

## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by Executive Director of Housing, Environmental and Economic Development**

**Tendering Committee: 18 June 2008**

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**Subject: Tender for the Supply and Delivery of the West Dunbartonshire Employability Programme - Key Worker Service**

#### **1. Purpose**

- 1.1** This report seeks Committee approval to initiate a tender for the supply and delivery of the West Dunbartonshire Employability Programme – Key worker Service.

#### **2. Background**

- 2.1** West Dunbartonshire Council as lead partner of the Community Planning Partnership has submitted a European Structural Funds application to East of Scotland European Partnership (ESEP) for the West Dunbartonshire Employability Project (WDEP).
- 2.2** The WDEP invests in a programme of new and proven employability interventions for the workless residents of the most disadvantaged areas of West Dunbartonshire and has been approved in principle by ESEP.
- 2.3** The Key worker model is one element of the WDEP and will be delivered through the Economic Development section. This model requires each client to be allocated a key worker.
- 2.4** It is the Council's intention subject to final approval and review of the level of funding by ESEP to recruit 3 key workers which will be funded through the Fairer Scotland Fund and will tender an extended element of Key Worker service to be made available through European Funding until March 2010.

#### **3. Main Issues**

- 3.1** The cost of providing the extended Key worker service exceeds the European threshold and therefore requires to be tendered through the Official Journal of the European Union (OJEU).
- 3.2** The key worker service is an essential element of the WDEP and this tender seeks to provide continuity of service delivery to clients.
- 3.3** The WDEP key worker model will act to ensure that all clients are tracked through the programmes and interventions are co-ordinated with those of greatest need receiving enhanced key worker support at key transition points.

- 3.4 Key workers will also work with staff throughout the programme to develop their case management skills to enable all clients to receive a service which has the capacity to support clients journeys through both the WDEP and across a wider range of mainstream support services.
- 3.5 The Community Planning Partnership board have given approval for the Lennox Partnership to provide the extended service until 30 September 2008. The service will be required to start from 1 October 2008.
- 3.6 The Lennox Partnership currently provides a small level of key worker support as a transitional arrangement to clients until the Key Worker Project is finally approved by ESEP, through Working for Families contingency fund.

#### **4. Personnel Issues**

- 4.1 Some of this service is delivered by the Key worker service through The Lennox Partnership. The contract has possible Transfer of Undertaking (Protection of Employment) Regulations 2006 (TUPE) considerations for staff currently carrying out part of this service.

#### **5. Financial Implications**

- 5.1 The anticipated cost for the delivery of the extended key worker service is in the region of £180,000 per annum. It is proposed to award the contract for the period from 1 October 2008 to 31 March 2010. The cost of this service will be met through match funding from the Fairer Scotland Fund and European Funds.

#### **6. Risk Analysis**

- 6.1 Failure to initiate a tender exercise is regarded as a risk to continued service provision and would result in a de-commitment of European Funding.

#### **7. Conclusions**

- 7.1 A tendering exercise will provide a competitive, robust and transparent option for service continuation and requires to be tendered through the Official Journal of the European Union (OJEU).

## **8. Recommendations**

- 8.1 The Committee is invited to consider and approve the initiation of an open tendering route for the supply and delivery of the West Dunbartonshire Employability Programme - Key worker Service.**

**Elaine Melrose**

**Executive Director of Housing, Environmental and Economic Development**

**Date: 5 June 2008**

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**Appendices:** Nil

**Background Papers:** None

**Wards Affected:** All Wards