

RECORD OF EXECUTIVE DECISION TAKEN BY AN EXECUTIVE MEMBER

This form **MUST** be used to record any decision taken by the Elected Mayor or an individual Executive Member (Portfolio Holder).

The form must be completed and passed to the Service Manager (Committee & Administrative Services) no later than NOON on the second working day after the day on which the decision is taken. No action may be taken to implement the decision(s) recorded on this form until 7 days have passed and the Service Manager (Committee & Administrative Services) has confirmed the decision has not been called in.

1. Description of decision

To:

- (a) Accept grant funding from Jobcentre Plus of up to £49,250 for the period 2016/17 – 2017/18 to support Jobs Hub delivery costs, received through retrospective claims on evidence of project delivery; and
- (b) Authorise Head of Economic Development & Growth to enter into a funding agreement with Jobcentre Plus as the accountable body for the payment and administration of the grant.

2. Date of decision

7th March 2017

3. Reasons for decision

To support delivery of the Jobs Hub.

4. Alternatives considered and rejected

The alternative is not to accept the funding. This has been rejected on the basis that there is a need for the project.

5. How decision is to be funded

The project is externally grant funded.

6. Conflicts of interest

Name of all Executive members who were consulted AND declared a conflict of interest.	Nature of interest	Did Standards Committee give a dispensation for that conflict of interest? (If yes, give details and date of dispensation)	Did the Chief Executive give a dispensation for that conflict of interest? (If yes, give details and the date of the dispensation).

The Mayor has been consulted on this decision

Signed Dave Hodgson Date 7/3/2017 Name of Decision Taker MAYOR DAVE HODGSON

This is a public document. A copy of it must be given to the Service Manager (Committee & Administrative Services) as soon as it is completed.

Date decision published: 8th March 2017

Date decision can be implemented if not called in: 17th March 2017

(Decision to be made exempt from call in.....~~YES~~ or NO.....)

Bedford Borough Council – Report to the Mayor

February 2017

Report by the Head of Economic Development & Growth

Subject: THE JOBS HUB – ACCEPTANCE OF JOBCENTRE PLUS FUNDING

1. Executive Summary

This report relates to acceptance of grant funding from Jobcentre Plus of up to £49,250 in 2016/17 – 2017/18 to support Jobs Hub delivery and staffing costs.

2. Recommendations

The Mayor is invited to consider and if satisfied, to:

(a) Accept grant funding from Jobcentre Plus of up to £49,250 in period 2016/17 – 2017/18 to support Jobs Hub delivery costs, received through retrospective claims on evidence of project delivery; and

(b) Authorise the Head of Economic Development to enter into a funding agreement with Jobcentre Plus as the accountable body for the payment and administration of the grant;

3. Reasons for Recommendations

To resource the Jobs Hub to ensure a continued quality service.

4. Key Implications

4.1 Legal Issues

The Council's powers for economic development derive from the general power of competence contained in Section 1 (subject to the boundaries to the general power in section 2) of the Localism Act 2011, which enables the Council to act for a commercial purpose and/or for the benefit of the authority, its area or persons resident or present in its area.

4.2 Policy Issues

Bedford Borough's Sustainable Community Strategy is relevant in exercising the above powers and may be viewed on the following link on the internet: Community Plan for the Borough of Bedford: <http://www.bedfordboroughpartnership.org.uk>.

The first theme of the Sustainable Community Strategy is 'A Thriving Borough' and concerns 'Economic Development, Regeneration and Enterprise'. It states that 'our goal' is 'a stronger local economy, delivering higher levels of sustainable growth and employment for the benefit of the Borough's existing and future residents'.

The Jobs Hub supports a 'Thriving Borough' by underpinning economic growth. The proposal to accept grant funding from Jobcentre Plus will enable a continued quality service and continue to support this priority area of increasing economic participation across Bedford Borough.

4.3 Resource Implications

The Jobs Hub project is funded externally. An offer of up to £49,250 has been made from Jobcentre Plus' Flexible Support Fund, for the period 2016/17 – 2017/18. The grant funding arrangement would require the Council to release payment for project delivery costs and claim the grant retrospectively from Jobcentre Plus, with evidence of residents supported and job outcomes.

Subject to acceptance, this funding will contribute towards the costs of delivering the Jobs Hub project. There will be on-going limited officer support from existing Economic Development staffing resources to secure successful delivery of the project.

4.4 Risk Implications

There is a risk that the project may not deliver the required outputs and/or outcomes required of the grant funders. Payment of the grant funding from Jobcentre Plus will be conditional on the submission of documentation by the terms of the grant. Failure to submit the required reporting to a satisfactory standard could result in the payment being delayed or withheld.

4.5 Environmental Implications

There are no direct environmental implications arising from the report.

4.6 Equalities Impact

In preparing this report, due consideration has been given to the Borough Council's statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010.

A relevance test for equality has been completed for the decision to accept grant funding from Jobcentre Plus. The equality test determined that it has no relevance to Bedford Borough Council's statutory equality duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relation. An equality analysis is not needed.

5. Details

Background

- 5.1 Executive Decision 993, dated 31 January 2012, accepted the decision to establish a new Jobs, Skills and Enterprise Hub for Bedford Borough. The Project was launched in July 2012, branded 'The Jobs Hub', and has since been working successfully with a diverse range of employers, training organisations and other partners to support residents back to work, into training, apprenticeships and self-employment. The Jobs Hub is open Monday to Friday and offers all-age careers advice and guidance, group workshops and events, a job brokerage service for employers and specialist advice services.
- 5.2 Since launch, the Hub has had a footfall of 27,966 residents. Successes include over 10,000 interventions with residents and achieving 1,521 customer outcomes to date: 1,216 into work and apprenticeships, 169 into training and 136 into self-employment. The Jobs Hub was awarded a national accolade for 'Delivering Better Outcomes' at the Municipal Journal Awards, selected from 71 other competing local authority areas nationally.
- 5.3 The Jobs Hub is a Bedford Borough Partnership Board project that is led by the Council's Economic Development team. The project is dependent on securing external funding. To date, the project has been successful in securing external funding from a range of sources, including the Partnership Board, Jobcentre Plus and the National Careers Service. The funding application to Jobcentre Plus for up to £49,250 for the period 2016/17 – 2017/18 will support overall project delivery costs to enable a quality service to be provided.

Appendix A provides a copy of the Grant Agreement Letter.

6. **Summary of Consultations and Outcome**

The following Council units or Officers and/or other organisations have been consulted in preparing this report:

- Management Team
- Legal and Finance.

No adverse comments have been received.

7. **Ward Councillor Views**

Not applicable.

*Report Contact Officers: Mark Oakley, Head of Economic Development & Growth, e-mail: mark.oakley@bedford.gov.uk
Eleanor Marcham, Economic Development Manager (Employment & Skills), e-mail: eleanor.marcham@bedford.gov.uk*

File Reference:

Previous Relevant Minutes: None

Background Papers: Executive Decision 993, 31 January 2012 - Jobs, Skills and Enterprise Hub

Appendices: Appendix A – Job Centre Plus Grant Agreement Letter

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Department
for Work &
Pensions

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14 February 2017

Dear **Ms Marcham**

FLEXIBLE SUPPORT FUND: GRANT AGREEMENT AND TERMS AND CONDITIONS

Congratulations on your successful application to deliver a Flexible Support Fund (FSF) partnership in **Bedfordshire**

The partnership that you will create will help to improve employment outcomes or prospects of future employment outcomes for long-term unemployed individuals and groups facing the most complex and intractable barriers to work. Your application was successful because it set out how you would provide support to individuals and tackle local worklessness and multiple barriers to employment in a holistic and joined up way, in line with local priorities or other activity in support of the DWP objective of helping individuals access and/or re-integrate into the labour market.

I attach a formal offer of funding amounting to a maximum of **£49,250 (57737 euro)** this is to provide support to the partnership through payment to **Beds Borough Council** towards eligible expenditure as defined in paragraph 4 of this determination and with a view to the achievement of the minimum requirements and other outcomes, as set out in Annex D.

This grant letter sets out how Jobcentre Plus will provide grant funding to help you to deliver on these commitments. Please read this document very carefully as it details what you can expect from us and what we in return, expect from you, but note that these Terms and Conditions cannot be changed.

Should you have any questions about this grant offer please contact Jobcentre Plus by E-mail at anne.woolstenholmes@dwp.gsi.gov.uk or if urgent, by telephone on **01727 773322**.

Please confirm your organisation's acceptance of this grant offer by returning a signed, hard copy of this grant letter (pages 1 to 34) by **28 February 2017**. In all cases this must be completed by the Lead Accountable Body.

Please ensure that you have:

- signed the declaration on page 5 Grant Award Acceptance;

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- signed the Guarantor declaration, if applicable, on page 6,
- signed the State Aid De-Minimis declaration at Annex J and
- Completed the bank details form at Annex F.

Please ensure that this document is sent by secure post.

We recommend that you keep a hard copy of this document for your own records.

No payments can be made until we have received the signed letter and processed the bank details form. Subject to that, Jobcentre Plus will aim to make the first payment of the grant, as set out in line with the profile in Annex E.

Yours sincerely



James Snelling

14 February 2017

Determination letter

The Beds Borough Council FLEXIBLE SUPPORT FUND GRANT DETERMINATION No: 260-FSF- JUL 16-BEDS&HERTS

1. The Secretary of State for Work and Pensions, in exercise of the powers conferred on him by section 2 of the Employment and Training Act 1973, makes the following determination:

Citation

This determination may be cited as **Beds Borough Council** Flexible Support Fund (FSF) Grant Determination No. **260-FSF-JUL 16-BEDS&HERTS**

Purpose of the Grant

2. The purpose of the Grant is to provide funding to **Beds Borough Council** ("the Lead Accountable Body") to support the creation of a partnership ("the Partnership") which will help to improve employment outcomes or prospects of future employment outcomes for long-term unemployed individuals and groups facing the most complex and intractable barriers to work and to help individuals access and/or re-integrate into the labour market Specifically, to deliver the Minimum Requirements of the Partnership, in line with the Lead Accountable Body's proposals contained in the application document - "the Application", and set out in Annex D of this determination.

Determination

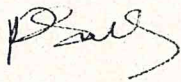
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3. The Secretary of State determines that a maximum of **£49,250 (57985 euro)** will be payable to the Lead Accountable Body, subject to compliance with the terms of this Grant letter signed by **Beds Borough Council**

Grant Conditions

4. Pursuant to section 2 of the Employment and Training Act 1973, the Secretary of State determines that the Grant will be paid subject to compliance with the conditions in Annex A.
5. Jobcentre Plus reserves the discretion to vary these conditions and the right to either withdraw or reduce the funding if reasonably required, in line with the terms and conditions set out within.

Signed by authority of the Secretary of State for Work and Pensions.



James Snelling

14 February 2017

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FLEXIBLE SUPPORT FUND (FSF) GRANT TO Beds Borough Council hereinafter the "Lead Accountable Body" on behalf of the PARTNERSHIP – DETERMINATION NUMBER 260-FSF-JUL 17 -BEDS&HERTS

1. The Lead Accountable Body (LAB) accepts the offer of grant dated **14 February 2017** overleaf under section 2 of the Employment and Training Act 1973, on behalf of **Beds Borough Council**
2. By accepting the offer of a grant **Beds Borough Council**, accepts the terms and conditions upon which such grant is being made as stated in this Grant Letter and acknowledges that the organisation shall be the LAB for receipt of funding on behalf of the Partnership to spend in accordance with, and for the purposes set out in, the Minimum Requirements and in the LAB's application.
3. **Beds Borough Council** accepts and acknowledges that if any sum becomes payable pursuant to paragraphs 47 to 49 of Annex A then the Secretary of State will incur no legal liability to compensate any person for any consequential direct or indirect loss. **Beds Borough Council** agrees to notify all persons who may be affected by this determination at the time legal relations are established with them.
4. Where a LAB has in place a Guarantor, the following confirmation is required: **Beds Borough Council** confirms that the Guarantor has accepted any liability as a result of this award and the signature below on behalf of the Guarantor evidences that acceptance.

It is confirmed that no amendment has been made to this document and that it has been reproduced from the original PDF document sent by Jobcentre Plus on **14 February 2017**

Signed	
Name	
Position (Director of Finance or other authorised signatory)	
Name of Lead Accountable Body for the partnership	
Address	
Date	

See also next page for a guarantor declaration, if applicable.