

North Yorkshire County Council
Business and Environmental Services

Executive Members

20 January 2023

**Department for Education Funding for Skills Bootcamps
(York & North Yorkshire Local Enterprise Partnership)**

Report of the Assistant Director – Economic Partnership Unit

1.0 Purpose Of Report

- 1.1 To seek approval to accept funding from the Department for Education (DfE) to support delivery of a one year (April 2023 to March 2024) Skills Bootcamp programme in York and North Yorkshire and to seek delegation to the Corporate Director - Strategic Resources to accept the offer of £2,603,161 subject to acceptable terms and conditions being received.

2.0 Background

- 2.1 The York and North Yorkshire Local Enterprise Partnership (YNY LEP) is currently operating delivery of their first year of a Skills Bootcamp programme, under contract with the Department for Education (DfE). Skills Bootcamps is a national programme managed by DfE, with delivery both nationally via DfE, and locally via Combined Authorities (where they exist) or LEPs. The programme aims to support adults to acquire “in-demand” skills through a range of learning providers (delivery partners) to help them access local job opportunities with higher wages. Much of the programme activity relies on the delivery partners working with local employers to identify skills gaps linked to job vacancies, and to facilitate a guaranteed interview for a local job vacancy at the end of the course. It was indicated that this would be the first of a three year tranche of funding to be awarded annually (up to March 2025), subject to continued Government support for the Skills Bootcamp programme.
- 2.2 YNY LEP was invited early in November to submit proposals for a further year of Skills Bootcamps activity (April 2023 to March 2024) to be funded by Department for Education (DfE). The deadline for submissions was 30 November 2022. The proposed amount of DfE funding requested for 2023-24 was £2,366,510, with a further allowance of 10% to cover Programme Management costs ie a total of £2,603,161.
- 2.3 As in the current year, the Skills Bootcamp programme will be delivered in partnership with a range of external delivery partners (ie colleges and other training providers) through the relevant procurement processes. The external delivery partners will need to demonstrate how they are experienced in delivery of relevant skills training courses and must work with local employers to address current skills gaps.
- 2.4 Confirmation was received from the DfE on 22 December 2022, that the full amount of £2,603,161 has provisionally been allocated for activity in York and North Yorkshire for 2023/24. Initially a contract will be issued for 70% of this amount until DfE finalise their 2023/24 budgets:

*We know it is vital for your planning that you are able to start procurement and/or agreeing contract extensions now to ensure delivery begins in April, so we propose to issue a grant offer letter early in the new year for **£1,822,212** and, once secured, we will issue a grant variation letter detailing the full amount of **£2,603,161**.*

DfE 22 December 2022

- 2.5 As the amount of funding exceeds the officer delegation threshold for acceptance of external grants, Executive Member approval is now being sought for the full amount of £2,603,161, to mobilise the programme at the earliest opportunity.

3.0 Funding

- 3.1 North Yorkshire County Council (NYCC) is the Accountable Body for YNY LEP and so the proposal is subject to and will operate in accordance with NYCC's robust Financial Management and Control systems. Skills Bootcamps will be funded via a grant award from the Department for Education (DfE) to NYCC, as the accountable body for the YNY LEP. There will be a grant award contract in place between DfE and NYCC, and contracts will be procured between NYCC and delivery partners. Project risks are set out in the attached Appendix 1.
- 3.2 DfE allows up to 10% of the total grant funding to be used for Programme Management costs, which will cover YNY LEP staff resources and other NYCC professional fees (eg Finance, Legal) to manage the programme delivery and compliance with the DfE contract.
- 3.3 The financial management of the programme and process for claiming the grant is already in place for delivery in the current year (2022-2023) and the expectation is that the 2023-2024 arrangements will continue as existing.

4.0 Equalities

- 4.1 There are no equality impacts as all activities will be fully accessible and inclusive to all learners thus ensuring equal access to support, in accordance with the Equality Act 2010 and NYCC Equality and Diversity policies. An initial equality impact assessment screening form is provided at Appendix 2.

5.0 Finance

- 5.1 DfE will initially issue a grant offer letter for **£1,822,212** and, subject to their own financial approvals, will issue a grant variation letter detailing the full amount of **£2,603,161**. This is a revenue grant for 2023/2024. The grant acceptance will need to be confirmed within a specified timescale, therefore, approval is requested for delegation to the Corporate Director - Strategic Resources to accept the full amount of funding subject to the terms and conditions being acceptable to the Council. Upon receipt of the Grant Offer Letter, the terms and conditions will be reviewed to ensure they are acceptable to the Council. These are expected to be very similar to the Grant Agreement that is in place for the current 2022/23 financial year. However, final acceptance of the grant will be subject to the terms and conditions being acceptable to the Council.
- 5.2 Delivery contracts will be procured between NYCC and delivery partners. As accountable body, NYCC will be responsible for the KPIs of the programme and for collecting the necessary data from the contracted suppliers and sharing it with DfE. Therefore the delivery partners will also be contracted to meet the KPIs for the programme and provide the required data/reporting.

5.3 The arrangements for the current year provided for an initial instalment of 50% of the grant award plus 100% of the Programme Management costs to be paid at the commencement of the contract. This has enabled the delivery partners to be paid in accordance with the contract conditions which are linked to specific milestones for learner progress. The balance of the total grant award is then claimed from DfE following defrayal of the initial instalment. Therefore, there has been no cash flow risk to the County Council. The arrangements for 2023/24 are expected to be the same.

5.4 No match funding is required from NYCC to accept the grant.

6.0 Legal

6.1 The grant terms, when received, will be considered by legal services and if any of the terms present an unacceptable risk for NYCC or YNY LEP then the grant would be declined. In administering the grant, the necessary competitive procurement processes will be carried out, in accordance with the Council's Procurement and Contract Procedure Rules, and if relevant, the Public Contracts Regulations 2015. Advice will also be taken from legal services to ensure that delivery partners activities will be compliant with the subsidy control rules.

6.2 During the 2023-2024 year, should the transition to a Mayoral Combined Authority proceed on the current planned timescales, it will be necessary to review the contracted arrangements between NYCC and DfE and also between NYCC and the delivery partners. Delivery of the Skills Bootcamps programme is a function of the Combined Authority, where one exists.

7.0 Climate Change

7.1 The programme of Skills Bootcamps includes activity which directly meet the needs of the green economy, by supporting the transition from high to low carbon, directly contributing to the achievement of the UK's net zero emissions target and helping mitigate climate risk. DfE encourages schemes which strengthen Green Power, Green Construction, Green Transport, Protection of Natural Resources, Green Business and industry. A copy of the Climate Change Impact Assessment is attached as Appendix 3.

8.0 Recommendations

- 8.1 It is recommended that the offer of grant funding from the Department for Education (DfE) for funding to support delivery of a one year (April 2023 to March 2024) Skills Bootcamp programme in York and North Yorkshire at a total amount of £2,603,161 be accepted and that;
- i. when the DfE grant offer is received, it will be reviewed and final acceptance of the grant will be subject to the terms and conditions being acceptable;
 - ii. subject to (i) the Executive Member for Open to Business, after consultation with the Corporate Director – Business and Environmental Services, the Corporate Director – Strategic Resources and the Assistant Chief Executive (Legal and Democratic Officer, authorises the Corporate Director – Strategic Resources to accept the grant funding.

Author of Report: Liz Philpot, Head of Delivery (York and North Yorkshire LEP)

Background Documents:

Appendix 1: Project Risk Register

Appendix 2: Initial equality impact assessment screening form

Appendix 3: Climate Change Impact Assessment Form

Project Risk Register

Risk	Risk Type and RAG Level	Mitigation
Overall risk for the Accountable Body	Financial	Contractual liabilities between DfE and NYCC will be discharged to delivery partners, which have been approved as acceptable for the current year delivery 2022-2023; expected that these will remain un-changed - any amendments will be reviewed to manage risk to NYCC
Timing of grant payments from DfE	Financial	Expected to be as for 22/23 year – which paid an initial instalment of 50% of the grant plus 100% of the Programme Management costs at the commencement of the contract. This has enabled the delivery partners to be paid in accordance with the contract conditions which are linked to specific milestones for learner progress. The balance of the total grant award is then claimed from DfE following defrayal of the initial instalment. Therefore, there is no cash flow risk to the County Council
Delay in project start	Delivery	This is reliant on DfE decisions being made on time to enable procurement process to be mobilised as required for delivery to commence as soon as possible in 2023-2024
DfE grant balance (30%) not forthcoming	Financial/Delivery	Of total provisional allocation (£2,603,161) DfE initial approval is for 70% of this amount, with balance approval expected after DfE business planning at the end of January/ early February 2023. Initial grant offer letter to be issued for £1,822,212. If the balance of funds is not forthcoming the delivery activity is scaleable and will be reviewed to contain activity within the amount available.
Procurement of training providers to deliver programme	Delivery	Proposals are based on information from existing and potential new providers with good levels of interest; reliant on all current interest being maintained at formal procurement stage
Insufficient NYCC and LEP resource to carry out project	Resources	Limited demand on NYCC resource - mainly meeting Accountable Body compliance requirements - main demand on procurement services and contacting with delivery partners; LEP resources - additional (permanent) staff now in post funded from current year DfE programme management allowance, and will continue to support 2023-2024 programme
Insufficient funding to support delivery of project	Financial	As for 22/23 DfE have confirmed in 2023/24 10% of the grant application total can be for programme management costs; this will cover all the NYCC and LEP programme management costs. Training providers will submit fully costed proposals which will be capped at the level of their bids.
End of Programme Closedown Liabilities	Financial	Confirmed by DfE that 6 months in subsequent year is allowed for completion of final stage payments
Limited interest from employers/businesses	Delivery	Significant emphasis for 2023-2024 to meet local employer needs - majority are local training providers who already have good business engagement links to support local employers with their skills needs. However, mostly will require contribution to costs from employers so risks to take-up depending on business capacity/willingness to fund training
Limited interest from learners	Delivery	The training/learning delivery partners will be required to promote the availability of the learning - there will also be national publicity by DfE to promote the national element of the programme; the programme will also be promoted to employers through existing business networks and communications channels including YNY LEP Growth Hub (website has 30,000 unique hits p.a.); activity is at a mature stage due to existing ESF programme delivery and similar previous programmes
Business Continuity (previously Covid-19 related issues)	Delivery	Training providers have become adept at mixed delivery with socially distant and online offer so future impacts can be managed effectively
External provider organisational issues (i.e. stops trading)	Legal & Compliance	Payments will be in arrears based on three defined stages of learner progression so risks are minimised; there will be flexibility to move funding between delivery partners

APPENDIX 1

Underperformance by delivery partners	Delivery	Providers will need to demonstrate track record of delivery; programme management by YNY LEP and processing of claims/reporting also identifies any underperformance with prompt follow-up action; appointment of Delivery Relationship Manager role (Jan 2023) will add to existing resource to ensure regular performance meetings with training providers and take corrective action as necessary.
Overlap with National provision	Delivery	Regular contact and close working relationship developed with DfE will ensure project aligns with national provision - however may affect delivery partner capacity/performance.
Completion of activity and spend within programme deadline	Financial	Commissioning and contracting via Funding Agreements will set out staged payments linked to progress with key milestones for delivery of outputs/ outcomes; Monthly programme and project monitoring of delivery partners is in place and any risk areas are followed up immediately with individual delivery partners, for corrective action



Initial equality impact assessment screening form

This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.	
Directorate	Business and Environmental Services
Service area	The York and North Yorkshire Local Enterprise Partnership (YNY LEP)
Proposal being screened	Skills Bootcamps – York and North Yorkshire
Officer(s) carrying out screening	Liz Philpot/Paul Clark
What are you proposing to do?	<p>This screening concerns the YNY LEP application for Department for Education (DfE) funding to support delivery of a 1-year (April 2023 to March 2024) Skills Bootcamp programme in York and North Yorkshire.</p> <p>The Skills Bootcamp grant funding will enable YNY LEP to procure a range of technical skills training that meets evidenced need for skills in YNY. It will support individuals to gain intermediate and higher-level skills and support employers to recruit the skills they require by helping to shape training packages and/or providing interviews for course participants.</p> <p>The Skills Bootcamp flexible training programme will be delivered in partnership with a range of external delivery partners (i.e. Colleges and other training providers). These organisations will need to demonstrate how they are experienced in delivery skills of relevant training courses and working with local employers to meet skills needs in their respective areas.</p>
Why are you proposing this? What are the desired outcomes?	<p>The Skills Bootcamp programme will address the problem of employer/sector ‘in-demand’ skills needs.</p> <p>This will support skills issued identified in the YNY LEP published ‘Covid-19 A Plan to Reshape our Economy’ plan published in October 2020; the Skills Strategy, launched in January 2021; and the LEPs Labour Market Analysis 2021 which provides an assessment of York and North Yorkshire’s (YNY’s) skills needs based on a detailed analysis of the supply of and demand for skills.</p> <p>The aim of the Skills Bootcamps programme is to secure benefits for adults by giving them access to in-</p>

	<p>demand skills training and a guaranteed interview for a more sustainable, higher-skilled job and higher wages over time. The benefits for employers include helping them fill specific skills shortage vacancies, enabling them to become more productive, more quickly.</p> <p>The Skills Bootcamp programme will deliver significant benefits and outcomes such as:</p> <ul style="list-style-type: none"> - Addressing the needs of employers and the wider economy, to deliver targeted interventions to meet short-medium term demand to fill vacancies and drive productivity. They will help fill medium-higher level vacancies and bring individuals closer to better jobs, by linking them with line of sight to a job/ different role, additional responsibilities or new opportunities/contracts. - Addressing the needs of adults (19+) who are full-time and part-time employed, unemployed, returning to work after a break or self-employed, and provide individuals with wider access to opportunities to retrain, update or formalise their skills or acquire specialist skills. - Enabling adults (19+) to do training around work and other commitments, looking to gain work, additional responsibilities, or access new opportunities and will offer a guaranteed job interview (in the case of a new job) to individual participants on completion of the course. - Helping to fill vacancies and bring individuals closer to better jobs (including those currently in employment), by linking them with line of sight to a job/different role, additional responsibilities or new opportunities/contracts.
<p>Does the proposal involve a significant commitment or removal of resources? Please give details.</p>	<p>N/A</p>
<p>Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYCC’s additional agreed characteristics As part of this assessment, please consider the following questions:</p> <ul style="list-style-type: none"> • To what extent is this service used by particular groups of people with protected characteristics? 	

- Does the proposal relate to functions that previous consultation has identified as important?
- Do different groups have different needs or experiences in the area the proposal relates to?

The delivery partners will be expected to promote equality and diversity through the skills training provided and offer appropriate, timely and impartial information, advice and guidance. In delivering the training programme, the delivery partners will put measures in place that will prevent any unlawful discrimination relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.

If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your [Equality rep](#) for advice if you are in any doubt.

Protected characteristic	Potential for adverse impact		Don't know/No info available
	No	No	
Age		✓	
Disability		✓	
Sex		✓	
Race		✓	
Sexual orientation		✓	
Gender reassignment		✓	
Religion or belief		✓	
Pregnancy or maternity		✓	
Marriage or civil partnership		✓	
NYCC additional characteristics			
People in rural areas		✓	
People on a low income		✓	
Carer (unpaid family or friend)			N/A
Does the proposal relate to an area where there are known inequalities/probable impacts (e.g. disabled people's access to public transport)? Please give details.	N/A		
Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	The Skills Bootcamp flexible training programme will be delivered in partnership with a range of external delivery partners (i.e. Colleges and other training providers). These organisations will ensure that all activities will be fully accessible and inclusive to all learners thus ensuring equal access to support, in accordance with the Equality Act 2010 and NYCC Equality and Diversity policies.		
Decision (Please tick one option)	EIA not relevant or proportionate:	✓	Continue to full EIA:

APPENDIX 2

Reason for decision	<p>There are no equality impacts as all activities will be fully accessible and inclusive to all learners thus ensuring equal access to support, in accordance with the Equality Act 2010 and NYCC Equality and Diversity policies.</p> <p>The Local Enterprise Partnership operates in accordance with the National Local Growth Assurance Framework, and its own Local Assurance Framework, which contains a Diversity Statement setting out its commitments to fairness and inclusivity in its procurement and partnership arrangements.</p> <p>Screening exercises will continue throughout the project and where necessary and proportionate, an Equality Impact Assessment will be undertaken.</p>
Signed (Assistant Director or equivalent)	James Farrar
Date	04/01/2023



Climate change impact assessment

The purpose of this assessment is to help us understand the likely impacts of our decisions on the environment of North Yorkshire and on our aspiration to achieve net carbon neutrality by 2030, or as close to that date as possible. The intention is to mitigate negative effects and identify projects which will have positive effects.

This document should be completed in consultation with the supporting guidance. The final document will be published as part of the decision making process and should be written in Plain English.

If you have any additional queries which are not covered by the guidance please email climatechange@northyorks.gov.uk

Please note: You may not need to undertake this assessment if your proposal will be subject to any of the following:

Planning Permission
Environmental Impact Assessment
Strategic Environmental Assessment

However, you will still need to summarise your findings in in the summary section of the form below.

Please contact climatechange@northyorks.gov.uk for advice.

Title of proposal	DfE Skills Bootcamps - Adult Employability Skills Training
Brief description of proposal	YNY LEP to procure a range of technical skills training that meets evidenced need for skills in YNY. It will support individuals to gain intermediate and higher-level skills and support employers to recruit the skills they require by helping to shape training packages and/or providing interviews for course participants. The Skills Bootcamp flexible training programme will be delivered in partnership with a range of external delivery partners (i.e. Colleges and other training providers).
Directorate	Business and Environmental Services
Service area	York and North Yorkshire Local Enterprise Partnership (YNY LEP)
Lead officer	Liz Philpot
Names and roles of other people involved in carrying out the impact assessment	N/A
Date impact assessment started	5 Jan 2023

Options appraisal

Were any other options considered in trying to achieve the aim of this project? If so, please give brief details and explain why alternative options were not progressed.

This is a Department of Education that is delivered nationally as well as offering Combined Authorities/LEPs opportunity to access local funding for delivery to meet specific employer skills gaps in their area.

Therefore options are :

Do Nothing OR

Apply for funds for local delivery

What impact will this proposal have on council budgets? Will it be cost neutral, have increased cost or reduce costs?

Please explain briefly why this will be the result, detailing estimated savings or costs where this is possible.

The proposal will NOT impact on Council budgets – it is cost neutral and all costs (including those for resources required to deliver and administer the project) are covered by the grant provided by DfE

<p>How will this proposal impact on the environment?</p> <p>N.B. There may be short term negative impact and longer term positive impact. Please include all potential impacts over the lifetime of a project and provide an explanation.</p>	<p>Positive impact (Place a X in the box below where relevant)</p>	<p>No impact (Place a X in the box below where relevant)</p>	<p>Negative impact (Place a X in the box below where relevant)</p>	<p>Explain why will it have this effect and over what timescale?</p> <p>Where possible/relevant please include:</p> <ul style="list-style-type: none"> Changes over and above business as usual Evidence or measurement of effect Figures for CO₂e Links to relevant documents 	<p>Explain how you plan to mitigate any negative impacts.</p>	<p>Explain how you plan to improve any positive outcomes as far as possible.</p>	
<p>Minimise greenhouse gas emissions e.g. reducing emissions from travel, increasing energy efficiencies etc.</p>	Emissions from travel	X			Some of the course will be offered online		
	Emissions from construction	X			N/A		
	Emissions from running of buildings	X			Activities will be delivered from existing premises of colleges/learning providers, and may help to better utilise some estate		
	Other						
<p>Minimise waste: Reduce, reuse, recycle and compost e.g. reducing use of single use plastic</p>		X			N/A		
<p>Reduce water consumption</p>		X			N/A		
<p>Minimise pollution (including air, land, water, light and noise)</p>		X			N/A		

<p>How will this proposal impact on the environment?</p> <p>N.B. There may be short term negative impact and longer term positive impact. Please include all potential impacts over the lifetime of a project and provide an explanation.</p>	<p>Positive impact (Place a X in the box below where relevant)</p>	<p>No impact (Place a X in the box below where relevant)</p>	<p>Negative impact (Place a X in the box below where relevant)</p>	<p>Explain why will it have this effect and over what timescale?</p> <p>Where possible/relevant please include:</p> <ul style="list-style-type: none"> • Changes over and above business as usual • Evidence or measurement of effect • Figures for CO₂e • Links to relevant documents 	<p>Explain how you plan to mitigate any negative impacts.</p>	<p>Explain how you plan to improve any positive outcomes as far as possible.</p>
<p>Ensure resilience to the effects of climate change e.g. reducing flood risk, mitigating effects of drier, hotter summers</p>	X			<p>The DfE criteria puts significant emphasis on encouraging support for increasing the delivery of Green Skills to support emerging gaps in (eg) sustainable construction methods etc.</p>		
<p>Enhance conservation and wildlife</p>	X			<p>The courses offered in 22/23, and likely to be extended in 23/24 included Arboriculture and Forestry to meet skills shortages in the lower Dales area (Craven College)</p>		
<p>Safeguard the distinctive characteristics, features and special qualities of North Yorkshire's landscape</p>	X			<p>As above</p>		
<p>Other (please state below)</p>						

Are there any recognised good practice environmental standards in relation to this proposal? If so, please detail how this proposal meets those standards.

No, other than the opportunity to develop training programmes to improve and adapt relevant skills to respond to environmental standards etc.

Summary Summarise the findings of your impact assessment, including impacts, the recommendation in relation to addressing impacts, including any legal advice, and next steps. This summary should be used as part of the report to the decision maker.

The impact of this proposal is very limited – some positive impacts where training programmes can be developed to respond to environmental management activities.

Sign off section

This climate change impact assessment was completed by:

Name	Liz Philpot
Job title	Head of Delivery
Service area	York & North Yorkshire Local Enterprise Partnership
Directorate	BES
Signature	<i>Liz Philpot</i>
Completion date	6 Jan 2023

Authorised by relevant Assistant Director (signature): James Farrar

Date: 9 Jan 2023