

**BARNSLEY METROPOLITAN
BOROUGH COUNCIL**



DEARNE AREA COUNCIL

Assisting employment and skills

PROJECT REF:

DATE:

RETURN DATE:

TIME: 12 NOON

SPECIFICATION

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SECTION 1

PROJECT OVERVIEW AND SCOPE OF SERVICE

1.0 Project overview

1.1 Introduction

The Dearne Area Council is looking to establish a contract with a provider to assist residents in gaining ICT qualifications and be provided with employability support. This service is to be based in the Dearne Area of the Borough.

1.2 Background

Barnsley is a Metropolitan Borough of South Yorkshire, England. The Borough was formed under the Local Government Act 1972. The Borough now forms part of both the Sheffield City Region (SCR) and the Leeds City Region (LCR). Through Barnsley Councils governance arrangements implemented in 2013 the Dearne forms one of the six Area Councils that are planning, delivering, and evaluating services on a locality-based level.

The Dearne Area sits in the East of the Borough of Barnsley and is part of the Dearne Valley link which brings Barnsley together with Doncaster to the North and Rotherham to the South. The Dearne Area Council consists of Highgate, Thurnscoe, Goldthorpe and Bolton on Dearne wards. The area covers 16 sq. km with a population of 22,841.

Although employment rates have improved across the borough and the gap is closing with national averages, unemployment in the Dearne remains one of the highest across the Borough. A community research exercise conducted by York Consultancy in May 2021 found residents to have many barriers when discussing employment. Some of these included transport, confidence, lack of skills, lack off opportunities, mental health issues and disabilities.

Further to these barriers is the impact of the Coronavirus pandemic. Claimants increased and with the furlough scheme coming to an end there is a concern that unemployment rates will increase. That said Barnsley's COVID economic recovery is a key priority within Barnsley Council and the focus of the employment and skills team. Also, under development is the Goldthorpe master plan which seeks to acquire employment sites within the area. This will create opportunities for residents.

There are several employment and support initiatives already taking place in the Dearne including BMBC Adult Learning, Coalfields Regeneration trust, Company Shop, Department of work and pensions, and the National Careers Service.

The Dearne Area Council have also commissioned a service which works with individuals on a one-to-one basis with the option of group work, which is currently provided by Dearne Electronic Community Village based in Thurnscoe library. The current service works alongside approximately 100 individuals over the course of a year needing employment support, many of the individuals are referred from DWP, some long-term unemployed, have health problems, are suffering financial hardship and/or do not have the skills or means to access the computer. Some people are often reluctant to engage with formal educational routes. Therefore, this type of provision has assisted in engaging residents and progressing them on into further education and work.

The service works with individuals on a week-by-week basis providing intensive support which can

differ from person to person. All individuals accessing this support are enrolled on the OCR award in ICT which focusses on word processing, internet skills, email and communication and spreadsheets. The service also provides support around universal credit, job searches, registering with agencies, interview techniques, email applications and attachments, CV writing and online applications. The current service has supported approximately 20 people into employment per year.

2.0 Dearne Area Council Priorities

The Dearne Area Council reviews its priorities on an annual basis and the priorities are, the environment, economy, health and wellbeing, education, employment, and young people. The priorities are set based on the needs of the community and by undertaking consultation with residents. As well as the service ensuring it is working towards the Dearne Area Council priorities it must also work towards delivering elements of the Council Plan.

2.1 The Council plan 2021-2024

The Council Plan will support Barnsley 2030 over the next three years, delivering the borough's vision: 'Barnsley - the place of possibilities'. This provides the framework for making decisions about priorities in the Council and helps to drive performance by setting out what the Council are seeking to achieve and how it will be measured. The plan will help make sure it strives to be even better and make a real difference for Barnsley residents, and to drive forward a modern, inclusive, efficient, productive, and high-performing council

2.2 Barnsley Council Priorities and Outcome Statements

In developing and delivering this service, the provider should ensure that it is contributing to Barnsley Councils corporate priorities and outcome statements as outlined below:



- People are safe and feel safe.
- People live independently with good physical and mental health for as long as possible.
- We have reduced inequalities in health and income across the borough.



- People have the opportunities for lifelong learning and developing new skills including access to apprenticeships.

- Children and young people achieve the best outcomes through improved educational achievement and attainment.
- People have access to early help and support.



- Business start-ups and existing local businesses are supported to grow and attract new investment, providing opportunities for all.
- People have a welcoming, safe, and enjoyable town centre and principal towns as destinations for work, shopping, leisure, and culture.
- People are supported to have safe, warm, and sustainable homes.



- People live in great places, are recycling more and wasting less, feel connected and valued in their community.
- Our heritage and green spaces are promoted for everyone to enjoy.
- Fossil fuels are being replaced by affordable and sustainable energy and people can enjoy more cycling and walking.

3.0 Scope of Service

3.1 Description of Service to be provided

The assisting employment and skills project will be aimed towards improving access into work and improving education, employability, and work readiness by providing bespoke training packages designed around the needs of the individual and helping local people gain the necessary skills for employment, this maybe either on a one-to-one basis or in a group setting.

The provider will do an initial assessment with each participant and tailor support based on their needs. Some of the benefits of accessing such a programme will be to improve basic and key skills, increase motivation and interpersonal skills and improve the participant's employability chances.

This will be done by assisting with the development of CVs, access to accredited ICT programmes, employment searches, interview skills and the promotion of vocational training. Skills play a vital part of delivering the vision as set out in Barnsley Councils employment and skills strategy. With many of the people which access the current employability service not having the confidence or skills to move forward in the workplace. Therefore, this support is vital if the participants are going to have the confidence in accessing employment opportunities.

A primary focus will be to maximise digital technology, with a view to gaining skills, qualifications and providing steps towards employment. Building motivation, confidence and self-esteem in unemployed learners will also be a key aim, using a friendly learning environment. The provider will also work with other providers in the area that may assist the individual in meeting their specific needs. They will also work closely with DWP that are the main referrer into the current contract.

It will be the role of the provider to ensure that where barriers exist, they work with other organisations to try and elevate them. The Service Provider will be required to liaise with employers, both existing and future local businesses with a focus on the required skills needed to undertake roles. The provider will establish volunteering opportunities and/or work placements as well as consider apprenticeship opportunities for local people.

The service provider will also be required to attend the employability meetings in the Dearne with other providers to identify referral routes, duplication, and gaps. They will also be expected to attend the Dearne Area Council once a year and quarterly contract meetings.

The Service Provider will be required to successfully deliver the project from mobilisation to completion/project closedown. It will be required to work with the Dearne Area Council via the Area Chair and Area Manager to:

- Identify unemployed people through working with local agencies and other locally based skills and employment providers.
- Recruit local volunteers to engage with the project and offer.
- Liaise with local employers regarding skills requirements for existing and planned jobs.
- Signpost individuals to other organisations who can provide additional advice and guidance – DWP outreach etc.
- Work closely with the employment and skills team to ensure best outcomes for those accessing support.
- Provide a period of intense confidence building/basic skills/ICT training to recruited candidates.

3.2 Specific Aims and Objectives of the Service

- Increase peoples understanding of the work environment.
- Provide bespoke training packages that address individual needs.
- Work closely with employers, DWP and other relevant organizations to identify job opportunities for local people.
- Work closely with expanding businesses, both local and further afield and future inward investors to the area.
- Provide relevant training packages that pick up the recruitment methods and skills required of current and future local businesses/employers.
- Make access to ‘assisting employment and skills’ easy for people of all ages and from any ethnic origins.
- Make the interventions/activities innovative, positive, vibrant, and high quality.
- Increase awareness of digital technology.
- Assist in removing barriers to work such as transport/travel options/costs.
- Be based locally in suitable, easily accessible training facilities
- Complement existing training and skills providers in the area.

- Link with other Dearne Area Council procured services, such as Dial and CAB to support the individual.
- Promote the service through various mechanisms including social media.
- Connect with schools, colleges, and other training providers to promote work placement opportunities.

Under this contract, the successful Service Provider will be required to actively contribute to the achievement of specific **Social Value Objectives**. These reflect the priorities of the Dearne Area Council outlined in Sections 2 and include:

- Increase the motivation, confidence, self-esteem, attitudes, and aspirations of unemployed people.
- Enable unemployed people to take ownership of their lives and make positive life choices.
- Support progression into further education and volunteering.
- Be sustainable and support the creation of sustainable communities by deploying effective training.
- Harness the knowledge, capacity and experience that exist at local community level (the people, groups, and businesses) in the design and delivery of these services, to create more resilient and self-reliant communities.
- Use expanding businesses and inward investors to support growth in the local economy.

4.0 Requirements of the provider

4.1 Service Providers Responsibility

The successful Provider will develop and deliver a service that: complements existing provision; addresses the needs of each ward in the area and deliver the outcomes outlined in this document.

Development of a strong collaborative working relationship with other providers in each of the wards will be key to the success of this project.

The interventions / activities to be delivered may include the following activities:

- One to one support
- Group sessions
- CV building
- Preparation for interviews
- Support in submitting applications for work
- Working closely with DWP
- Working in partnership with other training and employment providers
- Supporting disabled individuals to identify and put in place reasonable adjustments to enable them to take-up learning, volunteering, and employment opportunities.

The above is not an exhaustive list and there may be other activities you wish to include.

It is expected that the set-up and ongoing costs of materials, venue costs, and equipment will be met by the provider. The provider will ensure that these materials and equipment are well maintained, safe to use and kept in a secure place.

The provider will be expected to provide information for the Dearne Area Manager to highlight the work taking place and the improvements being made in order to promote the good work happening in the area. The provider will be required to collate information regarding the work that has been undertaken and provide the Area Manager quarterly reports which will include case studies and pictures.

5.0 Target group and/or area

- 5.1 Unemployed people and/or those at the threat of redundancy who live in the Dearne North and South Wards. Any training must be easily accessible to people who live in the Dearne North and South Wards and accordingly must be held locally, preferably at local premises.

6.0 Equality impacts

- 6.1 The successful Service Provider will be required to ensure that the service is free from bias and acknowledges and respects gender, disability, sexual orientation, age, race, religion, transgender identity, culture, lifestyles, and values. If any needs are required as per the Equalities Act, such as language or disability, these needs will be provided for during the term of the contract.

7.0 Performance measures and outcomes

7.1 Service Outcomes and Measures

Table 1 below details the outcomes or results that the Service Provider is required to achieve because of the service being delivered. A list of possible measures to monitor and evidence the achievement of outcomes is also provided. This is indicative only and Tenderers are required, as part of their tender return, to propose their own list of outcome measures, along with realistic targets, baselines, and a methodology for gathering the data/measuring. Final measures and targets will be agreed prior to contract commencement. Please refer to Section 2 – Tender Quality Questionnaire.

7.2 Table 1

Performance Measures		
<i>Outcome</i>	<i>Measure for Evidencing Achievement of the Outcomes (Indicative only)</i>	<i>Methodology for Capturing Data associated with the Measure (Indicative only)</i>
Reduce Unemployment (a minimum of 20 people to gain employment through this project per year)	Number of people recruited onto this project obtaining employment To be broken down by gender, age, ethnicity, and disability.	Report and case studies
Increase the uptake of further learning and volunteering	Number of people moving on into further training and volunteering	Report and case studies
Increase the level of local recruitment by local businesses	Number of locally based employments for people recruited onto this project	Report
Local people with more confidence to access work (a minimum of 60 people gaining accredited qualifications through this project per year)	Number of unemployed people gaining accredited qualifications from this project To be broken down by gender, age, ethnicity, and disability. Number of unemployed people being recruited onto this project To be broken down by gender, age, ethnicity, and disability	Report and case studies

8.0 Procurement programme

Activity	Date
Completion of PEAD Stage 1 and 2, EIA and DPIA	10/09/21
Send TOMS information to SV Portal to set up project*	15/09/21
Finalise tender docs	24/09/21
Finalise PEAD Stage 3	29/09/21
Finalise contract with Legal/Service	29/09/21
Publication of Tender	01/10/21
Clarification Questions Deadline	22/10/21
Submission Deadline	29/10/21
10 days for SVP to evaluate SV offers*	12/11/21
Moderation & draft letters	w/c 15/11/21
Issue Intention to Award Letters	19/11/21
Standstill Period Ends	03/12/21
Contract Award	04/12/21
Contract Start date	01/04/22

** if applicable*

9.0 Contract value and duration

9.1 The contract shall be awarded on a 3-year basis. This will be service provider performance and Dearne Area Council finance dependant, to be reviewed at the end of each year.

The cost of the service is £34,000 per annum.

9.2 Contract terms and conditions

9.1 See– Form of Contract.

10 Contract monitoring and recording requirements

10.1 The Service Provider will need to demonstrate the effectiveness of the service in terms of delivering the required outcomes, targets, agreed outcome measures and activities. There is a key requirement of the Service Provider to:

- Collect, collate, and report on a range of agreed measures on a quarterly basis as part of a quarterly reporting regime.
- Establish compatible systems to ensure effective management and performance management of the service. Information systems must comply with the requirement of the General Data Protection Regulation (**GDPR**)
- Attend quarterly meetings with the Area Council’s Contract Manager to discuss the quarterly report and request any additional information/provide clarification on pertinent issues, as required.
- Submit an end of year review performance report and provide any other information required to inform that review.

- Subject to satisfactory annual review outcome, attend a 'lessons learned' meeting to be convened one month before the one-year contract end date and submit an end of project performance report prior to this end date, fully and properly evidencing achievement of outcomes.

The Area Council Manager will be involved in all performance reviews and may reasonably request additional information at any time.

11 Quality standards

- 11.1** Robust policies and procedures are in place to ensure safeguarding of all adults and children and adequate measures/systems to ensure robust data protection and information governance.
- 11.2** Where an appropriate British Standards Specification or British Standard of Code of Practice is issued by the British Standards Institution is current at the date of the tender, all goods and materials used or supplied, and all workmanship shall be in accordance with that standard.
- 11.3** The Service Provider has a legal obligation to adhere to all equality legislation. The Service Provider must produce its policy relating to race, gender, disability religion or belief, sexual orientation, and age. This policy should include the reporting mechanism for any adverse events which would constitute a deviation. All adverse events should be reported to the Area Council Manager.
- 11.4** The Service Provider will ensure that:
- All materials used in carrying out the service comply with the relevant Regulations.
 - All materials and equipment are stored in a safe and proper manner.
 - All guidance is followed in line with the recent pandemic.
 - Environmentally friendly materials are used whenever possible.
 - All staff are equipped with appropriate training, staff development and supervision.
 - All staff employed or engaged by the Service Provider are informed and are aware of the standard of performance that they are required to provide and can meet that standard.
 - All staff employed or engaged by the Service Provider must be registered with the appropriate professional body where applicable.
 - The adherence of the Service Provider's staff to such standards of performance is routinely monitored and that remedial action is promptly taken where such standards are not met.
 - All staff employed or engaged by the Service Provider have been subject to a GDPR clearance, where required, and an acceptable outcome determined.
 - For the avoidance of doubt, nothing in this Specification is intended to prevent the Service Provider from setting higher quality standards than those laid down in the Contract.

Additionally:

- The Service Provider will have a robust system for monitoring complaints and suggestions; feedback from service users will inform service delivery and fed into the annual review.
- The Service Provider will submit reports summarising any complaints, investigations, and remedial actions.

Please also refer to Form of Contract

