

Leicester Employment Hub

Open Bid Framework

Leicester City Council

2024/25

Contact: Tracey Waterfield

by: 12 noon Fri Jan 12th 2024

1. **INSTRUCTIONS**

Leicester City Council (“the Authority”), is looking to subcontract delivery of the ‘Employment Hub’ model across 3 additional districts, Northwest Leicestershire, Hinckley and Bosworth and Oadby and Wigston

The EOI is intended to be submitted in January for delivery between April 24 – March 2025.

Therefore, we are currently inviting organisations to submit an Express of Interest Form (EOI) for potential inclusion of submitted for the provision of those services described in this EOI form and in Section 2 below (Specification) (“the Service”).

You are required to submit your EOI to meet the specification set out in this EOI form and in Section 2 below, failure to do so will result in your EOI being excluded and not evaluated further.

It is essential that you comply with the following instructions in the preparation and submission of your EOI. The Authority reserves the right to reject any EOI that does not comply with these instructions.

**EOIs must be received by 12 noon on Friday January 12th 2024** Any EOI not fully completed or submitted after this date and time will be disregarded by the Authority.

**EOIs must be submitted electronically** to both tracey.waterfield@leicester.gov.uk and to employmenthub@leicester.gov.uk including the words “Employment Hub in the County” in the subject line.

You will receive a formal email receipt of your EOI no more than 2 working days after submission. If you do not receive this, you should contact Tracey.waterfield@leicester.gov.uk

If you have any questions about this EOI, please direct these to Tracey Waterfield including “Employment Hub in the County” in the title.

The Authority may accept the EOI at any time within this prescribed period. The Authority shall, however, not be bound to accept any EOI.

If your EOI is deemed successful by the Authority, you will be required to enter into a Grant Agreement with the Authority (subject to successful award of UKSPF from the named County regions for the provision of the Services (“the Agreement”). The Grant Agreement shall incorporate the terms and conditions published with this EOI.

Your EOI must be completed in full and in English.

Your EOI must be submitted in Microsoft Word.

Your EOI must be signed and dated where required.

Living Wage

The Authority is currently working with the Living Wage foundation <https://www.livingwage.org.uk/> to be recognised as a Living Wage employer. You are required to confirm as a provider it is your policy to pay employees and all providers connected with the delivery of this requirement Living Wage as a minimum.

Modern Slavery and Responsible Procurement

The Authority is committed to responsible and ethical practices and aims to achieve this through its Procurement Strategy and supporting policies.

The Authority recognises its responsibility to take a robust approach to ethical and sustainability issues, especially around modern slavery and human trafficking, which it is absolutely committed to preventing, within its supply chains.

The Authority is committed to sourcing services, supplies, and/or works in a way that considers ethical and sustainable considerations, including economic, social, labour, and environmental factors, whilst always aiming to procure and act in a way that is morally right, open, fair, and transparent.

1. **SPECIFICATION**

Applicants are asked to demonstrate in the EOI how what they will deliver in relation to the following subject areas:

* Specific County based areas.
* Businesses looking for growth through recruitment.

The timing of delivery is between April 24 - and March 2025 and organisations will be paid on successful delivery of the outputs/outcomes quarterly in arrears.

General Overview of the Leicester Employment Hub

The Leicester Employment Hub is a successful project previously funded through ESF to support small to medium sized businesses with their recruitment needs.

The service was able to support with the recruitment of the following:

* Entry level jobs
* Apprenticeships
* Work trials
* Bespoke recruitment packages

The service also engaged with local partners to ensure any opportunities were offered to those furthest from the labour market including:

* Ex offenders
* Looked after children.
* Care leavers
* People with a disability
* Underrepresented cultural groups.

The Employment Hub will be funded by UK Shared Prosperity Funding and will be able to work with any size of business-based Leicester City.

**Funding**

Total amount available for 12-month period is between £80,000 – £100,000.

The funding is to cover the costs for business engagement staff only, as there is the expectation that the additional resource will report directly to the Employment Hub Manager at Leicester City Council

Bidders need to indicate if they want to cover all or some of the areas listed.

Payment will be made quarterly in arrears.

**Hinckley and Bosworth Borough Council**

Outputs:

* No of businesses receiving non-financial support - 36

Outcomes

* Increased business sustainability – 50%
* Increased number of businesses supported – 36
* Number of individuals engaged in job seeking – 100
* Numbers of people into work – a minimum of 20% (AIMING FOR 50%)
* Promotion of apprenticeships
* Engagement with Dorothy Goodman School the local SEN school around disability confidence with employers
* Support with the DWP Job Fairs in the area.

**North- West Leicestershire District Council**

Outputs:

* No of businesses receiving non-financial support - 36

Outcomes

* Increased business sustainability – 50%
* Increased number of businesses supported – 36
* Number of individuals engaged in job seeking – 100
* Numbers of people into work – a minimum of 20% (AIMING FOR 50%)
* Promotion of apprenticeships to businesses
* Engagement with participants in the most deprived wards in NWL
* Support a local jobsfair

**Oadby and Wigston Borough Council**

Outputs:

* No of businesses receiving non-financial support - 36

Outcomes

* Increased business sustainability – 50%
* Increased number of businesses supported – 36
* Number of individuals engaged in job seeking – 100
* Numbers of people into work – a minimum of 20% (AIMING FOR 50%)
* Support jobsfair and business engagement event in the area
* Support apprenticeship promotion in Wigston area

Staff working in the district areas will collaborate with staff working on the Leicester City project. Events will be delivered collaboratively making use of the Employment Hub website and social media which will be available for promotional material.

**3. TERMS & CONDITIONS**

The successful applicant will be issued a formal Grant Funding Agreement.

* You must complete all sections of the EOI, including the Declaration and Company Information section.
* The Authority reserves the right to reject any EOI that is not fully completed.

By continuing with this EOI, you are confirming that:

* Your proposal is located in the specific Leicestershire (LEP) geographical area and the benefits will be delivered to this area.
* You must not have been found to be in serious breach of funding rules by the Combined Authority following formal investigation within the previous 5 years and not currently under investigation.
* The EOI must be fully completed and received within the timeframe.

# Expression of Interest form

### **Company Details**

|  |  |
| --- | --- |
| **Question**  | **Response**  |
| Full name of the potential supplier submitting the information |  |
| Registered office address (if applicable) |  |
| Registered website address (if applicable) |  |
| Please specify your trading status (public limited company, limited company, limited liability partnership, other partnership, sole trader, third sector, other (please specify))  |  |
| Date of registration in country of origin |  |
| Company registration number (if applicable) |  |
| Charity registration number (if applicable) |  |
| Registered VAT number |  |

### **Experience of local delivery (20%)**

|  |
| --- |
| Please provide specific examples of prior successful delivery of this type of employer engagement including within the sub-region of Leicester and Leicestershire (30%) and your involvement with apprenticeships and marketing campaigns |
| *(ADVISED MAXIMUM WORD COUNT 750)*  |

### **Approach (70%)**

|  |
| --- |
| How will you **engage, and support recruitment for each employer**, including how you would ensure the vacancies created are fair, inclusive, transparent and accessible (recruitment/screening/onboarding/during/post)? (25%)*Please also detail how you will support applicants who are unsuccessful or drop-out at any stage.* |
| *(ADVISED MAXIMUM WORD COUNT 750)* |

|  |
| --- |
| How will you create a pipeline of **local employers**, give examples of previous pipeline in each district and proven employer relationships explaining your role in the recruitment process. (25%) *Please detail how you plan to maintain/sustain employer engagement* |
| *(ADVISED MAXIMUM WORD COUNT 750)* |

|  |
| --- |
| **Data & Quality Management**: Approach to data collection, management and reporting. (20%)* 1. *Describe how you will ensure that all required data is collected and reported at the required intervals, and of the necessary accuracy/quality.* *We expect bidders to demonstrate their approach to robust data collection. Data collection, storage and retrieval must be compliant with the requirements of General Data Protection Regulations (GDPR)*

[Guide to the UK General Data Protection Regulation (UK GDPR) | ICO](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/)* 1. *Identify and/ or quantify the measurement of successful completion*
 |
| *(ADVISED MAXIMUM WORD COUNT 750)* |

## Part 2 Finances

Funding available for 12-month period is between £80,000 – 100,000 give a breakdown of the staffing costs relating to delivery of this contract. – see spreadsheet

### Delivery Method

|  |  |  |
| --- | --- | --- |
| Mode of delivery | Online |  |
| Face to Face |  |
| Blended |  |
| Please list any Delivery Partner(s) that would be involved in the delivery of the Employment Hub in the County *If not applicable, please state N/A* |  |

###

#### Risk Register

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk Description | Likelihood | Impact | Mitigation | RAG |
|  | *Unlikely**Possible**Likely* | *High**Medium**Low* |  | *Red**Amber**Green* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### **Capacity & Resources (10%)**

|  |
| --- |
| **Capacity** of resources allocated to the Employment Hub in the County.* *Technical capability and experience of nominated staff, including those of any delivery partners**(project management/monitoring)Time commitment of nominated staff, including those of any delivery partners*
 |
| *(ADVISED MAXIMUM WORD COUNT 500)* |
| *Marketing* |
| Please detail your intended **marketing plan** |
| *(ADVISED MAXIMUM WORD COUNT 250)* |
|  |
| Please capture the “elevator sales pitch” that you would use to sell the Employment Hub in the County to residents? |
| *(ADVISED MAXIMUM WORD COUNT 250)* |
|  |
| Please capture the “elevator sales pitch” that you would use to sell the Employment Hub in the County to **employers**? |
| *(ADVISED MAXIMUM WORD COUNT 250)* |