**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**Department for Education (DfE) represented by The Secretary of State for Education**

**and**

**The bodies listed in Annex A (hereafter “the local area(s)”)**

Each a “**Participant**”, together the “**Participants**”.

**for financial year 2021-22**

**for SKILLS ADVISORY PANELS**

**Memorandum of understanding between the Department for Education (the DfE) represented by The Secretary of State for Education and local areas (the bodies listed in Annex A)**

1. **PURPOSE**

**Background**

* 1. This Memorandum of Understanding (the “MOU”) is entered into between the Department for Education (the DfE) and the local areas.
  2. This MOU provides a framework for the DfE and the local areas to pursue a closer working relationship in connection with the funding of Skills Advisory Panels (SAPs). The MOU sets out the principles for the use of funding and the respective responsibilities of each participant to the MOU. **The local area must complete and return Annex B to the DfE for agreement to be reached.**
  3. Thirty-six (36) SAPs are now well established within Mayoral Combined Authorities (MCAs) and Local Enterprise Partnerships (LEPs) across the country, bringing together local employers, skills providers and local government to pool knowledge on skills and labour market needs, and to work together to understand and address local skills challenges. Grant funding in previous years has helped increase the quality of local-level labour market analysis and strengthen the links between local employers, skills providers, and other relevant stakeholders. Local Skills Reports were also published by SAPs for the first time in Spring 2021. Additionally, many SAPs have taken on a key role in contributing to local recoveries from the pandemic.
  4. The [Skills for Jobs White Paper](https://www.gov.uk/government/publications/skills-for-jobs-lifelong-learning-for-opportunity-and-growth) published by the DfE in January 2021 committed to build on SAPs and go further in putting employers at the heart of local skills systems through new Local Skills Improvement Plans (LSIPs) developed by employer representative bodies (ERBs). LSIPs will be developed in a small number of “Trailblazer areas” in FY 2021-22. Trailblazer areas will be selected by the DfE via an Expression of Interest process and employer representative bodies that meet the eligibility criteria are invited to submit an expression of interest to lead on developing an LSIP. The DfE launched this process on 20 April and successful applicants are expected to be identified in June or July 2021. More information is available [here](https://www.gov.uk/guidance/skills-accelerator-apply-now).
  5. The DfE will continue to fund all 36 SAPs in FY 2021-22 while we trailblaze the new LSIPs. The overall “**Aim**” of this year’s funding is for SAPs to continue to produce high quality, local-level skills analysis, maintain their local relationships and to refresh their Local Skills Report. The skills needs that SAPs identify in their Local Skills Reports and other outputs should help inform local skills providers’ curriculum planning and provide an evidence base to support bids to relevant programmes and funds aimed at improving skills, levelling up and local economic recovery/growth[[1]](#footnote-2).
  6. In the small number of areas that will in June/July 2021 be identified as Trailblazers for LSIPs, SAPs will be expected to work closely with the employer representative body responsible for producing the LSIP by sharing their analysis and intelligence on the local labour market and encouraging their existing stakeholders to work collaboratively in supporting the development of the LSIP.

**Key Objectives**

The three key objectives of the funding (**the “Project”)** are as follows:

1. **Continue to produce high quality local-level skills analysis**
   1. All 36 SAPs should produce high quality analysis of their local labour market(s) and local skills needs. This analysis should be aligned with the standards set out in the [SAPs’ Analytical Toolkit](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/924399/Skills_Advisory_Panels_Analytical_Toolkit.pdf) and should be based on local-level data as well as drawing on intelligence and insight from relevant local stakeholders. It should also be updated regularly given the fast-moving nature of local labour markets during the pandemic.
2. **Maintain relationships to deliver the local skills agenda**
   1. All 36 SAPs should aid collaboration and help set direction for the local skills system by maintaining the relationships they have established with, and between, local employers and skills providers. SAPs are additionally expected to build and/or enhance their relationships with employer representative bodies in their areas.
   2. SAPs in Trailblazer areas (once identified) - in addition to the above, SAPs in Trailblazer areas will be expected to support the employer representative body developing the LSIP by sharing their analysis and intelligence on the local labour market and encouraging stakeholders with whom they have engaged via their SAPs to work collaboratively and in support of the development of the LSIP.
3. **Refresh Local Skills Reports** 
   1. All 36 SAPs should plan to update their Local Skills Reports in FY 2021-22 (as set out in the Local Skills Report [guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/951680/Local_Skills_Report_Guidance_2020_.pdf) published in November 2020). This will help ensure the Local Skills Reports have the desired level of influence over local stakeholders and feed relevant and timely information to central government, including to the Skills and Productivity Board (SPB). We expect revised Reports to be published between 30 November 2021 and 28 January 2022. SAPs should choose the most appropriate date within this timeframe, balancing the need to inform local providers' curriculum planning at the most appropriate stage, with the imperative to include the most up to date data available, some of which may only be released in late November/early December 2021.
   2. SAPs in Trailblazer areas (once identified) - the DfE is still working through the policy on LSIPs and the crossover/link to SAPs’ Local Skills Reports. The specific requirement to produce a Local Skills Report *may* be removed or amended in areas that are selected to trailblaze LSIPs. In such a scenario, any funding budgeted for the refresh of the Local Skills Report must be reallocated to activities undertaken by the SAP that support the employer representative body in the development of the LSIP, or for activities that support objectives A or B as set out above.

**Principles**

* 1. The Participants have decided to adopt the following principles (“Principles”) in relation to the Key Objectives:
* To appropriately use the Section 31 grant funds for the purpose of costs associated with the Project;
* To act in good faith to support achievement of the Key Objectives and compliance with these Principles; and
* To ensure the other participant is advised of any delays affecting the Project in good time.
  1. The MOU also sets out the financial arrangements which contribute to the central Government funding of the local areas in respect of the above project. More information about the local areas can be found at **Annex A.**
  2. The DfE will contribute to the SAPs and shall provide the funding as further described in section 4. The DfE will lead on programme management, administration and implementation of the SAPs programme.

1. **STATUS OF THIS MOU**
   1. For the purposes of interpretation, this document is not intended to create binding or legal obligations on the Parties.
2. **DURATION**
   1. This MOU will last for the period of the activity, being 01/04/2021 – 31/03/2022.
   2. This MOU will not be extended past the end of FY 2021-22. If further SAPs programme funding is made available to all, or some, local areas in future years, a new MOU will be agreed. **There should be no expectation, at the current point in time, that further funding will follow in future years as it is subject to any outcome of Spending Reviews and local areas must plan on this basis.**
3. **Roles and Responsibilities of parties to this MOU**
   1. The parties will be open, honest, cooperative and responsive to each other, respecting each other’s functions and roles and assisting and supporting each other whenever possible.
   2. The parties have a number of specific roles and responsibilities in relation to this MOU. The role and responsibilities of the DfE are as follows:

**Department for Education: Role and Responsibilities**

* 1. The DfE will provide a contribution of up to **£75,000** through a Section 31 Local Government Act 2003 grant to each of the local areas listed in Annex A for the purposes of undertaking the Project in FY 2021-22. Payment will be made by instalment(s) in good time after agreement has been reached by both participants via this MoU. Where concerns are identified by DfE regarding performance by a local area against the Key Objectives in the current or previous year(s), DfE may choose to make payments in separate instalments as/when the Key Objectives are achieved.
  2. To continue supporting local areas, the SAPs programme team in DfE aims to undertake the following activities. Where possible, support will align with feedback received from local areas in the monitoring surveys they completed in FY 2020-21:
* helping build a community of local skills policy and analytical leads by utilising the online platform and encouraging the dissemination of best practice across local areas;
* working with teams in DfE and in other government departments to improve access and availability of timely data;
* working with colleagues across DfE and in other government departments to ensure SAPs are plugged into relevant policy development;
* helping SAPs refresh their Local Skills Reports by updating relevant guidance and data and where possible providing light touch feedback on drafts;
* publishing web links to local area’s Local Skills Reports on gov.uk and share relevant insight with SPB and other relevant policy teams; and
* working more closely with SAPs in Trailblazer areas to help ensure the Key Objectives can be met in a way that is sensitive and supportive to the trailblazing of Local Skills Improvement Plans.

**Local Area: Role and Responsibilities**

* 1. Local areas are responsible for using the funding provided by DfE under a Section 31 grant for the Key Objectives of the Project as set out in Section 1. The responsible authority will be accountable for the funds and the SAP will decide on the exact use of funds paid to it. The DfE’s SAPs programme team will work with local areas to gauge progress against the Key Objectives during FY 2021-22. If any further funding is made available to SAPs in subsequent years, it will be dependent on sufficient progress being made during the period of this grant. In addition, levels of progress could have implications for any future requirements on skills providers and government agencies to make use of SAPs’ analysis.
  2. The following non-exhaustive list of activities is provided as examples of suitable ways of delivering on the Key Objectives (as set out in paragraphs 1.7 to 1.11):

Key Objective A - Continue to produce high quality local-level skills analysis

* update existing analysis or produce further rounds of analysis in relation to changes in the labour markets caused by the pandemic to help the SAP and wider LEP/MCA to respond accordingly;
* undertake additional analysis, and/or deep dives into areas of particular interest around local skills needs and labour market challenges;
* fund staff or contractors to work on high quality local-level skills analysis;
* analytical upskilling of staff;
* undertake activities to ensure relevant stakeholders (e.g. skills providers) have the capability to interpret and act on the analysis and other outputs developed by the SAP;
* fund access to data and analytical software and tools; and
* undertake consultations/policy development work that will aid the turning of local skills and labour market analysis into effective strategies and action plans (for inclusion in the Local Skills Report or otherwise).
  1. Pooling funding – to gain the best value for money solutions to producing analysis, DfE recognises that some SAPs may want to work together to purchase data and/or build their analytical capacity. This is permissible as long as each SAP continues to produce its own analytical output and as long as such arrangements do not jeopardise the sustainability of the analytical capability. Any intended pooling of funds should be clearly stated in the table at Annex B with reasoning.

Key Objective B - Maintain relationships to deliver the local skills agenda

* produce materials that disseminate and present updated analysis and strategies to relevant stakeholders;
* organise and host events that bring relevant stakeholders together and build relationships between them;
* hold workshops or other events (virtually or in person) to present and further explain analysis and strategy to relevant stakeholders and encourage stakeholders to work collaboratively with each other and with the SAP to resolve local skills challenges;
* undertake activities that ensure the underlying policy work and options papers that drive decision-making at the SAP are high-quality;
* undertake activities that help build and/or enhance relationships with local employer representative bodies; and
* (in areas trailblazing Local Skills Improvement Plans) facilitate/support the sharing of their analysis and intelligence on the local labour market with the relevant employer representative body.

Key Objective C - Refresh Local Skills Reports

* undertake activities that contribute to the research, drafting and refresh of Local Skills Reports by 28 January 2022 (see paragraph 1.10 for further information on the timeframe for refreshing Local Skills Reports in FY 2021-22). This will likely draw on activities also listed under Key Objectives A and B;
* costs associated with designing, presenting and printing (if applicable) the Report; and
* costs associated with launch of the Report so that it is made known to its target local audience.
  1. In delivering the objectives of the grant, local areas should refer to the analytical standards contained within the [SAPs Analytical Toolkit,](https://www.gov.uk/government/publications/skills-advisory-panels-analytical-toolkit,) the [SAPs Guidance on Roles and Governance](https://www.gov.uk/government/publications/skills-advisory-panels-saps-role-and-governance) and [SAPs Guidance on Local Skills Report](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/951680/Local_Skills_Report_Guidance_2020_.pdf)s.

1. **Funding and Financial arrangements**
   1. The DfE will provide a contribution of up to £75,000 programme grant funding as contribution to the local areas (as set out in Annex A) in FY 2021-22.
2. **Reporting**
   1. Local areas will be expected to provide feedback on progress made to the SAPs programme team (when requested) to enable it to gauge progress against the Key Objectives during FY 2021-22. The local areas shall provide use of funds statements, confirming the grant received and spend was used wholly for the purposes for which it was given, at the end of financial year 2021-22 (in April 2022), signed by its Accounting Officer.
3. **Access to information, Records and Documents**
   1. In addition to the reporting arrangements set out in section 6, before MOUs will be agreed, all areas must have published their Local Skills Report. These reports will evidence to the DfE that local areas fulfilled key objective of funding in FY 2020-21.
4. **Compliance with the MOU**
   1. All parties to this MOU are responsible for ensuring that they have the necessary systems and appropriate resources in place within their respective party to comply fully with the requirements of this MOU.
5. **AMENDMENTS, Variations and Changes to this MOU**
   1. Each participant may undertake to negotiate changes to this MOU. All variations must be documented and agreed by both parties in writing.
   2. DfE appreciates that the uncertainty created by the pandemic and the fast-changing nature of local labour markets means that the activities local areas plan to undertake (as initially set out in annex B and returned to DfE) might need to change after MoUs are agreed. While DfE accepts that specific uses of funding might change, it expects any new/additional activities undertaken to support the overall Key Objectives of the funding (as set out above). If any substantial changes to activities are planned, please contact DfE via the SAPs Programme Team inbox (SAP.Programme@education.gov.uk) to discuss this in advance of the funding being used.
   3. As outlined in paragraphs 1.9 and 1.11, DfE may request amendments to the Key Objectives and the activities that support these objectives in areas that are selected to trailblaze Local Skills Improvement Plans[[2]](#footnote-3). Any amendments will be proportionate and subject to discussions with DfE in advance of application.
6. **Termination**
   1. Either signatory may terminate this MOU at any time prior to the end of the term by giving not less than three months’ notice in writing of its intention to terminate this MOU to the other Party. A Party shall not be entitled to compensation as a result of early termination of this MOU by the other Party but any liability or right which has arisen prior to termination (including the right of indemnification) shall survive termination.
   2. The MOU is in place unless the DfE or participant withdraws the programme. The DfE reserves the right to terminate this MOU.
   3. For material breach by the local area of any of the obligations of this MOU and (if such breach is remediable) shall have failed to remedy the breach within 30 calendar days of the receipt of a request in writing from the Party not in breach to remedy the breach, such request indicating that failure to remedy the breach may result in termination of this MOU.
7. **CONTACT OFFICERS**
   1. The parties nominate the following officers as contact officers for ongoing liaison and administration of this MOU:

|  |  |
| --- | --- |
| **DfE Official** | **DfE email** |
| Kerry Ng | SAP.Programme@education.gov.uk |

|  |  |  |
| --- | --- | --- |
| **Local Area:** Stoke-on-Trent & Staffordshire | | |
|  | **Insert official’s name(s)** | **Insert official’s email(s)** |
|  | Professor Liz Barnes, Vice Chancellor & Chief Executive Staffordshire University,  Chair SAP board | Liz.Barnes@staffs.ac.uk |

1. **Resolution of Disputes**
   1. If a dispute should arise in connection with this MOU, it should be attempted to be resolved in the first instance by the liaison officers named in section 11. If a dispute is unable to be resolved within a reasonable time, it may be referred for negotiation by more senior officers in both parties with authority to intervene and direct some resolution.
   2. Any dispute that may arise as to the interpretation or application of this MOU will be settled by consultation between the participants.

**Authorisation by both parties**

|  |  |
| --- | --- |
| **Signed by local area**:  (insert name to represent signature)  Position in organisation:  (insert position)  *Duly authorised to sign for*  [*insert organisation*]  **Dated:** (insert date of signature here) | **Signed by DfE**:  (insert name to represent signature)  Position in organisation:  (insert position)  *Duly authorised to sign for DfE*  **Dated:** (insert date of signature here) |

**ANNEX A – Local Areas**

The responsible authority will be accountable for the fund and the LEP/MCA will decide on the exact use of funds paid to it (the body running each local SAP is shown in capitals).

|  |  |  |
| --- | --- | --- |
| **(M)CA** | **LEP** | **Responsible authority** |
| CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY | The Business Board of the Cambridgeshire and Peterborough Combined Authority | Cambridgeshire and Peterborough CA |
| GREATER MANCHESTER COMBINED AUTHORITY | Greater Manchester | Greater Manchester Combined Authority |
| LIVERPOOL CITY REGION COMBINED AUTHORITY | Liverpool City Region | Liverpool City Region Combined Authority |
| SHEFFIELD CITY REGION COMBINED AUTHORITY | Sheffield City Region | Sheffield City Region Combined Authority |
| TEES VALLEY COMBINED AUTHORITY | Tees Valley | Tees Valley Combined Authority |
| WEST MIDLANDS COMBINED AUTHORITY | Black Country | West Midlands CA |
| Coventry and Warwickshire |
| Greater Birmingham and Solihull |
| WEST OF ENGLAND COMBINED AUTHORITY | West of England | West of England Mayoral Combined Authority |
| North Of Tyne Combined Authority | NORTH EAST | North of Tyne Combined Authority – North East LEP |
| WEST YORKSHIRE COMBINED AUTHORITY | Leeds City Region | West Yorkshire Combined Authority |
| GREATER LONDON AUTHORITY | London | Greater London Authority |
| Not applicable | BUCKINGHAMSHIRE | Buckinghamshire County Council |
| CHESHIRE AND WARRINGTON | Cheshire East Council |
| COAST TO CAPITAL | London Borough of Croydon |
| CORNWALL AND THE ISLES OF SCILLY | Cornwall Council |
| CUMBRIA | Cumbria County Council |
| D2N2 | Derbyshire County Council |
| DORSET | Dorset County Council |
| ENTERPRISE M3 | Hampshire County Council |
| GFIRST | Gloucestershire County Council |
| GREATER LINCOLNSHIRE | Lincolnshire County Council |
| HEART OF THE SOUTH WEST | Devon County Council |
| HERTFORDSHIRE | Hertfordshire County Council |
| HULL AND EAST YORKSHIRE | Hull City Council |
| LANCASHIRE | Lancashire County Council |
| LEICESTER AND LEICESTERSHIRE | Leicester City Council |
| NEW ANGLIA | Suffolk County Council |
| OXFORDSHIRE | Oxfordshire County Council |
| SOLENT | Portsmouth City Council |
| SOUTH EAST | Essex County Council |
| SOUTH EAST MIDLANDS | Luton Borough Council |
| STOKE-ON-TRENT AND STAFFORDSHIRE | Staffordshire County Council |
| SWINDON AND WILTSHIRE | Wiltshire Council |
| THAMES VALLEY BERKSHIRE | Royal Borough of Windsor and Maidenhead |
| THE MARCHES | Shropshire Council |
| WORCESTERSHIRE | Worcestershire County Council |
| YORK AND NORTH YORKSHIRE | North Yorkshire County Council |

**ANNEX B: SAPs FY 2021-22 – proposed spend**

|  |  |
| --- | --- |
| **LEP/MCA Name:** Stoke-on-Trent & Staffordshire | **Date:** |

|  |  |
| --- | --- |
| **Specify the value of any funding exceptionally carried over from previous SAPs grant?**  (This must match the amount declared on your Use of Funds Statement for FY 20-21) | **£** 55,000 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activities & Outcomes** -  Please outline activities planned using the funds provided and the expected outcome | **Pooling funds –** Please advise if you wish to pool funding with another SAP, and which area you will work with (if known) | **Category of spend**  (choose one from dropdown) | **Objective**  (tick ALL that apply) | **Estimated Cost** |
| Example:  *Salary for 1 FTE (full-time equivalent) analytical staff member. Over the course of the year, this member of staff will:*   * *produce a range of outputs targeted at various audiences (employers, providers, learners) to inform their decisions;* * *undertake deep dive analyses into sector* ***X*** *and skills challenge* ***Y****;* * *complete work on the SAPs data dashboard and deliver training on using it to the LEP, the SAP and other stakeholders.* | No | Building in-house capability - staffing costs (please specify if directly recruited or from partner organisation, and what activities will be undertaken from analytical reporting, deep dives, research or other) | Continue to produce high quality local-level skills analysis  Maintain relationships to deliver the local skills agenda  Refresh Local Skills Report | *£40,000 (indicative figure only)* |
| The Economy & Skills Analyst was permanently appointed by Staffordshire County Council in July 2019. The post was part funded £15,000 from the former 2019/20 and 2020/21 SAP grants and the balance of the salary costs met by the Staffordshire County Council and Stoke-on-Trent City Council. The 21/22 SAP grant will provide £15k match to reflect the previous year’s arrangements. The main duties of the role to include the refresh of SAP evidence base and the LSR, consultation with key partners, the development of the COVID-19 economic and skills strategic assessment to inform local COVID-19 recovery strategies, and general economy and skills analyst support to the Stoke-on-Trent & Staffordshire LEP, Staffordshire County Council, Stoke-on-Trent City Council and wider partners. | No | Building in-house capability - staffing costs (please specify if directly recruited or from partner organisation, and what activities will be undertaken from analytical reporting, deep dives, research or other) | Continue to produce high quality local-level skills analysis  Maintain relationships to deliver the local skills agenda  Refresh Local Skills Report | *£15,000* |
| The 21/22 SAP grant to provide £5k, matched by £10k from Staffordshire CC and Stoke-on-Trent CC to continue to fund the purchase of a one-year licence for the EMSI analyst tool for ten users across the LEP, Staffordshire & Stoke-on-Trent Councils.  There is increasing demand for better labour market information (LMI) in Staffordshire and Stoke-on-Trent, especially since the creation of the SSLEP Skills Advisory Panel (SAP) and the more acutely following the COVID-19 pandemic. It is recognised that good LMI is vital to making informed decisions regarding the development and growth of the local economy and the effective commissioning of successful employment and skills programmes. Given the limitations of publicly available data/information and to further improve our understanding of employment and skills needs in Staffordshire and Stoke-on-Trent we are looking to procure an economic modelling tool produced by EMSI (<https://www.economicmodelling.co.uk/>), called EMSI Analyst Tool.  The Emsi tool provides the most detailed and localised labour market intelligence available in the UK, which in turn creates a robust base upon which to create uniquely localised and detailed employment projections. Emsi brings together different data sources to create a robust composite dataset that provides detailed labour market intelligence on hundreds of industries and occupations at the lowest geographic levels. By joining together these datasets, Emsi can provide unique insights into the relationship between industry trends and associated occupational requirements. | No | Purchasing data or other analytical tools - other | Continue to produce high quality local-level skills analysis  Maintain relationships to deliver the local skills agenda  Refresh Local Skills Report | *£5,000* |
| The SAP board has commissioned the University of Wolverhampton to conduct a research deep dive to review current CEIAG and the associated level of employer engagement across Stoke-on-Trent and Staffordshire and to review local employer engagement with broader skills programmes and government schemes. The project will aim to identify local and national best practice and design a number of options for a more effective locally coordinated approach to the engagement of employers in CEIAG and broader skills programmes and government schemes, leading to improved work readiness for young people and adults and support improved school attainment and help reduce skills gaps within the local workforce.  Staffordshire County Council as the accountable body, launched a tender for the CEIAG deep dive on 11th February 2021 via the Crown Commercial Service (CCS) framework, with a closing date of 3rd March and a proposed contract award date of 29th March. Unfortunately, no bids were received so the Council explored other procurement options following advice for its procurement team.  This new direction resulted in a direct award of £53,735 to the University of Wolverhampton to deliver the project, although the timing meant that the delivery and payment would move into 21/22. | No | External commissioning or contracting - analytical reporting, deep dives or secondary research (please specify who or what you are commissioning if known) | Continue to produce high quality local-level skills analysis  Maintain relationships to deliver the local skills agenda  Refresh Local Skills Report | *£53,375* |
| Future Economy and Skills Business Consultation (survey)  The COVID-19 pandemic has had a significant impact on the economy and skills landscape leading to changing skills demand and the requirement for skills supply to adapt. We will commission a broad business survey to understand these changing requirements within our local economy, with a particular focus towards the Digital & the Green Economy sectors.  The **business survey** would provide more granular SSLEP business voice information to guide the LSR strategy and local curriculum. The focus to determine and consider:   * The impact of COVID on the local economy and skills landscape * Global/national economic trends and their impact on the local economy including new and emerging skills/occupations which will be important to help drive economic growth and increase productivity * A focus on Impact of Digital/5G/New technology adoption including AI/Automation/Machine learning in our priority and locally important sectors – cross cutting and touches on all of our priority and locally important sectors * The Green Economy/Low Carbon/Net Zero – big growth opportunity e.g. energy   The key questions:   * What are the changing occupations and skills demands from employers? * What are the requirements from the local skills system to ensure skill supply meets changing employer needs?   Full project specifications would be developed and shared with the SAP Board prior to going out to tender. |  | External commissioning or contracting - analytical reporting, deep dives or secondary research (please specify who or what you are commissioning if known) | Continue to produce high quality local-level skills analysis  Maintain relationships to deliver the local skills agenda  Refresh Local Skills Report | *£56,125* |
|  |  | Choose an item. | Continue to produce high quality local-level skills analysis  Maintain relationships to deliver the local skills agenda  Refresh Local Skills Report |  |
|  |  | Choose an item. | Continue to produce high quality local-level skills analysis  Maintain relationships to deliver the local skills agenda  Refresh Local Skills Report |  |
|  |  | Choose an item. | Continue to produce high quality local-level skills analysis  Maintain relationships to deliver the local skills agenda  Refresh Local Skills Report |  |
| *Add additional rows as needed* | | | | |
| **Unplanned / to be allocated** (Please indicate when this will be allocated) |  |  |  |  |
|  | | | **Total -** | £130,000 |
|  |

**Updating DfE on amends to activities once this form has been submitted**

The DfE recognises that the uncertainty created by Covid-19 means that the activities you plan to undertake may need to change even after MoUs are agreed. While the DfE accepts that specific uses of funding might change, it expects any new/additional activities undertaken to support the overall objectives of the funding as set out in section 1. Substantial changes should be discussed with the SAPs Programme Team in advance of the funding being used.

A final Use of Funds statement will be issued at the end of the financial year 2021-22 for completion and sign off by the relevant Accounting Officer.

1. Relevant funds may be capital or revenue and include, but not limited to, FE Capital Transformation Fund and UK Community Renewal Fund. [↑](#footnote-ref-2)
2. The outcome of the Expressions of Interest process is likely to be known in June/July 2021. [↑](#footnote-ref-3)