Meeting:	**Employment & Enterprise Local Action Partnership Board**
Meeting Date:	**15th September 2009**
Subject:	**Commissioning Workplace Hubs and Pathways to Work Training Framework**
Report:	**For noting and comment**

Purpose of Report:

The purpose of this report is to seek the views of the Board regarding two proposed procurements to support delivery of Workplace and the Mayor's Employment Project (MEP), and the scaling up of the employment agenda in Newham.

Summary:

Two significant employment related procurements are proposed for activity between April '10 and March '13 linked to delivery by Workplace and the MEP.

Workplace Hubs April 2010 – March 2013

- Workplace Hubs will offer workless residents a range of support aimed at getting them into jobs. Support might include; Information, Advice and Guidance, job brokerage, skills for jobs, CV and interview preparation support and small financial incentives.
- It is envisaged that there will be up to 6 or 7 Workplace Hubs to extend the geographical range of Workplace. Residents from any part of the borough can access any Workplace Hub or core Workplace office and expect to receive exemplar employment services.
- £3m will be available over 3 years to support Workplace Hubs activity.
- Performance will be carefully managed and only where delivery is to target will funds be made over.

Employer-led Pathways to Work Training

- It is proposed LBN go out to tender to establish an employer-led pathways to work training framework. The framework will run between April 2010 and March 2013 with possible extension for a further 12 months.
- It will focus on retail as a precursor to the work of the retail academy and on employer led skills gaps for construction, hospitality, leisure and tourism, and security linked to major developments. The framework will provide Workplace and the MEP with a menu of training provision which can help residents get the skills that employers want - skills that will lead to jobs.
- The framework could be worth up to £3m over 3 years although LBN is under no obligation to use providers on the framework.

Recommendation:

It is recommended that the Board note the contents of the report and provide comments as to the proposed procurements.

Originator of report

Emma Lindsell, External Funding Team Leader, Regeneration, Planning & Property
020 3373 7648, emma.lindsell@newham.gov.uk

Commissioning Workplace Hubs and Into Work Training Framework

1. Commissioning Workplace Hubs

1.1 It is proposed that between April 2010 and March 2013 the London Borough of Newham (LBN) enters into a contract with locally based providers to deliver Workplace Hub employment services. Contracts will be awarded on the basis of most economically advantageous tender, taking into account quality of service and the best geographical distribution of Hubs across the borough.

1.2 Workplace Hubs were first commissioned in April 2008 through the City Strategy Pathfinder initiative (CSP), existing provider contracts will terminate at the end of March 2010. Workplace Hubs have supported over 500 residents into work to date.

1.3 Workplace Hubs offer community based employer-focused employment support to Newham residents. Services offered at Workplace Hubs include, jobs brokerage, CV preparation, information, advice and guidance, employer-led vocational and pre-vocational training, and better off calculations.

1.4 Workplace Hubs provide employment services to workless residents and help to ease the pressure on the already over subscribed Stratford and Canning Town Workplace offices and the MEP, freeing up these services enabling them to work with the long-term unemployed and those hardest to help.

1.5 It is proposed that:

- the total contract value will be £3m - £1m per year;
- there will be 6 or 7 Workplace Hubs across the borough;
- each Hub will deliver a minimum of 70 sustainable job outcomes (a minimum of 13 weeks employment);
- there is a strong geographical focus as outlined below to complement existing services.

1.6 It is proposed that Hubs locations be on a quadrant approach with at least one Workplace Hub delivered in each of the following areas;

- North West - including Stratford and New Town, Forest Gate North, Forest Gate South and West Ham wards
- North East – Little Ilford, Manor Park, Green Street East, Green Street West, Boleyn and East Ham North wards
- South West – Canning Town North, Canning Town South, Plaistow South, Plaistow North and Custom House wards
- South East – East Ham Central, Wall End, East Ham South, Beckton and Royal Docks wards.

Residents from any part of the borough can access any Workplace Hub or core Workplace office and expect to receive exemplar employment services.

1.7 Officers from LBN will performance manage Workplace Hubs to ensure that:

- There is the minimum of duplication between providers
- Performance is to target and on budget
- Newham residents are happy with the services provided by Hubs.

Where performance is not as agreed LBN will seek to withdraw funds from Workplace Hubs in line with the conditions of the funding / legal agreement.

2. Pathways to Work Training Framework

2.1 It is proposed that between April 2010 and March 2013 the London Borough of Newham enter into a Framework Agreement with a number of providers for the provision of employer-led pathways to employment skills training provision.

2.2 The Framework will be used by Workplace and the MEP to purchase skills training for Newham residents flexibly and in line with employer needs. A Framework agreement will enable Workplace to respond quickly to employer needs; it will enable workless residents to gain skills employers want, it will also be easier to manage and administer than the current approach.

2.4 It is anticipated that the total contract value between April 2010 and March 2013 will be £2-3m. This is included in the Workplace core budget and will be financed using a cocktail of Core LBN funding, Stratford City Section 106 and Multi-Area Agreement monies.

2.3 It is proposed that the following skills set be included in the Framework:

- Security, Food Hygiene, IAG and Customer Services
- Plant
- Safety, Tunnelling, Services and Technical, and Construction Other
- Roads and Streetworks, Groundworks, Formworks, Forklift and CSCS
- Traineeships in Modern Construction Methods, Waste Management

All courses will be industry recognised accredited short courses, a full list can be found at Appendix 1.

Workplace has carried out research with local, regional and national employers to draw up this menu of provision.

2.4 Providers will bid to be part of the Framework and if successful will sign a Framework contract. Providers will then be selected as and when needed through a mini-competition or call-off process based on lowest unit-cost and availability of training places. LBN is not committed to using any provider successfully bidding to become part of the Framework.

2.5 If a skill requirement becomes apparent during the term of the Framework that has not been included in the original specification LBN will enter into smaller contracts to supplement the Framework agreement.

3. Key Questions / Considerations

3.1 Workplace Hubs

- Is the geographical spread right? Do specific areas need additional support?
- Is an employment sector focus important?
- Should there be fewer but better resourced Hubs? (Note, Hubs must deliver a minimum of 480 jobs per annum)

3.2 Pathways to Work Training Framework

- Is the skills mix right?
- Is there too much duplication with existing provision?
- Are there gaps that the Framework should plug?
- Is there anything missing?

Appendix 1 – Skills to be included in the Pathways to Work Training Framework

1. SIA Door Supervisors Level 2
2. SIA Security Guarding Level 2
3. SIA CCTV PSS (Public Space Surveillance) Level 2
4. Two-Way Radios for Security Industry
5. 1st4Sport Level 2 Certificate in Event and Match Day Stewarding
6. CIEH Level 1 Award in Food Safety Awareness in Catering
7. CIEH Level 2 Award in Food Safety in Catering
8. Introduction to Customer Service and Telephone Skills NCFE or equivalent exam board
9. Welcome Host
10. NVQ Level 2 Customer Service
11. NVQ Level 3 Advice & Guidance
12. First Aid Appointed Persons (1 Day, 4 day Appointed person and re-qualification of 4 day) From October 2009 Appointed Person course will be 3 days
13. Slinger / Signaller
14. Excavator 180
15. Excavator 360
16. Forward Tipping Dumper
17. Rear Tipping Dumpers
18. Telescopic Handler
19. Ride on Roller
20. Traffic Marshalling
21. Skid Steer
22. Agricultural Tractor
23. Wheel Loading Shovel
24. New Operative Asbestos Removal
25. Refresher on Demolition
26. Fire Marshall Training
27. Fire Safety in Construction
28. Working at Height, Harness use, Aluminium mobile towers (PLASHA) Mobile Platforms (A25, A26 or IPAF 1a, 1b,3a,3b & Special) and Prefabricated Mobile Access Tower User Training (PASMA)
29. NEBOSH and ISOH Courses Control of Substances Hazardous to Health Regulations (COSHH)
30. Tunnelling BS6164:2001:
31. Tunnelling includes:
32. Safety in Low Level Access Equipment,
33. Rescue Training,
34. Safe Entry into Confined Spaces,
35. Safe Support to Trenches and Shafts,
36. First Aid Appointed Persons for Tunnelling 1 day and 4 day (3 day from October 2009)
37. Location and Avoidance – Underground Apparatus
38. Foundation in Setting Out and Surveying
39. CAD refresher (2D & 3D)
40. Electrical Installations BS 7671: 2008 (17th Edition). – upgrade (2 day course) and 4 day course
41. PAT (Portable Appliance Testing): City and Guilds 2377-11 Management of electrical equipment maintenance & City and Guilds 2377-12 Inspection and testing of electrical equipment

42. Part P Certificate in Domestic Electrical Installation
43. Nationally Accredited Certification Scheme (ACS) CCN1 (Domestic Gas Safety), Appliances Training & Assessment for Gas Safe Register operatives card
44. Welding Accreditation to test candidates for BS4872 for Manual Metal Arc Welding (MMA) or Gas Tungsten Arc Welding (TIG) or Metal Inert Gas Welding (MIG) and refresher courses for experienced operatives BS4872 Part 1 & 2
45. New Roads and Street Works Operatives ACT 1991 with UPORS Scheme Mini Digger
46. New Roads and Streets Act 1991 Supervisors
47. Person Track Safety
48. Reach & counterbalance (5 day and refresher) & modern storage systems for IT warehouse
49. HIAB Remote Control Loading Crane
50. Manual Handling & small tools Training
51. Safe use of Abrasive Wheels & Portable Angle Grinders & Portable, Hand held Cartridge tools
52. Compactor Plate / Wackerplate
53. NVQ Assessment and Verification Service (Experienced Worker)
54. Cranes - Operatives and Coordinators
55. Scaffolding Part 1 – Tube & Fitting –System Scaffold CISRS
56. Scaffolding Part 2 – Tube & Fitting –System Scaffold CISRS
57. National Rigging Certificate PLASA (Professional Lighting and Sound Association)
58. Hoists (Non Passenger) – for construction
59. 1 day CSCS awareness training & mock
60. CSCS testing
61. Logistics and Waste Management