

Project Initiation Document

Version: Final
Date: September 2009

Document Control

<p>Project: EEDA Funded Capital Project delivered through the Economic Participation (EP)</p> <p>Programme: Kingsland Initiating New Dreams (KIND) - Central Bedfordshire College</p> <p>Document: PID</p> <p>Author: Sarah Hughes</p> <p>Published Date: September 2009</p> <p>Version: Final Version</p>
--

Change History

The document is to be submitted to the relevant Strategic Board (e.g. CAMG/ LTB) for approval and signoff.
 Thereafter amendments are to be approved by the appropriate change control procedures.

Issue	Date of Issue	Comments/Reason for change

Distribution

Name	Position	Organisation

Abbreviations

--

1.Introduction to Economic Participation

The East of England Development Agency (EEDA) is the driving force behind sustainable economic growth and regeneration in the East of England. EEDA's task is to improve the region's economic performance and ensure the East of England remains one of the UK's top performing regions.

EEDA has three key roles:

- setting and shaping the direction of economic development in the East of England

- persuading and influencing others to bring resources together to find innovative ways to solve challenging economic issues
- investing in imaginative projects that challenge the norm and will have a significant impact on economic development in the East of England.

Through the Economic Participation programme, EEDA is working to improve employability and increase economic opportunities for individuals to participate fully in the region's economy. Economic Participation replaces the Investing in Communities Programme (IiC) and is EEDA's primary mechanism for delivering the Regional Economic Strategy (RES) economic participation goal. It is to be delivered from 2009, aligned closely to the Local Area Agreements (LAA's) and the Investment Plan that has been produced based on the Central Bedfordshire LAA.

EEDA will provide grant in aid to Central Bedfordshire Council, totalling £1,075,583 consisting of £674,493 capital and £401,090 revenue towards the delivery of the Programme of Activity described in the Approved Investment Template.

Central Bedfordshire Council is accountable for the delivery of the overall Programme of Activity and as part of this agreement undertakes to maintain appropriate systems of internal financial and procedural controls.

The Economic Participation programme for Central Bedfordshire is designed to increase prosperity by raising levels of economic participation and to ensure that everyone has the opportunity to participate fully in the economy. The Economic Participation Capital Project described in this PID has been approved by both the Local Strategic Partnership's Economy and Environment Thematic Partnership (membership see section 8) and EEDA. The project has been awarded through the correct procurement methods and by using guidelines set out by the Procurement Process Rules 2009.

Following this partnership approval it is now appropriate to gain the necessary approvals through the Council as the Accountable Body. It is worth noting that this is the first and only year we will receive capital funding through Economic Participation which in 2010/11 becomes a smaller and revenue only programme. As such it is a window of opportunity to invest in much needed community infrastructure especially benefiting residents in the Priority estates of Tithe Farm, Parkside and Downside as well the rural areas to overcome barriers to learning and employment through poor transport.

Why Economic Participation is important to Central Bedfordshire

The current recession has led to rising unemployment and a more competitive labour market, heightening the need to support people facing additional barriers and difficulties such as low skill levels; poor access, generational worklessness, care responsibilities and inequalities to be economically active.

There is a pressing need to provide support in order to harness the time and skills of people who aren't currently able to participate in the economy and to be part of the economic recovery because:

- Economic growth is dependent on a growing workforce
- The economy can't reach its full potential if skilled workers are not participating
- Non-participation often results in costs to the economy such as benefit payments
- Increasing participation raises the quality of life for individuals and communities.

Why some people are unable to participate fully

This could be due to:

- Lack of suitable skills, confidence or aspiration
- Lack of access to appropriate support and training

- Lack of capital for starting their own business
- Long-term health problems
- Employers' perceptions or practices

How will economic participation be achieved?

Economic participation will assist in enabling individuals to access jobs or start their own business.

This will involve:

Raising skill levels and addressing employment barriers

Stimulating enterprise - for example, helping business start-ups access funding

Building capacity in the third sector - such as charities and the voluntary sector

Developing regional intelligence and influencing policy

Partnership and EEDA support

The EP programme has been developed and designed to meet the economic and needs of Central Bedfordshire and in support of the Strategic Vision, it has the full support of the LSP, EEDA and other supporting partnerships such as the Strategic Enterprise Group, the NI 152 group and Learning Partnership.

Ward Members and Portfolio Holder for Economic Regeneration

The Portfolio Holder for Economic Regeneration is supportive of the EP scheme; following consideration by CAMG, the relevant ward Members will be further consulted and appraised of the planned investments.

2. Project Brief and Project Objectives

Kingsland Initiating New Dreams (KIND) - Dunstable College

The timescale for the project would be completion by February 2010 and requires **£20,000** capital funding. Expiry date for funding is 31st March 2010

The project will be based at the Kingsland Skills Institute and will provide a bespoke employment brokerage room and associated dedicated staffing to assist people into work. The area of the Kingsland site to be refurbished is not used and in need of alteration to make it fit for purpose (Foyet and Ashridge Rooms of the Children's Business Training (CBT) Block, which are currently leased to the College). The space allocated would make an ideal location for the employment brokerage scheme and would build upon the existing facility and experience of the Kingsland Skills Institute.

The project would consist of conversion of the space to include one large resource and training space and smaller spaces for one to one support, information and advice. The room would be networked in order to facilitate computers and phone lines. The area would be supplied with appropriate fixtures, fittings and resources to support job search and brokerage and would be a flexible space available for days and evenings to maximise and provide a dedicated resource to those hardest to reach and with the greatest need, allowing bespoke job brokerage personnel and facilities not available through existing provision.

The project would provide a seamless fit to existing facilities and actions of the Institute and build upon experience gained on current and past employment programmes including our graduate recruitment programme. Led by the Employment Team we would have extensive experience of these actions and linkages into the existing employer base and partners.

The project will dovetail with existing provision of both the lead and the partners via existing links. For the primary lead it will expand the existing employment related facility to meet the demand in the area that they do not currently have funding to support and that they cannot meet at present, whilst at the same time provide value for money by matching new facilities to existing resources. Dunstable College is Matrix Approved so participants will be able to access Information Advice and Guidance (IAG).

Benefits to the Community

Participants will be drawn from residents of the disadvantaged area and will link to the College's existing work within the Houghton Regis Regeneration actions and drawing on strong links with stakeholder and networks.

The primary roles of the staffing for the project will be a job broker and a recruitment officer who will be based predominately within the deprived community and link with referral sources. This will ensure that the project/resource is made available to those with the greatest need.

The College will offer two distinct Routes:

Direct - Where the College search the database of companies for employment and/or liaise with Job Centre Plus for the opportunities. When they have sourced these the College will work with the individual on CVs and job interview techniques (where required) to help them become ready for the interview. They will provide 1/1 support at this stage.

In-direct – Where an individual is not yet ready for a new occupational sector if re-training or is new to the job market, the College will offer top up training in a wide range of vocational and employment training to assist in the individual's endeavours. The College can offer these in the form of pre-entry through to foundation degree level.

Participants will be moved into a number of routes:-

- Employment
- Employment with training – including Apprenticeship and Train to Gain
- Full Time Education
- Funded employability training courses
- Work placements with training
- Self employment

Added Value

The project will add value to the existing Kingsland Skills Institute Hub and will in return receive all of the benefits of the existing network, strengths of the partners and existing on site facilities making this both a cheap and viable model as monies can be directed directly into the project rather than recreating existing actions.

Sustainability

Project activities during the initial period will ensure the longer term sustainability of KIND. Through the established systems, structures and services KIND will continue to provide a service to clients through mainstream provision..

Spending Breakdown

£6,000.00 for refurbished space

£13,000.00 for state-of-the-art ICT brokerage system (hardware & software)

£1,000.00 for development of database.

Equipment bought will be logged on the Central Bedfordshire Council's Asset Register; the Central Bedfordshire College will have to use the equipment for three years. After that period of time the College can decide if they want to maintain using it or to sell it off.

Outputs To Be Achieved by 31 March 2010

- 50 employer / Voluntary Community Sector (VCS) placement opportunities sourced and on the database
- 50 clients engaged in post training support and activity
- 20 people assisted to get a job and / or combination of number of jobs safeguarded
- 50 people assisted in skills development
- 25 clients helped to come off out of work benefits

The provider will need to work closely with EP Management to minimise double counting of outputs and clients supported. 25% of all the outputs listed to be residents of the priority estates and relatively deprived rural areas.

3. Description of Work

The projects will involve as follows:

Procurement Review
 Tendering/Commissioning Rounds
 Evaluating project proposals
 Funding approval
 Signed agreement with providers
 Legal Agreement
 Monitoring Performance
 Evaluation Strategy

Summary of project plan

Key stages	Deliverables/outcomes and environment
Achieving necessary approvals	Shadow LSP, approval of investment template EEDA funding agreement in place Project sign off by Economy Thematic Partnership and EEDA
Tendering	Appointments of most suitable providers ensuring the Councils obtain best value for money. Completed through e-procurement. Appraisal Panel to award contract against criteria and specification.
Full Funding Approval	Compliant tenders received and verified Summary report submitted for approval
Prospective Providers	Consultation with providers and stakeholders Providers signed up to agreed service plan
Design and Construction	To deliver a high quality scheme on time and within budget. Ensure delivery of the project completely and successfully
Post Construction	Update the Council's stock of assets. Scheme evaluation

4. Financial Issues

Funding source – EEDA
 Allocated Capital: **£20,000.00**

5. Roles and Responsibilities

The project will be led by the Project Manager. The full project team is:

Name	Location	Responsibility
Bob Shore	Dunstable College	Project Leader
Sarah Hughes	Central Bedfordshire Council	Budget Control
Garth Mckenzie	Central Bedfordshire Council	Project Manager

6. Timescale

The key dates for the project are:

Activity	Targeted Completion date
Bids submitted	June 2009
Bid scored/approved	July 2009
Project plan completed	July 2009
LSP Approval	Nov 09
Executive approval	Nov 09
Contract signed	Nov 2009
Projects started	Nov 2009
Project review	Dec 2009
Project finished	Feb 2010
Evaluation	Mar 2010

7. Conditions / Constraints / Risks

The key factors that will impact the success of the project are:

Specify any assumptions made	Main assumption is that the scheme will be granted all necessary permission and taken forward.
Specify any constraints that may affect the project	Staffing, organisational capacity, funding from other sources
Specify any risks affecting the entire project	Building complications, late completion of building work
Specify quality control standards and procedure	The project will be undertaken in accordance with all relevant legislation. Disability Discrimination Act Statement of compliance Building Research Environmental Assessment Method (BREEAM) /Eco Homes/ Civil Engineering Environmental Quality Assessment and Award Scheme (CEEQUAL) "Excellent". Design and Procurement and Post Construction Review Certificates required. Timber from recognised sustainable source, Green Travel Plan, Modern Methods of Construction & 10% recycled content, Renewable On Site Energy Source Target 15%, Design Quality Assessment (14 of the 20 criteria must be satisfied to have passed)

8. Environment and Economy Thematic Partnership

Central Bedfordshire Environment and Economy Theme Group Membership List

Name	Title	Organisation
Liz Wade (Thematic Lead and Chair of Group)	AD Economic Growth & Regeneration	Central Bedfordshire Council
Peter Fraser	Partnership Manager	Central Bedfordshire Council

Strategic Partners

Name	Title	Organisation
Basil Jackson	AD Highways	Central Bedfordshire Council
Richard Sarraff	Executive Director	Renaissance Bedford
Judith Grice	Regional Director	Groundworks East of England
Jim Gledhill		Bedford Climate Change Forum
Jane Markham	BRAF Co-ordinator	Bedfordshire Rural Communities Charity (BRCC)
Janet Ridge	Stronger Communities Thematic Lead	Bedfordshire Rural Communities Charity (BRCC)
Tony Talbot	Managing Director	Forest of Marston Vale
Jacqui Blake	Local Partnership Manager	DWP/Job Centre Plus
Anna Graves	Interim Executive Director	Luton Gateway
Chris Vesey	Principal	Dunstable College
John Brown	Team Leader Team Development	GO-East
Malcolm Tilling	Infrastructure Division Regional Productivity Team	GO-East
Thinley Topden	Places, Partnership & Performance Team	GO-East
Sarah Wordingham	Policy Lead	GO-East
Cheryl Smart		The Chamber
Alison Hunt	Senior External Relations Manager	Beds and Herts Jobcentre Plus
Sue Walsh	Relationship Manager	EEDA
Geoff Keeble		Highways Agency
Alan Kirkdale		Highways Agency
Sally Holloway	Planning Liaison Team Leader	Environment Agency
Cc		
Gary Alderson	Community Safety Thematic Lead	Central Bedfordshire Council
Andrew Street	Stronger Communities Thematic Lead	Chief Superintendent Police/Community Safety Bedfordshire Police
Muriel Scott	Healthy & Older People	NHS Bedfordshire

Karen Oellerman

Thematic Lead
Children & Family
Thematic Lead

Central Bedfordshire Council