

Building Better Opportunities



Guide to delivering European funding

Section twelve: Projects based in London

About this guide

This is just one section in a series of fifteen guidance documents that make up the Guide to delivering European funding (the 'Guide'). Taken as a whole, this provides all of the guidelines, tools and templates needed to manage and monitor your project.

The version of the Guide replaces any and all guidance we have previously published in relation to this funding.

For the full contents visit our website [here](#)

How to contact us

- ✓ If you are a **lead organisation** involved in delivering a project, the best way to get in touch is through **your funding officer**.
- ✓ **Other organisations** should email us at esf@biglotteryfund.org.uk

We have a Building Better Opportunities support team in place who can help with understanding European Funding requirements. You should by now have a named contact to contact directly. If you are unsure who this is, please contact your funding officer.

Summary of changes

May 2017 - Lottery logo updated.

March 2017 - Delayed quarterly update with updated logo.

September 2016 - Quarterly update, with use of National Insurance number for participant ID, updated Annex K, new Annex Q and revised annexes in Oct/Nov.

June 2016 - This version of the Guide incorporates appropriate comments gained from the consultation review in April 2016.

Any changes to the Guide will be:

- ✓ communicated on our website and on the inside page of each section
- ✓ emailed to current grant holders and highlighted in our programme e-bulletin.

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Annex P - Participant exit form (London only)

12.1 Two additional requirements

For projects based in London, there are **two additional requirements** to bear in mind:

- ✓ a target relating to sustained employment and
- ✓ the use of the Employability Performance Rating (EPR) tool.

12.2 Sustained employment

There is one further result target which only applies to projects based in London:

- ✓ the number of participants who move into employment, including self-employment, on leaving who sustain work for 26 out of 32 weeks after entering employment.

This will be identified on your project outline along with a target percentage that you must achieve by the end of the project.

Like all results, you must be able to provide evidence to demonstrate that this target has been met. This includes details of the attempts made to contact the participant and records from any phone conversations, surveys and meetings conducted. This evidence must be kept in the participant file (see **Section six: Participants**).

12.3 Employability Performance Rating

The Greater London Authority has published detailed guidance for lead organisations, partners and providers to consider. We can only provide a summary here so you **must** read the information provided at <http://data.london.gov.uk/dataset/lepr-esf-2014-20>

What is the Employability Performance Rating (EPR)?

The EPR is used to benchmark the achievements of service providers operating in London. It is designed to provide a consistent approach for assessing the quality of employability activities and gives an annual rating of between zero and four stars.

It is a condition of your grant that you complete this EPR tool throughout the delivery of the project. Each year, we will report the result to the Greater London Authority, who will then publish this alongside the other ratings from service providers across London.

Setting up the EPR template

On their website, the Greater London Authority provides a draft of the EPR template. You should refer to this example.

We will finalise a template for each London-based project to use, as we'll need to enter certain information such as your targets and each individual organisation involved in the partnership. Once we've done this, we'll send it to the lead organisation to begin using.

Changes to your partnership

If the organisations involved in your partnership changes, we'll need to update the template you are using since we may need to add or remove partners and providers from it.

Completing the EPR

The spreadsheet has five tabs:

1. Front sheet

Provides summary information about the project. This information is entered by us during set-up and locked before anyone can use the template. Once finalised, delivery bodies (including the lead organisation) will select themselves from the drop-down list provided.

2. Performance

Individual delivery bodies will then fill out their performance against each outcome or diversity target on a **monthly basis**. By 'outcomes' we mean the targets on the project outlines (e.g. number of people into employment). 'Diversity targets' are also listed on the project outline (e.g. number of BAME).

3. Participant satisfaction

All delivery bodies in London must use the **participant exit form (London only)** provided in **Annex P**. This form has an extra part which asks three questions relating to how satisfied the participant is with the activity or service provided.

Individual delivery bodies will then fill out the '**Participant satisfaction**' tab on a **quarterly basis**. This will be a summary of all the participant satisfaction surveys collected through the participant exit form.

4. Self-assessment

Individual delivery bodies will fill out this tab on a **yearly basis**. This gives each organisation an opportunity to evaluate their activity and to prioritise future actions to improve performance. It uses a RAG rating to do this.

5. Compliance

✓ If a partner or provider is reporting to the lead organisation, the lead will complete this tab to provide their own rating of that delivery bodies performance.

- ✓ If the lead organisation is reporting to us, your funding officer will provide this rating instead.

This tab is only completed on a **yearly basis**.

Reporting the EPR

At the end of March in each year of delivery, the lead organisation will need to send **one** completed template covering all partners and providers involved in the project.

It's likely that the lead organisation will issue a template to providers who will in turn complete only the relevant sections relating to them. This means several templates may have been completed throughout the year. It is the lead organisations responsibility to combine this information into a single template for reporting to us.

We will then complete the '**Compliance**' section of the template covering the lead organisations overall performance. We will discuss any ratings with you so that there are no surprises.

The final rating will be calculated once the template has been fully completed and agreed. We will report this rating to the Greater London Authority, who will subsequently publish this rating on their website.