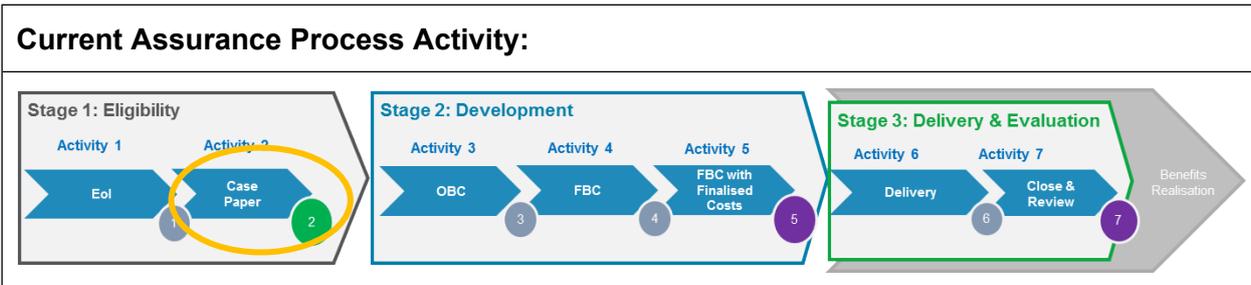


## Scheme Summary

<b>Name of Scheme:</b>	<b>Leeds City Region Employment Hub</b>
<b>PMO Scheme Code:</b>	WYCA-E&S-002
<b>Lead Organisation:</b>	West Yorkshire Combined Authority
<b>Senior Responsible Officer:</b>	Sue Cooke, Executive Head of Economic Services
<b>Lead Promoter Contact:</b>	Catherine Lunn, Skills Funding Manager
<b>Case Officer:</b>	Cath Pinn
<b>Applicable Funding Stream(s) – Grant or Loan:</b>	Grant <ol style="list-style-type: none"> <li>1. European Social Fund (ESF) Grant via DWP</li> <li>2. Business Rates Pool (BRP) Grant</li> <li>3. Contribution from existing revenue budgets</li> </ol>
<b>Growth Fund Priority Area (if applicable):</b>	Priority 2: Skilled People, better jobs
<b>Approvals to Date:</b>	£242, 000
<b>Forecasted Full Approval Date (Decision Point 5):</b>	17 <sup>th</sup> August 2018
<b>Forecasted Completion Date (Decision Point 6):</b>	July 2021
<b>Total Scheme Cost (£):</b>	£9 million
<b>Combined Authority Funding (£):</b>	<ul style="list-style-type: none"> <li>• ESF - £5,785,714</li> <li>• Combined Authority Contribution - £242,000</li> <li>• BRP (year 1) - £1,360,000</li> <li>• BRP (years 2 &amp; 3) - £1,350,000</li> </ul> Total CA Contribution £8,737,714
<b>Total other public sector investment (£):</b>	Delivery Partners Local Contribution - £226,286
<b>Total other private sector investment (£):</b>	£0 While two of the delivery partners can be classed as private sector, they will be utilising public sector grants to fund delivery

<b>Is this a standalone Project?</b>	No – elements of this project will enhance existing delivery in terms of engagement with schools, young people and engagement with businesses
<b>Is this a Programme?</b>	Yes
<b>Is this Project part of an agreed Programme?</b>	No



**Scheme Description:**

The LCR Employment Hub will be led by the West Yorkshire Combined Authority (the Combined Authority) Employment and Skills Team.

This programme will run for three years (2018 to 2021) and will deliver against all the key action areas identified in the Leeds City Region Strategic Economic Plan (SEP) under Priority 2: Skilled people, better jobs. The programme will also deliver against the priorities set out in the Leeds City Region Employment and Skills Plan (2016-2020).

The scheme will deliver an increase in the number of young people accessing and completing apprenticeships and will also support participants of the established talent pool in progressing into and sustaining employment.

By establishing clear links between education and business, and promoting apprenticeships in schools, the programme will increase students' contact with and understanding of business – in schools and in FE. This will also have a positive impact on attainment and employability, contributing to the Employment and Skills Plan ambition that all young people should have an entitlement to planned and progressive careers, and to the right education opportunities.

The Employment Hub will play a key role in ensuring business have the skills they need to grow, and that individuals are able to enhance their skills and access the right opportunities through an impartial brokerage service. This will ensure skills gaps are addressed by aligning opportunities with the region's needs. Bringing together the work of a wide range of partners will also ensure that the region's needs are identified and acted upon. Businesses which haven't previously employed apprentices will be targeted, reinforcing how they can be used to address the region's skills gaps.

The LCR Employment Hub programme will be delivered through a 'hub and spoke' model. As shown in the diagram below.

**Diagram 1 – Hub and Spoke Model**



The York Employment hub will also deliver in the Craven, Harrogate and Selby districts

Strategic direction, governance, programme/contract management and marketing activity will be delivered centrally (hub/Lead Partner) through the Combined Authority. The spoke element will be delivered by local authorities at local/district level to ensure that provision is tailored to and targeted at local need. The hub and spoke approach builds on and is complementary to a range of other programmes delivered across the City Region.

Delivery Partners will engage at local level with a variety of additional intermediaries whose programmes and services can contribute to and are complementary to the aims of the programme and outputs, including a two-way referral approach.

The key delivery partners to the programme are partner councils along with C&K Careers and Leeds Beckett University. The Combined Authority already has excellent and well embedded strategic and delivery relationships with the partner councils in the Leeds City Region relating to the skills and employment agenda.

The Employment Hub will bring together a range of enhancements to current provision such as enterprise activities in schools and colleges and will build upon the experience and good

practice from the successful City Deal Wave 1 Apprenticeship Hub programme, delivered between 2013 and 2016.

Each local Employment Hub will be tailored to build on current relationships, ensuring effective and quality provision and the opportunity for flexibility of provision to meet recipient needs within their local geographical area.

The project will deliver the following elements:

1. Enhanced support for disadvantaged students/young people to engage with employers
2. A centrally co-ordinated careers and enterprise service and Continuing Professional Development for teachers to develop their knowledge of jobs in key sectors
3. Strategic connections between businesses and school to create employer encounters in schools and colleges through activities that promote employability skills
4. Independent apprenticeship and employment brokerage (and establishment of a talent pool) to support businesses in offering apprenticeships and individuals in accessing apprenticeships and roles within these organisations
5. Engagement and marketing support and resources to support each of the activities above.

Through utilising business rates pool funding and Combined Authority and partner contributions, the project will lever in European Social Fund (ESF) monies, which are administered via the Department for Work and Pensions.

The Combined Authority's bid for ESF funding is currently being appraised and as such funding is not secured. In the event that the bid is not successful, the Combined Authority plans to undertake an amended scheme which will be brought back through the assurance process for consideration.

**Business Case Summary:**

<p><b>Strategic Case</b></p>	<p>This scheme will deliver strongly against the Leeds City Region's Strategic Economic Plan's Priority 2: Skilled People, Better Job.</p> <p>There is a growing gap between the Leeds City Region and the rest of the UK in terms productivity and the proportion of working age people with higher level skills. There is also a gap between the numbers of disadvantaged pupils and other pupils entering apprenticeships. This could be addressed by targeting disadvantaged groups through this scheme. In addition the Leeds City Region lags behind the majority of the UK in terms of the levels of employer engagement in work experience and work inspiration activities with young people. Increasing young people's encounters with employment and business has been demonstrated to result in young people being 86% less likely to result in being classified as NEET (not in employment, education or training).</p> <p>The scheme's objectives focus on supporting young people with their career choices and ensuring they have contact with businesses, supporting young people to access further learning, employment or apprenticeships, supporting businesses in offering employment and apprenticeships to young people, and developing a talent pool and brokerage service where young people can be matched with employment and learning opportunities.</p>
<p><b>Commercial Case</b></p>	<p>There is an identified demand for the services this scheme provides. The structure of the scheme is based on previous programmes, which have</p>

	<p>delivered effective results for the region.</p> <p>The scheme will be delivered on a hub and spoke model, with delivery at a local level being undertaken by identified delivery partners.</p> <p>The Combined Authority will procure and deliver the centralised marketing and communications and scheme and contract management functions.</p>
<b>Economic Case</b>	<p>The project will deliver a number of benefits.</p> <p>There will be 6,294 participants, of whom 43% will progress into learning programmes or employment. It is anticipated that as a result, the number of apprenticeships achieved in the region will also increase.</p> <p>In addition, it is forecast that a minimum of 850 participants will progress from the employment hub into employment that is sustained for six months or more.</p> <p>The scheme will lead to a 3,000 additional young people's encounters with employers, and 200 extra CPD session will be delivered to teachers, focusing on careers guidance and the skills requirements of the region.</p> <p>An economic appraisal has been carried out solely on the element of the scheme where participants retaining sustained employment following participation with the Employment Hub. When this element of the scheme is assessed over a three-year appraisal period, the benefits to cost ratio is 2.8:1. However it is anticipated that further benefits will actually be realised over a longer period, particularly for those who have completed apprenticeships in the scheme's delivery period.</p>
<b>Financial Case</b>	<p>The scheme will utilise funding from a variety of sources to fund the £9 million scheme costs. These are ESF, Business Rates Pool Years 1, 2 and 3, Combined Authority contribution and Delivery Partner local contribution.</p> <p>A significant source of funding (the ESF grant, £5.786 million) will not be confirmed until August.</p> <p>If the ESF application is not successful, the scheme will be re-scoped and a new Expression of Interest submitted</p> <p>The scheme has an existing approval of £242,000, which will fund limited advanced work in preparation for the outcome of the funding application</p>
<b>Management Case</b>	<p>The project will be governed by the Economic Services Performance Group, and managed by the Employment Hub Steering Group.</p> <p>The scheme is undertaking a number of preparatory tasks now, so that it is delivery-ready upon receipt of the decision on ESF funding. This is particularly critical to this scheme, as the August exam results period is the key time of the year for apprenticeship referrals and so the scheme aims to maximise the opportunity of this period in 2018.</p> <p>The scheme has a comprehensive risk register in place.</p>