverty
- Provide greater accountability for better outcomes for employed individuals with low/no skills

## **Options Available and Considered**

Commence delivery of the Skills at Work Operation when formal approval is received from Welsh European Funding Office.

This option will provide Newport City Council with additional European Social Funding resources to identify, support and increase the skills levels, including work relevant skills, of those in the workforce with no or low skills.

To not commence delivery of the Skill at Work Operation

Newport City Council will not access the available ESF grant to increase resources and deliver interventions to individuals within the workforce with low or now skills who may also be at risk of in-work poverty.

## **Preferred Option and Why**

Option 6.1 is the preferred option as this will allow us to shape the delivery of projects to meet Newport City Councils corporate objectives as set out under the One Newport plan.

Skills at Work will create further resources funded externally through ESF. Leading on the operations across the South East Wales region will ensure that Newport receives £952,796 in ESF funding between the operational delivery and the regional management of the programme over a four-year period supporting the Skills and Work agenda.

## **Comments of Chief Financial Officer**

European Social Fund grant is in place to fund operations up until December 2022 which means match funding arrangements will need to continue over this period. A HM Treasury guarantee is in place to secure funding post Brexit up to December 2023 in the unlikely event that the European Commission withdraws support from the arrangement. Joint Beneficiaries are responsible for providing the required match funding and will be responsible for monitoring their expenditure and ensuring the match funding is recorded appropriately and in line with WEFO guidance. Newport City Council as the Lead Beneficiary is responsible for monitoring and validation of the information supplied by the Joint Beneficiaries and there is a specific team in place to carry out this function.

Revenue budget of £100k is included within the Community and Regeneration area and a legal agreement is in place so that if, during the operation, a Joint Beneficiary, including Newport City Council, has to withdraw their match funding and are unable to secure an alternative source they will be required to scale back their operation accordingly, re-profiling their financial expenditure and outcomes, removing the risk of any adverse impact to the Council's revenue budget.

## **Comments of Monitoring Officer**

The proposed Skills at work scheme is in accordance with the Council's social and economic well-being powers under section 2 of the Local Government Act 2000 and meets the Council's well-being objectives under the Future Generations Act and the Corporate Plan objectives. The Cabinet Member has previously agreed to the Council acting as Lead Beneficiary in applying for ESF grant in relation to this scheme and WEFO funding approval has now been received. Therefore, the Cabinet Member is now required to approve the implementation of the scheme upon the terms previously agreed. A Relationship

Agreement will be required, on the same terms as the previous Inspire 2 Achieve and Inspire 2 Work Schemes, to ensure that the other partners fully indemnify the Council, as the Lead Beneficiary, in relation to their match-funding and other grant obligations. This joint Relationship Agreement will, again, have to contain flexibility to scale back the level of operation in the event that the match funding cannot be secured for years 2 and 3. Because the Council will be the employer of the Central Lead Team and the additional Skills at work staff, then there may be redundancy implications when the funding is discontinued, and provision will need to be made for these costs as part of the business case and the joint agreement with the other partners.

## **Comments of Head of People and Business Change**

There are no staffing implications to this report.

This report fully considered the sustainable development principle of the Well-being of Future Generations (Wales) Act 2015 which is evidenced in the appropriate section of the report.

## **Comments of Cabinet Member**

Cabinet Member has been briefed on this report.

## **Comments from Non-Executive Members**

### Councillor Joan Watkins:

I am supportive of this project but important that all posts and costs are funded by the European social funding stream.

### Response:

I can confirm that all posts and costs are funded by the funder, outside of match funding.

## **Scrutiny Committees**

N/A

## **Equalities Impact Assessment and the Equalities Act 2010**

The Equality Act 2010 contains a Public Sector Equality Duty, which came into force on 06 April 2011. The Act identifies a number of 'protected characteristics', namely age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation; marriage and civil partnership. The newly created single duty aims to integrate consideration of equality and good relations into the regular business of public authorities. Compliance with the duty is a legal obligation and is intended to result in better-informed decision-making and policy development and services that are more effective for users.

In exercising its functions, the Council must have due regard to the need to: eliminate unlawful discrimination, harassment, victimisation and other conduct that is prohibited by the Act; advance equality of opportunity between persons who share a protected characteristic and those who do not; and foster good relations between persons who share a protected characteristic and those who do not.

The Act is not overly prescriptive about the approach a public authority should take to ensure due regard, although it does set out that due regard to advancing equality involves: removing or minimising disadvantages suffered by people due to their protected characteristics; taking steps to meet the needs of people from protected groups where these differ from the need of other people; and encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

## **Children and Families (Wales) Measure**

Although no targeted consultation takes place specifically aimed at children and young people, consultation on planning applications and appeals is open to all of our citizens regardless of their age. Depending on the scale of the proposed development, applications are publicised via letters to neighbouring occupiers, site notices, press notices and/or social media. People replying to consultations

are not required to provide their age or any other personal data, and therefore this data is not held or recorded in any way, and responses are not separated out by age.

## **Wellbeing of Future Generations (Wales) Act 2015**

The “Sustainable Development Principle” – 5 Ways of Working within the Wellbeing of Future Generations (Wales) Act 2015 have been considered through the Inspire 2 Achieve operation. The below demonstrates how the operation has considered and addressed those 5 principles:

**Long term:** The operation will aim to ensure that employed individuals with low or no skills are identified and supported so that they can gain qualifications, skills or work relevant certifications to sustain and progress in employment. This will reduce the likelihood of future or continuing in-work poverty amongst these individuals but will also ensure that short term needs are met without compromising the ability of future generations to meet their own needs. Additionally, the operation will aim to ensure long term improvements in the individual’s health, well-being and skill level as well as instilling a work ethic that will improve aspiration levels throughout their lifetime. Consideration will be given to the seven well-being goals within the Wellbeing Act when delivering activity.

**Prevention:** The operation will identify those employed individuals who have low or no skills and are at risk of in-work poverty. It will seek to improve health and well-being, raise aspiration levels, improve skill levels and qualifications, increase engagement with society and their local community and reduce the likelihood of the individual disengaging from the labour market.

**Integration:** The operation will ensure that delivery will align and impact on the Newport City Council wellbeing objectives:

- To improve skills, educational outcomes and employment opportunities
- To promote economic growth and regeneration whilst protecting the environment
- To enable people to be healthy, independent and resilient
- To build cohesive and sustainable communities

The operation will also ensure that delivery will align and impact on the following wellbeing goals:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales and other objectives and those of other public bodies.

To sustain this and continue alignment, the delivery team are active members of strategy groups and forums such as the PSB Right Skills Board, the Cardiff City Region Employment and Skills Board and the Community Resilience Board. Where possible the operation will also seek to ensure that delivery will align with the PSB wellbeing objectives:

- People feel good about living, working, visiting and investing in Newport
- People have skills and opportunities to find suitable work and contribute to sustainable economic growth
- People and communities are friendly, confident and empowered to improve their well-being
- Newport has healthy, safe and resilient environments

**Collaboration:** The operation has completed extensive consultation to ensure it has considered how acting in collaboration with any other person, any other part of our organisation or stakeholder could help meet our wellbeing objectives. Please see the below summary which notes collaboration and consultation with our external Joint Beneficiaries partners and internal council departments.

Involvement: The operation has considered the importance of involving employed individuals with an interest in achieving the wellbeing goals with continual consultation and evaluation planned, ensuring that those individuals reflect the diversity of the City we serve. We value the feedback of our workforce participating in our programmes and have a robust mechanism for ensuring where possible, employed individuals facing in-work poverty will lead it. Wider consultation and evaluation protocols are embedded within our organisation to drive change and improve services across the City.

## Crime and Disorder Act 1998

Section 17(1) of the Crime and Disorder Act 1998 imposes a duty on the Local Authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.

## Consultation

The Skills at Work Operation forms an integral part of an overall strategy and model to address economic inactivity across the East Wales area, by providing the confidence and training necessary to overcome skills deficits and thereby reduce economic inactivity.

We recognise the need to work with other operations in the region and have worked closely with our West Wales and Valleys partners to ensure a complimentary approach to delivery across the East Wales region and both EU Programme areas.

The Operation has been designed to work in conjunction with other programmes and Welsh Government backbone operations and will not duplicate but compliment and add value, filling gaps in provision where there is a specific need. Meetings have been held with the FE/HE network to discuss the operation within the Skills for Growth priority. These discussions have clarified that the Skills@Work operation will only engage with employees; however, we will continue to develop referral routes and coherent pathways of support between the various proposed operations. The Skills@Work operation will only engage with individuals and not target engagement with employers.

The operation has engaged in detailed discussion with partners including Working Skills for Adults 2 WWV partners and has engaged with a number of stakeholders:

- P2 Upskilling@Work: This operation, led by Coleg Gwent in East Wales aims to increase the skills level, including work relevant skills of those in the workforce with no or low skills. We will engage with colleagues in this operation, to consider how it may provide additional support for participants exiting the Skills@Work operation who are interested in gaining further qualifications above NQF Level 2.
- Communities for Work Plus: This programme aims to help those adults furthest away from the labour market into employment but will also support a small number of individuals facing in work poverty.

The following partners have been consulted, with their level of engagement set out below:

Organisation	Involvement
Monmouthshire County Council	Proposed Joint Beneficiary
Cardiff City Council	Proposed Joint Beneficiary
Vale of Glamorgan County Council	Consulted on proposals
Monmouthshire Housing Association	Consulted on proposals
Coleg Gwent	Consulted on proposals
Cardiff and Vale College	Consulted on proposals
Neath Port Talbot College Group	Consulted on proposals
Torfaen CBC	Member of SWYP group, Lead for WWV Working Skills for Adults 2
FE/HE Network (SEW)	Member of SWYP group
FE EU Managers Network	Consulted on proposals

DfES	Member of SWYP group
DWP	Member of SWYP group
Public Health Wales	Member of SWYP group
South East Wales Specialist European Team	Member of SWYP group
South East Wales Directors of Environment & Regeneration Group (SEWDER)	Endorsement of proposals
Learning, Skills & Innovation Partnership (LSkIP)	Endorsement of proposals
South West and Central Regional Learning Partnership	Endorsement of proposals
Powys County Council	Endorsement of proposals
Gwent Adult Community Learning Partnership	Endorsement of proposals
Cardiff and the Vale Adult Community Learning Partnership	Endorsement of proposals

In addition, the following engagement and consultation activity has contributed to the development of the operation:

#### Local Authority partners

- Attendance and participation in regional meetings for Skills, Worklessness and Young People
- Participation at regional monthly meetings of the East Wales ESF working group.
- Regular communications with the Working Skills for Adults 2 WWV lead partner through meetings, email, and telephone.
- Reports and Communication with Cardiff and Vale Community Learning Partnership
- Reports and Communication with Gwent ACL Partnership Strategic Group

#### Non LA partners

- All five Local Authority Local Service Boards
- Presentation and discussion at the regional FE/HE Network meetings
- Attendance and participation in regional meetings for Skills, Worklessness and Young People
- JobCentre Plus
- Careers Wales
- Public Health
- DWP
- Coleg Gwent
- Cardiff and Vale College
- Neath Port Talbot College Group

The Skills, Worklessness and Young People (SWYP) group is multi-disciplinary in its make-up which has given a balanced, regional approach to the development of the operation. Partners have drawn on existing good practise and used the gaps identified through the Work and Skills Strategy to develop this operation. Therefore, the operation takes a consistent approach to identifying and supporting employed people in need of up skilling, but allowing flexibility to meet local need.

## **Background Papers**

Please see below as appendices the following documents:

- Skills at Work Business Plan
- LSkIP Employment and Skills Plan
- Equality Impact Assessment
- WEFO Funding Agreement

Dated: 29 March 2019



Skills@Work Business Plan V 1.4.docx



LSkIP Employment & Skills Plan.pdf



EIA I2W.doc



Skills@Work Funding Agreement.pdf