



Executive Director/Director  
Non-Key Executive Decision Report

Author/Lead Officer of Report: Kevin Straughan –  
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Report to: John Macilwraith - Executive Director People  
Services Portfolio  
Date of Decision: 12<sup>th</sup> November 2019  
Subject: Approval to move forward in respect of the delivery  
of the initiatives in the Controlling Migration Fund  
for the 'Welcome to Sheffield' Project

Which Cabinet Member Portfolio does this relate to? Cabinet Member for  
Neighbourhoods *Cabinet Member for Education and Skills*  
Which Scrutiny and Policy Development Committee does this relate to? *Safer and  
Stronger Communities*

Has an Equality Impact Assessment (EIA) been  
undertaken?

Yes

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No

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If YES, what EIA reference number has it been given? (548)

Does the report contain confidential or exempt  
information?

Yes

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No

☒

If YES, give details as to whether the exemption applies to the full report / part of  
the report and/or appendices and complete below:-

*"The (report/appendix) is not for publication because it contains exempt information  
under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local  
Government Act 1972 (as amended)."*

Purpose of Report:

To seek approval to commission English Language development initiatives that will  
enable and support adults and families to Integrate within the Northeast and East  
communities of Sheffield.

Recommendations:

It is recommended that the Executive Director People Services:

1. Approves delivery of the grant funding for services to the value of £200,000 from a total sum of £272,524 from the Ministry of Housing, Communities and Local Government for the year 2019/ 2020.
2. Approves the procurement of the services in accordance with the Contract Standing Orders and Public Contracts Regulations (PCR) 2015
3. Delegate authority to the Director of Lifelong Learning Skills Council (LLSC) in consultation with the Director of Legal Services and the Assistant Director for Commercial Services to agree and award contracts following procurement.

Background Papers: N/A

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <i>Sonya Oates</i>
		Legal: <i>David Cutting</i>
		Equalities: <i>Ed Sexton</i>
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	Lead Officer Name: <i>Kevin Straughan</i>	Job Title: Head of Service for Family, Adult & Community Learning
	Date: 5th November 2019	

## 1. PROPOSAL

1.1 The project seeks to procure innovative English language development strategies that will enable and support adults and families to Integrate within the Northeast and East communities of Sheffield. The intended outcomes will develop English language skills for new arrivals, support integration, help improve community cohesion and develop closer connectivity between community learning providers, third sector partners and key public services / professionals.

1.2 We are seeking to deliver the Welcome To Sheffield and Family and Adult Learning initiatives through a combination of in-house provision and open tender process.

1.3 The following elements of service delivery will be procured by an open tender process in accordance with Contract Standing Orders and Public Contracts Regulations (PCR) 2015.

- **‘Welcome to Sheffield’** - Development and delivery of an innovative and creative English for Speakers of Other Languages (ESOL) programme that helps accelerate the integration of newly arrived individuals and migrants into their communities using a curriculum that covers five values: Finding my way, Feeling good about myself, Developing my skills and My sense of belonging.
- **Developing and delivering a Local Volunteer led ESOL project** – where local volunteers are recruited, trained and supported to help deliver conversation classes and one-to-one English to individuals in need of language development.
- **Develop and deliver English at Home (EAH) for Roma families** - this will build on evidence from working with the Roma community in the Northeast (NE) and East (E) localities where the EAH model was previously successfully trialled.
- **Roma Engagement Worker** - who will work with community partners to engage and recruit adult learners from Roma families for the EAH programme.
- **ESOL Learning Champions (LC)** – employment of LC’s for the NE and E to work collaboratively with community organisations and community development workers to connect, build trust and engage with all new arrivals, migrants and settled communities who are in need of developing their English language skills.
- **Adult learning opportunities** - Development of general adult learning opportunities and delivery of progression pathway programmes for adults in the North East and East who are

actively seeking to upskill and enter employment.

- **Work with schools to develop Family Learning (FL)** - work with partners and primary school clusters in the Northeast and East Sheffield to co-produce learning experiences for families, focussing on getting children school ready.
- **Consultation and development of 'Welcome Packs'** - migrants and newly arrived individuals do not access services which reduces further signposting to other services. A consultation with these groups will help to reduce barriers in service access and support integration into Sheffield. Welcome packs will be developed from the consultation.
- **Project Evaluation-** using Theory of Change / Logic Model frameworks

## 2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The purpose of the Controlled Migration Funded work and the 'Welcome to Sheffield' project aims to mitigate the impact of problems caused by high migration into localities as identified by local authorities by trialling and testing approaches that would deliver benefits to both migrants and established resident populations.

The intended outcomes will develop English language skills, for new arrivals, support integration and help improve community cohesion.

Benefits for the Council are:

- having thriving, vibrant and cohesive communities
- Strong collaboration to achieve desired outcome of reducing impact on host neighbourhoods from the influx of newly arrived families and migrant communities
- Tackling inequalities within communities
- Valuing diversity and difference

## 3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 Consultation for this work has taken place by SCC community development workers who are delivering the 'Integrating Sheffield' project which is also funded through the CMF. The Integrating Sheffield work is in its second year and this proposal from LLSC forms the final strand of that bid focusing on English Language development. English is key to new arrivals taking up employment and an active role in community life, supporting their children and communicating with people outside their immediate family.

Wider consultation for this proposal has also taken place at the city-wide ESOL forum level which includes key partners and stakeholders, (third sector partners, voluntary, community and faith organisations and universities) that meet regularly to coordinate and plan ESOL delivery

across the city of Sheffield.

#### **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

##### **4.1 Equality of Opportunity Implications**

4.1.1 An EIA has been completed and approved (EIA no. 548). The application for this grant sets out the intended benefits and risks to be mitigated. Receipt of the grant supports the council's legal duty, as a Public Authority in the exercise of its functions, to have due regard to the need to:

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

##### **4.2 Financial and Commercial Implications**

- 4.2.1
- The work will be carried out from December 2019 – June 2020. The allocation is for the Sheffield local authority area and will be focussing on the North East and East Partnership areas.
  - There are a number of conditions which apply to this funding. The main one being the funds must be spent as outlined under paragraph 1.3 above.
  - At the end of the project we will have developed and delivered English language development strategies and we will evaluate these and they will be shared with colleagues in central government. The intended evaluation will help build understanding of the issues/impact of migration.
  - This will be put out to tender in line with the terms and conditions set out in paragraph 1.3 to mitigate against grant claw-back.
  - All public sector procurement is governed by both European Legislation and UK National Law. In addition, all procurement in Sheffield City Council must comply with its own Procurement Policy, and internal regulations known as 'Contracts Standing Orders' (CSOs).
  - Contracts Standing Orders requirements will apply in full to the procurement of services, good or works utilizing grants. All grant monies must be treated in the same way as any other Council monies and any requirement to purchase/acquire services, good

or works must go via a competitive process.

- The Project Manager will need to read, understand and comply with all of the grant terms and conditions and the Code of Conduct for Grant Recipients and ensure that these are reflected in the delivery of the work.

#### 4.3 Legal implications

4.3.1 The grant of £272,524 has been paid to Sheffield City Council under Section 31 of the Local Government Act 2003, from the Ministry of Housing, Communities and Local Government (MHCLG) which gives a Minister of the Crown the power to pay a grant to support local authorities towards expenditure lawfully incurred or to be incurred.

4.3.2 The City Council accepted the grant under s.1 of the Localism Act 2011, i.e. the general power of competence.

4.3.4 The MHCLG has not provided any terms and conditions as such, however in their grant offer letter to the Council they have indicated their expectations of the Council in providing the grant funding, namely to-:

- Carry out the activities described in your bid, ensuring they are activities that the funding allows for.
- Keep your MHCLG CMF lead informed of any issues or risks affecting progress.
- Produce an impact summary using the template and guidance supplied by MHCLG. Impact summaries to be completed by 31 October 2020.
- Allow the Department to use the impact summary and any learning generated by the project to inform the future development of policy and share with colleagues in Government and other local authorities.
- Where undertaken, share the outcome of your evaluation of the interventions.

4.3.5 The Council is therefore tied into the obligations indicated within the offer letter and any changes to the proposed activities would require approval from the MHCLG. Should the Council fail to meet the expectations set out above, it risks claw-back of the funds from the MHCLG.

4.3.6

The Council must comply with all EU and State Aid rules/ regulations and ensure it is compliant during this project. Procurements under this funding will be subject to Procurement Rules of which the Council must comply, along with compliance of the Council's own Contract Standing

Orders rules.

## **5 ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 Grant route – rejected due to the functional intention in developing the schedules of work being more contract oriented .
- 5.2 Direct delivery by Sheffield City Council staff – rejected due to lack of existing capacity and expertise within the current staffing structure.

## **6 REASONS FOR RECOMMENDATIONS**

- 6.1 Sheffield City Council has been working hard to become an inclusive city and has been recognized as a City of Sanctuary since 2007. It takes pride in the welcome it offers to people in need of safety.

This project will further this aspiration and contribute by helping to deliver English language skills for new arrivals thus supporting integration and helping towards community cohesion.

The project and the funding will help the Council and the Government trial and pilot approaches that could help build an understanding of how to address issues/impacts of migration, particularly in the context of English language development.