



Monitoring Suite User Guide

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July 2014

INTRODUCTION

Lewisham has committed resources towards revising its procurement Code of Practice, with a recent amendment whereby the Council will endeavour to secure apprenticeships on any contract over £1m in value. The monitoring suite was developed through London Councils' Apprenticeships and Procurement project. The aim is to consolidate our approach by creating a means to facilitate a consistent approach to securing apprenticeships and other social benefits from future contractual and Section 106 agreements.

The Monitoring Suite is a tool to facilitate the management and monitoring of apprenticeships and other social benefits through procurement with contractors, suppliers and service providers.

PLEASE NOTE:

The Monitoring Suite is designed using Microsoft Excel 2010. Older version of Microsoft Excel do not support some of the formulae used. Some outputs fields will return "#Name".

MONITORING SUITE

The Monitoring Suite has been created using Microsoft Excel 2010. It contains worksheets as listed below;

1. Contents
2. Project/Contract Targets
3. Delivery Plan
4. Employment Related Outputs
5. Skills Outputs
6. Business Journey Outputs
7. Code Descriptions
8. Workforce Monitor Summary
9. Workforce Monitor (12 - one for each calendar month)
10. Example of completed Workforce Monitor worksheet
11. Output Reports (4 types)

The following guidance is to facilitate completion of the Monitoring Suite workbook for submission at intervals as indicated.

QUICK GUIDE

- Use the links on the **Contents** worksheet to aid navigation around the Monitoring Suite
- **Project/Contract Targets** and **Delivery Plan** to form a part of the proposed Local Labour and Business Scheme method statement or strategy submitted to Lewisham council for approval prior to commencement.
- On commencement of the project or contract, the updated Monitoring Suite workbook is to be submitted to Lewisham council monthly. On or before the 7th day of each month following the relevant reporting period.
- The relevant **Workforce Monitor** worksheet is to be updated monthly.
- The **Employment Related, Skills and Business Journey Outputs** worksheets are to be updated quarterly.

MONITORING SUITE WORKSHEETS

1. CONTENTS

Enter the name of your organisation and the project/contract name in the "Organisation Name- Project/Contract" field, the commencement date, reporting year e.g. 2012/2013, anticipated duration of project or contract in weeks and the contract value.

The contents page is designed to aid navigation around the Monitoring suite

ACTION: Populate fields indicated above.

BY WHOM: Development Partner, Contractor, Service Provider or Supplier

WHEN: Prior to Project/Contract Commencement

2. PROJECT/CONTRACT TARGETS &/or SUPPLY CHAIN TARGETS

The Supply Chain Targets worksheet is to be populated. The total targets will be drawn through to the 'Project/Contract Targets' worksheet.

Project/Contract Targets, Supply Chain Targets and Delivery Plan is to form a part of the proposed Local Labour and Business Scheme method statement or strategy submitted to Lewisham council for approval prior to commencement.

ACTION: Populate fields as indicated above and submit method statement or strategy.

BY WHOM: Development Partner, Contractor, Service Provider or Supplier

WHEN: Prior to Project/Contract Commencement

3. DELIVERY PLAN

The targets column cells in the 'Delivery Plan' worksheet will be populated from information entered in the Project/Contract Targets worksheet.

The delivery plan is designed to capture and monitor targets for one financial year.

Project/Contract Targets and Delivery Plan is to form a part of the proposed Local Labour and Business Scheme method statement or strategy submitted to Lewisham council for approval prior to commencement.

A new Monitoring Suite will be issued each financial year which is to be populated with targets indicated.

The developer, contractor or service provider is to populate the delivery plan indicating the forecast timescale for delivery of targets agreed prior to commencement. The appropriate number should be entered in the 'T' (target) column under the appropriate month.

The actual outputs will be drawn from information reported in the 'Employment Related Outputs', 'Skills Outputs', 'Business Journey Outputs' and 'Workforce Monitor' worksheets.

The 'Total Achieved' column is the sum of the actual reported outputs achieved to date.

The 'Remaining for Future Delivery' column is the contract target less those outputs already achieved. This column will include the target outputs due for delivery in following financial years.

ACTION: Populate delivery plan and submit a supporting delivery method statement or Local Labour and Business Scheme Strategy for approval by Lewisham council.

BY WHOM: Development Partner, Contractor, Service Provider or Supplier

WHEN: Prior to Project/Contract Commencement

4. EMPLOYMENT RELATED OUTPUTS

The 'Emp Related Outputs' workbook is to be populated by the contractor on a quarterly basis.

a. Quarter

Indicate the quarter in the current financial year this output was initially reported. 1, 2, 3 or 4 will be entered. It is not necessary to change the quarter when the 'end date' is updated.

Reporting periods are shown at the top right of the worksheet.

b. Employer

Enter the name of the employer, which is employing or providing the work experience placement, for the beneficiary.

c. Output Type

An employment output type code is to be entered in this column.

The codes are shown at the top of the worksheet headed Employment Output Types.

For example if the report is relating to a job which is anticipated to last less than 6 months then J6 should be entered or in the case of an apprenticeship completion AC should be entered.

d. Start Date

The date the beneficiary commenced the role or placement.

e. End Date

The date or anticipated date the beneficiary completed or is expected to complete the role or placement. This field must be updated on completion.

f. Duration of Output

There is a formula in this column and the duration in weeks will be calculated when the start date is entered.

g. Job Title

The job title or placement description is to be entered in this column.

h. Full Time or Part Time

Enter 'FT' for full time roles/placements and 'PT' for part time roles/placements.

i. Job Advertised

Enter 'Yes' if the job has been advertised in the local press or circulated via Lewisham's Local Labour and Business Scheme. If the job has not been advertised please provide a brief explanation.

j. Name (Beneficiary's name)

Enter the beneficiary's full name.

k. Postcode

The beneficiary's full 6 or 7 digit (with a space) postcode must be entered in this column.

l. Lewisham Borough

This column has a formula which will verify whether the beneficiary's postcode is that of a Lewisham borough address. Please ensure the postcode is enter in the correct format.

m. As Below

GENDER	AGE	ETHNIC ORIGIN	DISABILITY	TRANSGENDER	SEXUAL ORIENTATION	RELIGION/ BELIEF	PREGANANCY / MATERNITY	Prior Employment Status	Time Unemployed	English 2nd Language	Lone Parent
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Please refer to the drop down menus, links and input messages on each cell in the worksheet as appropriate.

n. Evidence (Copy of Job Alert & Employer Letter)

Please refer to the **Apprenticeships and Social Value Targets Guidance** to ascertain the required evidence for each reported output. If the evidence is attached to the monthly Monitoring Suite report return please enter 'yes', if not please enter 'no'.

This schedule is designed to capture job vacancy circulation and the details of the residents securing the securing work.

If you have entered no, the evidence is to follow within 7 days of the report.

ACTION: Enter information as detailed above and provide evidence documentation as required.

BY WHOM: Council Development Partner, Contractor, Service Provider or Supplier

WHEN: Updated Quarterly (In line with financial year).

The report is due on the 7th day of the month following the end of the reporting period.

5. SKILLS OUTPUTS

The workbook is to be updated by the contractor on a quarterly basis.

a. Quarter

Indicate which quarter in the financial year the output was initially reported. 1, 2, 3 or 4 will be entered. It is not necessary to change the quarter when the 'end date' is updated.

Reporting periods are shown at the top of the worksheet.

b. Training Provider

Name of the organisation delivering training.

c. Output Type

A skills output type code is to be entered in this column. For example if the report is relating to a NVQ Start then NC must be entered.

The codes are shown on the worksheet headed Skills Output Types at the top of the worksheet.

d. Start Date

The date the beneficiary commenced the training.

e. End Date

The date the beneficiary completed or is expected to complete the training.

f. Duration of Output

There is a formula in this column and the duration in days will be calculated when the start date is entered. The end date must be updated training is completed to ensure that the correct information is captured.

g. Course Title

The course title is to be entered in this column.

h. Pass / Fail

Enter 'P' if the beneficiary passed the course and 'F' if the beneficiary failed the course.

i. Name (Beneficiary's name)

Enter the beneficiary's full name.

j. Postcode

The beneficiary's full 6 or 7 digit postcode is to be entered in this column.

k. Lewisham Borough

This column has a formula which will verify whether the beneficiary's postcode is that of a Lewisham borough address. There is no need for the contractor to enter any data here.

l. As indicated below

GENDER
AGE
ETHNIC ORIGIN
DISABILITY
TRANSGENDER
SEXUAL ORIENTATION
RELIGION/ BELIEF
PREGANANCY / MATERNITY
Prior Employment Status
Time Unemployed
English 2nd Language
Lone Parent

Please refer to the drop down menus, links and input messages on each cell in the worksheet as appropriate.

m. Evidence Attached

Please refer to the Apprenticeships and Social Value Targets Guidance to ascertain the required evidence for each reported output. If the evidence is attached to the email along with the monitoring return please enter 'yes', if not please enter 'no'.

If no, the evidence is to follow within 7 days of the report.

ACTION: Enter information as detailed above and provide evidence documentation as required.

BY WHOM: Council Development Partner, Contractor, Service Provider or Supplier

WHEN: Updated Quarterly (In line with financial year).

The report is due on the 7th day of the month following the end of the reporting period.

6. BUSINESS JOURNEY OUTPUTS

The workbook is to be updated by the contractor on a quarterly basis.

Please note that is not necessary to complete columns under the 'Lewisham businesses only' heading for businesses based outside of Lewisham borough.

The columns are as follows;

- a. Date
- b. Quarter
- c. Business Name
- d. Supplier or Subcontractor
- e. Work Package
- f. PQQ Submitted Date
- g. PQQ Approved
- h. ITT Sent by Buyer
- i. Post Evaluation Place
- j. Contract Awarded
- k. Training Plan Submitted
- l. Businesses' Postcode
- m. Borough
- n. Contract Value Awarded
- o. Method Statement
- p. Copy of ITT
- q. Copy of Contract
- r. Copy of Training Plan

a. Date

Enter date business first engaged by contractor

b. Quarter

Enter the quarter within which the local business was first engaged.

The following is an example for financial year 2012/2013

Quarter 1	April – June 2012,	Quarter 2	July – Sept 2012
Quarter 3	Oct – Dec 2012,	Quarter 4	Jan – Mar 2013

c. Business Name

Full name of business

d. Supplier, Subcontractor or Service Provider

Please enter 'Sub' for Subcontractors – 'Contracts which include the supply of labour only or labour and materials'.

Please enter 'Sup' for Suppliers – 'Contracts which include the supply only of goods'.

Please enter 'Serv' for Service Provider

e. Work Package

Enter brief description of work package.

f. PQQ Submitted Date

Enter date the named local business submitted a prequalification questionnaire to achieve approved status with your organisation.

g. PQQ Approved

Enter the date the named local business' PQQ was approved

h. ITT Sent by Buyer

Enter date the named local business was sent an invitation to tender for the corresponding work package.

i. Post Evaluation Place

When tenders have been evaluated please enter the ranking the tender achieved. Either 1st, 2nd, 3rd, etc.

j. Contract Awarded

Insert a yes or a no based on the whether the work package contract was awarded to the listed business.

k. Training Plan Submitted

Where a contract has been awarded a training plan must be produced and submitted within one month of contract award. Insert yes or no as appropriate. THIS IS REQUIRED FOR ALL CONTRACT AWARDED WHETHER OR NOT THE BUSINESS IS LOCATED IN LEWISHAM.

l. Businesses' Postcode

Enter the full 6 or 7 digit postcode.

m. Borough

The formula in this column will verify whether the postcode entered is that of an address in Lewisham borough.

n. Contract Value Awarded

Please enter the value of the contract awarded. This will enable the assessment of the percentage of contract value awarded to local businesses on this project/contract.

o. Method Statement

The main contractor submits the Local Labour and Business Scheme Strategy (including method statement to support targets and delivery plan) at pre-commencement stage for approval. It is expected that the strategy will evolve allowing for 2nd tier contractors' method statements to be submitted and included as a part of the subcontract for each work package. The content of which will support the main contractor's strategy.

p. Copy of ITT

Evidence – Enter 'Yes' if a copy of the invitation to tender (enquiry) letter sent to the local business relevant to the reported output is attached to the monitoring return.

q. Copy of Contract

Evidence – Enter 'Yes' if a copy of the contract, order or letter of intent sent to the local business relevant to the reported output attached to the monitoring return.

r. Copy of Training Plan

Evidence – Enter 'Yes' if a copy of the training plan produced by the organisation which secured the contract is being sent with the monitoring suite submission.

ACTION: Enter information as detailed above and provide evidence documentation as required.

BY WHOM: Council Development Partner, Contractor, Service Provider or Supplier

WHEN: Updated Quarterly (In line with financial year).

The report is due on the 7th day of the month following the end of the reporting period.

7. COMMUNITY INVOLVEMENT ACTIVITIES

The workbook is to be updated by the contractor on a quarterly basis.

The columns are as follows;

- a. Month
- b. Description of Activity
- c. No of Residents Benefitting
- d. Approximate Cost
- e. Approved by LBL
- f. Approved by
- g. Date Approved

a. Month

Enter month activity will take place

b. Description of Activity

Enter a description of proposed activities

c. No of LBL Residents Benefitting

Enter an approximate number of residents benefitting from the activity

d. Approximate Cost

Enter approximate cost of proposed activity

e. Approved by LBL

Enter either Yes or No depending on whether the proposal has been approved or not.

f. Approved by

Enter the name of the LBL officer who has approved the activity to go ahead.

g. Date Approved

Enter date the activity was approved by the LBL officer.

The report is due on the 7th day of the month following the end of the reporting period.

8. WORKFORCE MONITOR SUMMARY

The information in this worksheet is generated from data entered in the workforce monitor worksheets.

- 9. WORKFORCE MONITOR SHEETS – April
- 10. WORKFORCE MONITOR SHEETS – May
- 11. WORKFORCE MONITOR SHEETS – June
- 12. WORKFORCE MONITOR SHEETS – July
- 13. WORKFORCE MONITOR SHEETS – August
- 14. WORKFORCE MONITOR SHEETS – September
- 15. WORKFORCE MONITOR SHEETS – October
- 16. WORKFORCE MONITOR SHEETS – November
- 17. WORKFORCE MONITOR SHEETS – December
- 18. WORKFORCE MONITOR SHEETS – January
- 19. WORKFORCE MONITOR SHEETS – February
- 20. WORKFORCE MONITOR SHEETS – March

There are 12 worksheets, one for each month of the financial year – April 2014 = 2014.04, May 2014 = 2014.05 etc.

The workbook is to be populated by the contractor with the Workforce Monitor sheets updated on a monthly basis. There are 5 columns on this schedule, 4 of which are to be completed by the contractor.

Please refer to the 'Example of a completed Workforce Monitor sheet' link on the contents page or go to 'WM Demo' worksheet for guidance on completion of the Workforce Monitor sheet.

SHORTCUT FOR ENTERING DATA FOR NON-LEWISHAM RESIDENTS

Where a number of workers have been identified as non Lewisham residents, it is acceptable to enter minimal information relating to the non-Lewisham residents. Go to the contents worksheet and click on the link called 'Example of a completed Workforce Monitor sheet' alternatively go to 'WM Demo' worksheet in the workbook.

Role Column

List the workers' trade – General Op1, Steel Fixer1, Steel Fixer3, Steel Fixer4 etc included in the 'grouped' entry in the 'role' column.

Name/Additional Information Column

Enter "Out of Borough Op – Hours in Cell D12 (provide correct cell reference" in the 'Additional Information' column.

Hours in Period

Finally enter the total hours worked by the workers included in this group.

The columns are as follows;

- a. Role
- b. Name or Additional Information
- c. Hours in Period
- d. Employee's Postcode
- e. Borough

a. Role

Please enter job title.

b. Name or Additional Information

Please enter the name of the worker in the 'Name or Additional Information' column

c. Hours in Period

Enter hours worked within the period indicated in the reporting period field

d. Employee's Postcode

Enter the employee's **full** 6 or 7 digit postcode. The postcode should be that of their permanent residence.

e. Borough

The formula in this column will verify whether the postcode entered is that of a Lewisham address.

ACTION: Enter information as detailed above

BY WHOM: Council Development Partner, Contractor, Service Provider or Supplier

WHEN: Updated Monthly.

The report is due on the 7th day of the month following the end of the reporting period.

21. CODE DESCRIPTIONS FOR OUTPUTS

This worksheet is for reference when entering codes in Employment Related Outputs, Skills Outputs and Business Journey Outputs schedule.

Please use this guide in conjunction with the Apprenticeship and Social Value Targets Guidance document.

Please contact Lewisham's Local Labour and Business Coordinator on denise.atkinson@lewisham.gov.uk