

	<p style="text-align: center;"><b>ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER 8 August 2016</b></p>
<p style="text-align: center;"><b>Title</b></p>	<p style="text-align: center;"><b>Authorisation to undertake procurement process for a Motivational and Psychological Employment Support Service as part of the Burnt Oak Opportunity Support Team</b></p>
<p style="text-align: center;"><b>Report of</b></p>	<p>Commissioning Director Growth and Development</p>
<p style="text-align: center;"><b>Wards</b></p>	<p>Burnt Oak</p>
<p style="text-align: center;"><b>Status</b></p>	<p>Public</p>
<p style="text-align: center;"><b>Enclosures</b></p>	<p>None</p>
<p style="text-align: center;"><b>Officer Contact Details</b></p>	<p>Rachel Williamson, Commissioning and Policy Advisor <a href="mailto:Rachel.williamson@barnet.gov.uk">Rachel.williamson@barnet.gov.uk</a></p>

## Summary

This report seeks authorisation to undertake a competitive procurement process for a Motivational Psychological Employment Support Service as part of the Burnt Oak Opportunity Support team (BOOST). BOOST is the Barnet site of the Working People, Working People Places programme that has created a number of multi-agency jobs teams in unemployment hotspots across West London.

In 2016/17 the BOOST project will be part of the London Councils European Social Fund Programme. The project is receiving up to £170,000 of funding from the European Social Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The Department for Work and Pensions (and in London the intermediate body Greater London Authority) is the Managing Authority for the England European Social Fund programme. London Councils is the co-financing organisation on behalf of the GLA. Established by the European Union, the European Social Fund helps local areas stimulate their economic development by investing in projects which will support skills development, employment and job creation, social inclusion and local community regenerations. For more information visit <https://www.gov.uk/european-growth->

[funding](#).

Match funding for the European Social Fund programme will come from the Council's Transformation reserve.

## **Decisions**

**The report seeks authorisation for the council to undertake a procurement process for a Motivational and Psychological Employment Support Service as part of the Burnt Oak Opportunity Support team (BOOST).**

### **1. WHY THIS REPORT IS NEEDED**

- 1.1 For the procurement process to be launched, this report is required under the council's Contract Procedure Rules. These state (at Appendix 1, Table A) that:
  - A Full Officer DPR is required to provide authorisation to launch a procurement exercise of between the value of between £25,001 and £164,176.
- 1.2 The procurement exercise was not put on the Contract Forward Plan because the outcome of the West London bid for European Social Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England was not confirmed. It is now expected that funding agreements for project funds will be signed in the next month.
- 1.3 It is necessary to launch a procurement process for the Motivational and Psychological Employment Support Services to be part of the Burnt Oak Opportunity Support Team to ensure that there is continuity of provision and that the overall BOOST project continues to meet its targets. Providers will be notified in the procurement documentation that service funding is dependent on final confirmation of ESF funding.
- 1.4 Motivational and Psychological Employment Support services have been an integral part of the BOOST model in 2015/16. Workers from a commissioned service have worked side by side with Barnet Homes, Youth Services, Housing Benefits and JobCentre Plus to provide a holistic assessment and support service focused on increasing employment rates in Burnt Oak. The service contributes specialist skills in increasing residents' employability alongside psycho-educational support such as coping strategies and relaxation techniques.

### **2. REASONS FOR DECISIONS**

- 2.1 Burnt Oak Opportunity Support Team (BOOST), launched in April 2015 and based in the library, helps people find work through holistic support in their

local area. The project is part of a West London Alliance approach called 'Working People, Working Places' and puts all relevant services together under one roof so all residents (whether they claim benefits or not) can access the targeted support they need to help them develop new skills and overcome any obstacles to employment that stand in their way. Key to the success of the model is the involvement of the local community facilitated by Love Burnt Oak who will help the service engage with more isolated residents through their network of volunteer Health Champions.

- 2.2 The service is supported by a commissioned service delivering Motivational and Psychological Employment Support that supports people with their mental health, physical health and employability side by side. Overall the aim of the two year project is to boost incomes in the area, supporting people into work as well as supporting a measurable increase in the wellbeing of those supported. The BOOST supported 161 people into work in 2015/16.
- 2.3 BOOST was designed as a two year pilot of the Working People Working Places methodology. A full Business Case for the model is available [here](#). If fully implemented it is expected that the financial return on investment would be £2.78 for every £1 invested.

### **3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 3.1 Delayed procurement is not a feasible option as ESF funding needs to be spent in line with the proposed timetable.

### **4. POST DECISION IMPLEMENTATION**

- 4.1 The Council's Contract Procedure Rules state (at Appendix 1, Table A) that a minimum of 2 written quotes will be sought and that a summary DPR is appropriate authorisation for acceptance of the quote.
- 4.2 London Councils will be involved in the tender process to support with ensuring the process is in line with ESF procurement requirements.

### **5. IMPLICATIONS OF DECISION**

#### **5.1 Corporate Priorities and Performance**

- 5.1.1 The Corporate Plan notes its support for 'redesigned local services - integrated, intuitive and efficient' and commits to develop this approach in the future. The BOOST team is an example of this approach.
- 5.1.2 The Health and Wellbeing Strategy also supports the council's approach to promoting employment for all in its wellbeing in the community section.

#### **5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

- 5.2.1 In 2016/17 the BOOST project will be part of the London Councils European

Social Fund Programme. The project is receiving up to £170,000 of funding from the European Social Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The Department for Work and Pensions (and in London the intermediate body Greater London Authority) is the Managing Authority for the England European Social Fund programme. Established by the European Union, the European Social Fund helps local areas stimulate their economic development by investing in projects which will support skills development, employment and job creation, social inclusion and local community regenerations. For more information visit <https://www.gov.uk/european-growth-funding>.

5.2.2 In order to bid for this funding the council agreed to make £170,000 match funding available from the Transformation reserve. There is an Entrepreneurial Barnet transformation reserve of £777k, under the management of the author of this report; there was £636k unspent as at 25th July 2016. It is proposed that this service will be funded from the ESF subject to funding agreements being signed in the next month. The procurement documents will make it clear that contract award is subject to the finalisation of these funding agreements.

5.2.3 For information, the current plan is to start the contract around 1st September 2016, and for the contract to run for about one year. The contract price is expected to be in region of £100,000 to £110,000.

### 5.3 Legal and Constitutional References

5.3.1 The commissioning of this work will be carried out in accordance with Barnet Council's Contract Procedure Rules and Procurement Code of Practice and in line with ESF procurement guidance; [Procurement law compliance guidance note](#) and [Procurement aide memoire for applicants and grant recipients](#)

5.3.2 In accordance with the Constitution, Article 22 (Contract Procedure Rules), paragraph 17 of Appendix 1 (Table A), a Director or Assistant Director may provide authorisation to seek quotations for the provision of services where the value is between £25,001 and £164,176. The authorisation documentation is a Full Officer DPR or inclusion on the Forward Plan.

5.3.3 Article 22 of the Constitution (Contract Procedure Rules), paragraph 12.1, requires every contract to be in a form approved by the Monitoring Officer (in consultation with HB Public Law), or delegated officer, if its value exceeds £25,000 or where appropriate to the nature of the contract.

5.3.4 Article 22 of the Constitution (Contract Procedure Rules), paragraph 17, Appendix 1 (Table A) confirms that a Director or Assistant Director, acting in accordance with the directorate scheme of delegation, being an "Approved Officer" may accept a quotation to award a contract of this value by way of a Summary DPR.

### 5.4 Risk Management

5.4.1 The procurement for this service needs to be conducted in advance of funding

agreements for ESF being signed to minimise the risk of a lack of continuity of service provision to the BOOST service.

5.4.2 The risk that ESF funding agreements are not signed will be managed by informing tenderers that contracts will be subject to the availability of funding.

5.4.3 There is a risk that the contract does not deliver the intended outcomes for the contract price. To mitigate this the provider will be contract managed by council officers.

## 5.5 Equalities and Diversity

5.5.1 The BOOST project responds to the recognition of differential outcomes in different parts of the borough. Burnt Oak has the mean income of all wards, highest unemployment and people living there have the lowest life expectancy. The BOOST project targets residents of the ward with the aim of improving employment rates, income and wellbeing.

5.5.2 The providers of the Motivational and Psychological Employment Support service will be asked to particularly support those claiming Income Support and Employment and Support Allowance (sickness benefits). This caseload will be working age and be more likely to be female and have a disability.

5.5.3 BOOST supports the council to pay due regard to equality of opportunity for different groups and fostering good relations between people from different groups. The protected characteristics that are particularly relevant to this contract are age, gender and disability. The council will include equalities and diversity terms in its contract with the provider.

## 5.6 Consultation and Engagement

5.6.1 Local residents were involved in the development of the BOOST business case. The team regularly report back to the local Love Burnt Oak network meeting on the progress that the team is making.

## 6. BACKGROUND PAPERS

6.1 none

## 7. DECISION TAKER'S STATEMENT

7.1 *I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.*

## 8. OFFICER'S DECISION

**I authorise the following action**

**Designation**    **Commissioning Director, Growth and  
Development**

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**Date**            **08/08/2016**

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