

London Local Enterprise Partnership
City Hall
The Queens Walk
London
SE1 2AA

21st July 2016

Dear Chair and Chief Executive,

Grant Offer Letter from The Careers & Enterprise Company in respect of the Enterprise Adviser Network (EAN) - September 2016 to August 2017

Thank you for your commitment to date to the Enterprise Adviser network. With your support, we have together achieved fantastic results in the first year of this programme with over 1,000 EAs supporting schools and colleges all across the country. This is setting the strategic framework for every young person to have a brighter future.

We are looking forward to continuing to work with you in the coming year and set out below and in the attached Appendices the terms and conditions of our Grant for provision and delivery of the Enterprise Adviser Network for the academic year from September 2016 to August 2017. The Careers & Enterprise Company are delighted to make this offer in respect of the Enterprise Adviser Network in the London area.

Subject to appropriate match funding The Careers & Enterprise Company will grant up to £25,000 (Twenty-five thousand pounds) for each Enterprise Coordinator. This is to be 'cash matched' 50:50 and should be claimed quarterly in arrears, i.e. an additional £25,000.

To support an expansion of the Network, an additional £25,000 is payable at the point a stretch target is met. This stretch target is based upon a percentage increase of schools and colleges covered by the local EAN, for example where coverage is currently less than 60%, payment will be triggered at the point where the recruitment of an Enterprise Coordinator will enable the percentage of schools and colleges covered to increase to 60%. The baseline is the number of Enterprise Coordinators in place as of 1st June 2016, provided through the June EAN status report.

Baseline		Funding Allocation
Baseline of ECs (as of June):	4	
Percentage of schools currently covered:	14%	
(Number of schools/colleges in LEP area)	571	
Stretch Target		
Percentage coverage:	25%	
Number of ECs to reach 25% coverage:	7	£175,000
Incentive on recruitment of seventh EC reaching stretch target		£25,000

We recognise that not all Enterprise Coordinators will be in role on day 1 and that the number of Enterprise Coordinators may increase throughout the academic year as more schools sign up to the Network. When accepting this grant offer please confirm the number of Enterprise Coordinators you expect to be in place at three points during the academic year – Dec 16, March 17 and July 17.

In response to feedback from the network, and in order to support the LEPs with their Enterprise Adviser recruitment, The Careers & Enterprise Company are entering in to a partnership with the CIPD who will recruit a proportion of EAs in each area from senior HR professionals. The CIPD will work with the ECs to agree the key priorities for this recruitment, and take on outreach, sifting and interviewing of these candidates. They will then be passed to the ECs once they have passed interview. Each LEP is being asked to define what proportion of their ECs (between 20% and 40%) they would like support from the CIPD with (please identify in Appendix 9). Regional Leads will then convene meetings between ECs and the CIPD to agree recruitment plans. Our aspiration is that not only will this support the immediate recruitment need as LEPs scale, but also support connections to Senior HR professionals in companies who we hope will open doors for future EA recruitment.

Please read the attached Appendices and if you have any further queries please contact us via the LEPinfo email box. This offer is conditional on The Company receiving within **one month** of the date of this letter the Offer Acceptance (Appendix 9) signed by the designated authorised signatory. Payments will be made to the designated Accountable Body for each Local Enterprise Partnership.

Funding arrangements for 17/18 will be on the same cash match basis per Enterprise Coordinator, details will be confirmed at a later date and we expect the continued expansion of the Network as we scale to full coverage. Assuming you reach your stretch target of 25% we anticipate you reach 40% in 17/18.

We look forward to working closely with you in the coming months to support the delivery of this exciting programme.

Yours sincerely



Gurdip S Juty
Chief Financial Officer

The Careers & Enterprise Company

- Appendix 1 – Key Success Factors and Deliverables
- Appendix 2 – Grant and Grant Claim Arrangements
- Appendix 3 – Eligible Expenditure Kick Start Funding
- Appendix 4 – Grant Claim template
- Appendix 5 – Programme Expenditure template
- Appendix 6 – Incentive Payment template
- Appendix 7 – Progress Report
- Appendix 8 – Impact Tracking Schedule
- Appendix 9 – Acceptance of Grant Offer form

E info@careersandenterprise.co.uk

THE CAREERS & ENTERPRISE COMPANY
FIRST FLOOR | PARCHMENT HOUSE | 13 NORTHBURGH STREET | LONDON | EC1V0JP

Registered Name: The Careers and Enterprise Company
Registered Number: 09432724

www.careersandenterprise.co.uk