

**Joint Report of the Cabinet Members for Education and Enterprise,  
Development & Regeneration**

**Cabinet – 15 September 2016**

**CYNNYDD PROJECT – NOTIFICATION OF CONTRACT AWARD**

Purpose:	This report provides an update with regard to the contract award of Suppliers for the Cynnydd Project.
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**FOR INFORMATION**

**1.0 Background**

- 1.1 On the 21<sup>st</sup> April 2016, Cabinet approved a report to accept the ESF grant offer for the participation and delivery of the Cynnydd Project.
- 1.2 The Cynnydd project is targeted at those young people (11 to 24 years) who are identified as being at the very greatest risk of becoming NEET.
- 1.3 Each young person referred onto the project will be assessed on their attendance, attainment and behaviour. Every participant will receive a tailored package of intervention appropriate to their individual needs; with the aim of preventing them from disengaging from Education and enabling the young people to access further education or employment when they leave school.
- 1.4 In City & County of Swansea, the main interventions (Product Lots) listed below, will be through procured activity:
  - Literacy and Numeracy (including Financial Literacy)
  - Volunteering Support and Activities
  - Complementary/Alternative Curricula in formal and informal settings
  - Complementary Curricula – in formal and informal settings which includes arts provision, sports provision and outdoor pursuits
  - Counselling and targeted interventions which includes emotional, social and behavioural difficulty support; cognitive

behaviour therapy; attachment therapy; and substance misuse support.

Careers Wales will provide the following interventions as part of this project:

- Employability support and work readiness activities
- Work experience support and co-ordination
- Work focussed experiences
- Employer engagement activities

- 1.5 There will be further funding to support transport costs and the opportunity for schools to facilitate training where it is available in one school and not another.
- 1.6 In order to access Cynnydd provision, a Learning Coach post allocation will be provided to all of the secondary schools and the PRU. Their primary role will be to assess the needs of each participant. The Learning Coach will access procured activity through the European and External Funding Team, who will manage the procurement and payment evidence trail process. The Learning Coach will also liaise with the Careers Wales advisor in each school and Learning Coaches in other schools to maximise the opportunities available.
- 1.7 Since Cabinet in April 2016, full project approval from WEFO was received on the 25<sup>th</sup> May 2016 following the May Election Purdah and prior to the EU Referendum Election Purdah period commencing. The project start date has been confirmed as the 1<sup>st</sup> March 2016, completing on the 28<sup>th</sup> February 2019 (the final 3 months of the project is for project evaluation only, therefore no project delivery will take place between December 2018 and February 2019 inclusively).
- 1.8 The City and County of Swansea Finance and Legal Departments recommended not to commence project delivery without the offer of grant. Therefore, there are no costs to reclaim from this date with regards to the delivery of interventions to young people.
- 1.9 The necessary City and County of Swansea internal approval processes have been undertaken to accept this grant offer, additionally the WEFO award letter has had the City and County of Swansea's approval as a joint beneficiary. Pembrokeshire County Council being the Lead Beneficiary.

## **2.0 Procured Delivery**

- 2.1 Pembrokeshire County Council led a procurement exercise on behalf of the regional project for a framework arrangement. Appointment onto the regional framework agreement was based solely on quality criteria. The evaluation of the supplier's prices would only be considered at the time that each activity is required from the framework. All

submissions were evaluated and the respective suppliers advised of their award for procured activity.

- 2.2 Pembrokeshire County Council has advised that all partner Local Authorities have the contractual responsibility for all the suppliers for their region. During the Invitation to Tender (ITT) stage, Pembrokeshire County Council issued their own Terms and Conditions, and therefore the City and County of Swansea must incorporate Pembrokeshire's Terms and Conditions into the Contract between the City and County of Swansea and the respective suppliers to avoid challenge.
- 2.3 Prior to any contract exchange between the City and County of Swansea, and the respective suppliers, pre-engagement Safeguarding checks are underway. Once completed, contract exchange is being actioned. Placing orders to the most appropriate and cost effective supplier can then be undertaken. Reviewing pre-engagement safeguarding checks and subsequent renewal of contracts with each supplier will take place and renewed on an annual basis until the end of the project delivery (end of November 2018), with the option to extend for an additional period of up to 12 months upon agreement of both parties.
- 2.4 Guidance from Pembrokeshire County Council has indicated that should the required provision not be available from the framework agreement, each beneficiary can utilise their own framework, or procure accordingly, provided the beneficiaries Contract Procedure Rules (CPRs) are followed.
- 2.5 13 suppliers were successful at tender evaluation stage for the City and County of Swansea across the interventions named in paragraph 1.4, with the exception of counselling and targeted intervention including emotional, social and behavioural difficulty support, cognitive behaviour therapy, attachment therapy and substance misuse support; none of the tenderers for this Lot passed the evaluation process. A copy of the list of suppliers can be found in Appendix A detailing the product lots they tendered for.
- 2.6 Pembrokeshire County Council advised that all Local Authorities were required to undertake their own procurement exercises for the counselling and targeted interventions.
- 2.7 The City and County of Swansea currently has an existing contract for the Provision of a Children and Young People Counselling Service to provide statutory school based counselling for 10 – 19 year olds within Schools across Swansea. Following liaison with Senior Officers in Poverty & Prevention, and Education a significant issue was raised in relation to the potential of having two different providers working in the same schools and even with the same young people if a separate ITT was carried out at this stage. In consultation with

Procurement and ensuring grant compliance it has been agreed to utilise the current contract which provides the interventions required under Cynnydd for its remaining active duration which ends prior to the Cynnydd Project completion date. Discussions and arrangements will take place to cover the remaining project duration period in due course.

- 2.8 In addition, Volunteering Services and Activities Lot, the 2 suppliers for this Lot only tendered to provide services to 16 years plus, therefore resulting in a gap of provision should a need for a young person arise for 11 – 15 year olds. Discussions are underway with relevant organisations to assist in closing this gap and with procurement to ensure CPRs are followed and the European & External Funding Team will ensure grant compliance.
- 2.9 The framework arrangement has resulted in more than one supplier for each of the interventions named in paragraph 1.4, with the exception of counselling and targeted interventions. Pembrokeshire County Council has provided Framework Guidance. A Call-Off arrangement will be undertaken to ensure specific requirements are met, achieving best value and compliant engagement when a supplier's services are required.
- 2.10 The contract between the City and County of Swansea and the suppliers in Appendix A will be utilised on the basis of demand based on the prescribed call-off mechanisms based in the framework guidance. There is no guarantee on the level of demand for the services under the framework agreement and indeed the level of business any of the suppliers will receive. For some suppliers, by ensuring they satisfy and provide all pre-engagement Safeguarding requirements i.e., the necessary insurance levels and DBS Certificates; this may result in them incurring costs, when there is no guarantee of any or little requirement of their services.
- 2.11 Contracts are drafted and in the process of being exchanged where appropriate at this stage in readiness for the project to become operational following the start of the Academic Year of 2016/17.

### **3.0 Equality and Engagement Implications**

- 3.1 The Cynnydd Business Plan details in specific ways how the equality issues are addressed as cross-cutting themes throughout implementation of the project.

These cross-cutting themes are:

- Equal opportunities and gender mainstreaming;
- Welsh language;
- Sustainable development; and
- Tackling poverty and social exclusion.

3.2 The City and County of Swansea will ensure it adheres to its duties in line with the Equality Act 2010 and Public Sector Duty for Wales. In addition, the City and County of Swansea will ensure that the UNCRC are embedded into policy and practice and due regard will be given to Children's Rights in the delivery of this project. As such, the Access to Services Team has confirmed that there is no requirement to undertake the City and County of Swansea's Equality Impact Assessment Process.

#### **4.0 Legal Implications**

4.1 The Council must ensure that it complies with the terms and conditions of the grant funding and that it operates the framework in accordance with the Framework Guidance.

#### **5.0 Financial Implications**

5.1 There are no financial implications.

### **FOR INFORMATION**

**Background papers: None**

**Appendices:**

**Appendix A - Framework Suppliers**