Mr Jon Hurrell

Cornwall Manufacturers Group

Chy Nyverow

Newham Road

Truro

TR1 2DP

26th August 2020

Dear Jon

I am writing to advise you of the outcome of the Appraisal of your ESF Manufacturing Sector proposal within our Employer Led Skills project.

I am pleased to confirm that CMN has completed the appraisal of the above Application and approved the award of the ESF grant of £95,656, inclusive of VAT, to Cornwall Manufacturers Group, subject to contract and subject to the conditions summarised at Annex A.

This grant will provide the services outlined in the ITT to 312 participants and be effective from 1st September 2020 to 31st March 2023.

We will now agree an SLA with you which when validly executed by both parties will form the contract. Any expenditure or activity undertaken prior to the effective start date is entirely at your own risk. Where contractual conditions have been identified (Annex A refers) we would expect you to satisfy all contractual conditions prior to the end of September. We will contact you very soon regarding the issue of your SLA and to set up an inception meeting. Once issued, please sign and return. In advance of this, please carefully consider the conditions set out at Annex A and where appropriate, take steps to meeting these.

If you have any questions, please do not hesitate to contact me.

Yours Sincerely,

Mark Williams

Senior Project Manager (Partnerships)

**Annex 1**

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| **Conditions** | **Target Date/Action** |
| CMG to confirm that they understand that they are responsible for the delivery of the outputs and results specified. | By signing the SLA CMG confirm understanding/agreement |
| CMG to ensure SLA's in place with their 4 partner providers and ensure that the providers are appropriately procured. CMG to provide additional information on each of the 4 providers in their consortium bid | By end of September 2020, based upon CMN’s SLA with CMG |
| CMG as the applicant is responsible for all aspects of the project as stated in the ITT, including the compliance of their 4 partners. CMG will need to ensure that all partners comply with publicity and cross cutting theme requirements. Advice and guidance will be available from CMN.  CMN will provide a dedicated CMG folder on the Box sharepoint platform. | By end of September 2020, based upon CMN’s SLA with CMG  By 8th September 2020 |
| The Q&A document answered the question about the 35% outcome target for women participants. The target is to help at least 35% of women participants to secure workplace progression. If CMG recruit 50 women we would expect at least 18 would secure progression in terms of pay, status, hours, role security, improved contractual conditions, start their own enterprise, etc. | CMG to confirm understanding/agreement |
| CMG to confirm that they understand that basic skills assessments are required as part of the ESF programme. If anyone has not achieved level 2 in English or Maths they will be recorded as 'without basic skills'; this does not mean that they are required to undertaken basic skills training although it should be made available to them. | CMN will be undertaking the sign-up process once CMG and employers have agreed which staff will be accessing the courses. CMN will complete any basic skill screening as part of that sign-up process.  CMG to confirm that they understand/agree that this is a core part of the programme requirements. |
| CMG to confirm that they fully understand the responsibility of being a direct delivery partner in an ESF project | By signing the SLA CMG confirm understanding/agreement |
| We recommend that CMG read the guidance on the cross-cutting themes and the section in the full ELS application form previously supplied that outlines what is required. | By signing the SLA CMG confirm understanding/agreement |
| CMN asked for a minimum of £5m public liability insurance but after further consideration Mark Williams has confirmed that CMN would accept £1m. | Completed |
| Pre-contract condition -  CMN is providing the sign-up service and as such will check to ensure compliance, but CMG will need to provide additional evidence of understanding and compliance with state aid requirements.  The application, whilst stating that CMG itself would comply with State Aid rules, appeared to show a lack of State Aid understanding. As such we suggest that CMG undertake some training to understand the basic concepts, ability to check and accept the consequences of this.  CMN can provide the information and guidance but if there are any concerns CMG should seek legal advice. | CMN will provide information and guidance on the state aid requirements.  Mark Williams will be able to discuss this with you.  CMN will be confirming State Aid status of each business as part of the sign-up process but it is essential that CMG and partner providers fully understand their responsibilities in advising employers. |