

To: ECONOMIC DEVELOPMENT COMMITTEE		Subject: MOTHERWELL BUSINESS ADVICE CENTRE
From: DIRECTOR OF PLANNING & DEVELOPMENT		
Date: 26 November 1998	Ref: MMcC/EH/502	

1 Purpose of Report

The purpose of this report is to seek approval for North Lanarkshire Council to enter into a contractual agreement with the Lanarkshire Development Agency to delivery business support services to SMEs employing less than 25 employees in the Southern Division of North Lanarkshire.

2 Background

- 2.1 Business Support Services were previously delivered to the SME client group in the Southern Division by Motherwell Enterprise Development Company who, as members are aware, went into liquidation in March 1998. MEDCO was jointly funded by the LDA and NLC to deliver a range of programmes on behalf of both organisations and derived most of their funding from project funding and European funding support. Since the demise of MEDCO, business support services have been delivered by a task force comprising staff from the former trust, other trusts and North Lanarkshire Council and consultants employed by the LDA.
- 2.2 The task force has performed adequately given its resource restraints in the period since its inception dealing effectively with the backlog of business start up enquiries and progressing the limited strategic company development work which was left by MEDCO. Due to the interim arrangement in place project work has been reactive rather than proactive.
- 2.3 The LDA and the Council recognise the importance of restoring a full business support service to the area enabling business start up advice, strategic and non strategic company development work to be undertaken on a more targeted and proactive basis. It is important that a recognised permanent delivery mechanism be put in place to meet the needs of the business community while satisfying the requirements of all funding partners.

3 Delivery Model

- 3.1 Discussions between the funding partners has resulted in a unique delivery model being identified. All business support services to the agreed client group would be delivered by the Motherwell Business Advice Centre which would become an outreach project under North Lanarkshire Council's Planning & Development Department. North Lanarkshire Council would be the direct employer of all staff under the project. This arrangement would be similar to the structure and operational arrangements in place to deliver services through Summerlee Training Resource Unit.

3.2 The Lanarkshire Development Agency would contract with the Council for a 2 year period for the delivery of an agreed range of business support services under the following activity areas :-

- (1) Strategic Company Development
- (2) Non Strategic Company Development
- (3) Business Start Up Services
- (4) Investors in People
- (5) Business Shop Activity*

* The nature and range of services under this heading is not defined as this area of activity is currently under review by Scottish Enterprise.

These projects would be funded by discrete project budgets held by North Lanarkshire Council and Lanarkshire Development Agency ie Business Growth Initiative and MTTG.

3.3 The 2 year contract enables the project a reasonable period to become established. It will undergo an appraisal by the LDA in relation to performance and cost effectiveness after 18 months. This will enable forward planning for the continuation of an appropriate delivery mechanism for the area.

4 Funding

4.1 The LDA and NLC will fund the core project costs for the Motherwell Business Advice Centre. It is estimated that core costs will be £344,410 in the first year including start up costs, NLC will contribute £30,000 towards these costs with the LDA funding the balance of £314,410. In the 1998/99 period NLC was projected to contribute £32,006 to MEDCO for the delivery of these services. The Council will make a saving of £2,006 on their contribution to this project in relation to the cost of funding MEDCO.

A breakdown of core costs for the project is attached at Appendix 1.

5 Staffing

5.1 It is proposed that all project staff would be issued a contract for the term of the project. The Personnel Services Division of the Department of Administration is currently considering contracts issued by Scottish Enterprise to temporary staff. They are also considering job descriptions and management arrangements for the project. Further consultation is required on all of these issues.

5.2 The staffing level for the project is as outlined in Report No. 481 to the Economic Development Committee of 29th September 1998 :-

- 1 Project Supervisor
- 4 Business Development Executives
- 1 Business Shop Advisor
- 2 Business Start Up Counsellors
- 2 Admin Assistants
- 2 Clerical Assistants

5.3 It should be stressed that the level of staff outlined above would be a maximum level of staff required. It is proposed that the initial staffing level would be :-

- 1 Project Supervisor
- 2 Business Development Executives
- 1 Business Shop Advisor
- 1 Business Start Up Counsellor
- 1 Admin Assistant
- 1 Clerical Assistant

Staff numbers would increase as workload increased over the life of the project. It is envisaged that this would occur incrementally as awareness of the project heightened and strategic company development increased as relationships within the business community and the project team developed.

- 5.4 Staff would be recruited through a range of methods to ensure flexibility and adaptability to meet changing demands. It is proposed that secondments from the funders, fixed term contracts, part time working and self employment consultant status all be considered as a means of filling these posts. Scottish Enterprise and the Enterprise Trust network currently operate all of the above methods staffing of projects and these methods are currently acceptable within this market place.

6. Management and Monitoring Arrangements

- 6.1 The Project Supervisor would be responsible for the day to day management of the project ensuring that all inputs and outcomes are achieved in line with the contract that would be agreed between the Lanarkshire Development Agency and the Council for the delivery of this project. A contract currently being used between the LDA and Enterprise Trusts is attached at Appendix 2 of this report. This has been sent to the Director of Administration for his consideration and comment.
- 6.2 The Project Supervisor would provide regular written monthly performance reports to the Economic Development Manager and would be responsible for producing quarterly performance reports for submission to the Lanarkshire Development Agency which would be required for the draw down of the agreed funding. A copy of the proposed content of the quarterly monitoring report is attached as Appendix 3.
- 6.3 The Project Supervisor would report directly to the Economic Development Manager and would attend regular meetings with the Manager, as is currently the practice with each Senior Economic Development Officer within the Economic Development Unit and with outreach projects currently managed by the Unit. The reporting mechanism to the LDA would be to report on a monthly basis to the Company Development Manager.
- 6.4 The Project Supervisor would attend the fortnightly Economic Development Unit Management Team meetings and would be required to make verbal progress reports on the performance of the project at that meeting.
- 6.5 The Motherwell Business Support Project would be regarded as an outreach team within the Economic Development Unit and all channels of communication would be integrated with those for the rest of the Unit. The project would be integrated into the financial management system with monthly financial reports being submitted to the Economic Development Manager for her information and action as appropriate. It is anticipated that a dedicated client management system would require to be created to meet the needs of the Lanarkshire Development Agency and to integrate with other systems on the network.

7. Negotiations

- 7.1 Both the LDA and NLC are eager to see the restoration of a full business support service to Motherwell and the surrounding areas. While LDA are still considering the range of delivery options it was felt prudent to see the support of the Council in the event that this will be the preferred model. It builds on the close working partnership that already exists between the two organisations, will result in a quality service being delivered efficiently and economically and ensures that small business support will be delivered in a strategic context agreed by both organisations. This model also supports the finding of the Seagle Quince Wickstead review undertaken last year.

8 Recommendation

- 8.1 Committee is asked to approve the Council establishing the Motherwell Business Support Project for a two year period as detailed in this report at a total cost of no more than £344,410 for the 1999/2000 period.
- (i) The Council will contribute £30,000 to the total cost, the balance of £314,410 will be funded by the LDA in return for the delivery of services as agreed in the contract exchanged between the two organisations.
 - (ii) That discussions between the Director of Planning & Development and the Director of Administration resolve all outstanding personnel and contractual issues in respect of this arrangement with a final report being submitted for approval to this Committee.



Stanley C Cook

Director of Planning and Development

10 November 1998

For further information contact Maureen McConachie, Economic Development Manager, telephone 01236 616266.

MOTHERWELL BUSINESS SUPPORT CENTRE
PROJECT EXPENDITURE

SUMMARY

<u>Description</u>	<u>Total Estimated Annual Costs</u>	<u>Total Estimated Start-Up Costs</u>	<u>Total First Year 1999/2000</u>	<u>Total 2000/2001</u> * see note below
Staffing Costs	270,400		270,400	291,890
Other Employee Costs	3,000		3,000	3,090
Travel & Subsistence	4,580		4,580	4,720
Furniture	200	4,600	4,800	210
Equipment	3,700	20,850	24,550	3,810
Stationery & Other Admin Costs	2,700		2,700	2,780
Marketing	3,000	5,000	8,000	3,090
Other Supplies & Services	5,000		5,000	5,150
Property Costs	21,380		21,380	22,020
Projected Expenditure Totals	313,960	30,450	344,410	336,760

* Includes added factors re estimate pay award, increments & inflation @ 3%.

MOTHERWELL BUSINESS SUPPORT CENTRE
PROJECT EXPENDITURE

1. Staffing Costs

Designation	No. of Posts	Grade	Salary	Total Salaries	Employer's O/heads	1999/2000 Total	2000/20001 Increments	@ 3% 2000/20001 Pay Award	Employer's O/heads	2000/2001 Total
Project Supervisor	1	PO9	27,207	27,207	4,081	31,288	600	957	4,927	33,690
Business Development Executives	4	PO4/5	23,997	95,988	14,398	110,386	2400	3,384	17,425	119,197
Business Start Up Counsellors	2	PO1-4	23,241	46,482	6,972	53,454	1200	1,640	8,444	57,766
Business Shop Advisor	1	AP3/4	16,233	16,233	2,435	18,668	400	572	2,946	20,151
Admin Assistant	2	AP1/2	12,879	25,758	3,864	29,622	800	913	4,700	32,171
Clerical Officer	2	GS3	11,733	23,466	3,520	26,986	400	822	4,231	28,919
	12		115,290	235,134	35,270	270,404	5,800	8,286	42,674	291,894

Please note that salaries are based on mid point of each grade.

291,894

2. Other Employee Costs

	Cost
Training Provision	3,000

3. Travel & Subsistence

Designation	No. of Posts	Projected Annual Miles	Projected Mileage Costs	Provision for Other Expenses Parking, Sub etc.	Total Travel & Subsistence
Project Supervisor	1	2500	731	100	831
Business Development Executives	4	2500	2,922	100	3,022
Business Shop Advisor	2	2500	1,461	100	1,561
Business Start Up Counsellors	2	2500	1,461	100	1,561
	9	10,000	6,575	400	4,580

Please note above based on current casual user rates.

4. Furniture (Start Up Costs)

Description	Number	Cost	Total Cost
Desks	12	120	1440
Chairs	12	100	1200
Pedestal Drawer Units	12	80	960
Other e.g. Filing Cabinets etc.		1000	1000
			4,600

MOTHERWELL BUSINESS SUPPORT CENTRE
PROJECT EXPENDITURE

5. Equipment (Start Up Costs)		(Start Up)		Annual Costs
Description	Number	Cost	Total Cost	
PC's (incl MS Office)	12	1,300	15,600	
Shared Printers	3	1,500	4,500	
Cabling \ installation etc.		500	500	
Fax (bought)		250	250	
Photocopier (leased)				2,700
Maintenance and Consumables ; Re Above				1,000
			<hr/>	
			20,850	3,700
6. Stationery & Other Admin Costs		Annual		
	Costs			
Stationery Provision	500			
Postages	300			
Telephones	600			
Hospitality \ Delegation	1,000			
Other Admin Costs	300			
			<hr/>	
			2,700	
7. Marketing Costs (Start Up Costs)		5,000		
Marketing Costs (Annual)		3,000		
8. Other Supplies & Services (Contingency Provision)		5,000		
8. Property Costs				
Rent	9029			
Service Charge	4160			
UBR	5450			
Sewerage	400			
Electricity	940			
Cleaning	1000			
Insurance	400			
			<hr/>	
			21379	

PROGRAMME AGREEMENT

between

LANARKSHIRE DEVELOPMENT AGENCY incorporated under the Companies Acts and having its Registered Office at New Lanarkshire House, Strathclyde Business Park, Bellshill ("LDA")

and

[ENTERPRISE TRUST, incorporated under the Companies Acts and having their Registered Office at [] ("the Trust")

WHEREAS:-

One LDA wish to have provided various business advice and training services ("the Services") including the provision of programmes for the formation and the improvement of small businesses ("Programmes") in Lanarkshire; and

Two The Trust is prepared to provide those Programmes..

IT IS NOW AGREED between LDA and the Trust as follows:-**One Provision of the Services**

1.1 The Trust will provide the Services details of which are set forth in the Programme Schedules agreed between LDA and the Trust ("the Programme Schedules") in a proper, expeditious and professional manner.

1.2 In carrying out the Services the Trust will use its best endeavours to achieve the targets set forth in the Programme Schedules.

1.3/...

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- 1.3 The Trust will not carry out the Services for businesses employing more than 25 full time equivalent employees without the prior consent of LDA or unless permitted to do so in terms of the relevant Programme Schedule.
- 1.4 The Trust shall not carry out the Services in a manner which will, or will tend to, bring LDA or its Programmes into disrepute.

Two Duration

- 2.1 The Services will be provided during the period First April Nineteen ninety eight to Thirty first March Nineteen ninety nine subject to either party being entitled to terminate this Agreement on giving to the other one month's prior written notice.
- 2.2 In respect that the Services are divided into discrete Programmes, LDA shall be entitled to terminate this Agreement in respect of any one or more of the Programmes separately.

Three Payments

LDA shall make payments to the Trust in respect of each Programme as specified in the relevant Programme Schedule. Apart from any specific requirements set forth in a particular Programme Schedule, the Trust will comply with the requirements set out in the Schedule hereto.

Four The Trust Status

In carrying out the Services the Trust will be acting as principal and not as agent of LDA and accordingly:-

a)/...

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- a) the Trust shall not say or do anything which might lead any other person to believe that the Trust is acting as the agent of LDA; and
- b) nothing in this agreement shall render LDA liable to indemnify the Trust in respect of any liability of any kind incurred by the Trust to any other person except in so far as such liability may arise by virtue of negligence on the part of LDA, its staff or agents.

Five Insurance

The Trust shall ensure that it has adequate insurance against any actions, claims or demands which may be brought or made against it by any person injured or suffering damage or loss in connection with the Trust's activities in providing the Services. The Trust will provide details of such insurance on demand together with evidence of payment of premiums. The Trust will notify LDA of any changes in its insurance cover including, but not limited to, any termination of any policy of insurance.

Six Assignment and Sub-contracting

- 6.1 LDA shall be entitled to assign its rights in terms of this Agreement without restriction.
- 6.2 The Trust shall not assign its rights and obligations in terms of this Agreement without the prior written consent of LDA.

6.3/...

- 6.3 The Trust shall not sub-contract the provision of any of the Services without the prior consent of LDA whose consent shall not be unreasonably withheld.
- 6.4 Before sub-contracting any of the Services, the Trust shall satisfy itself that the proposed Sub-contractor has the ability, competence and experience to provide those parts of the Services to be sub-contracted in a proper professional manner.
- 6.5 Where it is proposed to sub-contract the provision of any part of the Services, the Trust should seek competitive tenders for that part of the Services if the estimated cost exceeds £5,000 including VAT.

Seven Monitoring, Audit, Evaluation and Reporting

- 7.1 To enable LDA properly to monitor, audit and evaluate the Services, the Trust shall provide LDA with such information with regard to the Services in such format as LDA may require and, without prejudice to the generality, the information specified in the relevant Programme Schedule.
- 7.2 The Trust shall permit LDA staff access to its premises and the records of the Services at any reasonable time for the purpose of discussing, monitoring and evaluating the progress of the Services and the impact of the Services on the businesses assisted and the Trust shall provide such information orally or in writing as LDA may require for the effective monitoring and evaluation of the Services.
- 7.3 The Trust shall provide reasonable access and support to LDA staff to undertake case study and survey research work on the Services and the businesses/...

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businesses which existed both during the period of this Agreement and in the following five years.

- 7.4 LDA shall be entitled to seek information about the Services for Scottish Enterprise, the National Audit Office, Ministers of the Crown, Members of Parliament and Members of the Scottish Parliament.
- 7.5 The Trust shall carry out a review of the Services on the completion of this Agreement and shall make a written report on the impact of the Services to LDA. The report should address all key elements relevant at that stage.
- 7.6 The proposed content and methodology of the report should be submitted to LDA for prior approval.
- 7.7 The Trust shall provide LDA with a final report within one month of completion which shall contain detailed information on each Programme to include:-
- Impact
Achievement of Objectives.
- 7.8 The Trust shall submit a report on its delivery of the Services to LDA on 15th July 1998, 15th October 1998, 15th January 1999 and 15th March 1999. The report will be in such form as LDA may require and shall give details of the Trusts progress on meeting the targets specified in the relevant Programme Schedule.
- 7.9 The Trust shall ensure that any person or business assisted by any Programme is under an obligation to provide LDA with such information as will enable LDA to monitor, audit and evaluate the impact of the Programme on such person or business.

Eight/...

Eight Intellectual Property Rights

- 8.1 The Intellectual Property Rights in any materials produced by or on behalf of the Trust in the performance of its obligations in terms of this Agreement shall vest in LDA. The Trust shall not produce or disseminate the said materials in any way without the written permission of LDA nor shall the Trust use materials for the purpose of developing further materials or any other purpose without the prior written permission of LDA.
- 8.2 The provisions of this clause shall continue in full force and effect notwithstanding the termination of this Agreement.

Nine Equal Opportunities

- 9.1 In performing the Services the Trust shall not carry out any act of discrimination rendered illegal by the Sex Discrimination Act 1975, the Race Relations Act 1976 or the Disability Discrimination Act 1995 nor shall they carry out any act of discrimination against any person on the grounds of religion, marital status or sexual orientation.
- 9.2 Where any of the Services are to be provided by Sub-contractors the Trust shall ensure that such Sub-contractors do not contravene the provisions of Clause 9.1 above.

Ten Publicity

- 10.1 Any press release or other public information issued by the Trust about or concerning the Services will be agreed between LDA and the Trust in advance.
- 10.2 In accordance with its policy of transparency LDA reserves the right at its sole discretion to make public full details of this Agreement and of any assistance given to businesses in terms hereof.
- 10.3 The Trust shall ensure that any person receiving assistance as part of the Services is aware that details of the assistance may be made public by LDA.

Eleven/...

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Eleven Recovery of Sums Due

Wherever under this Agreement or otherwise any sum of money is recoverable by LDA from the Trust or is due by the Trust to LDA, LDA shall be entitled to deduct that sum from any sums then due by LDA or which may at any later time become due by LDA to the Trust in terms of this Agreement.

Twelve Confidentiality

12.1 The Trust shall treat all information provided to it by LDA or by any person for whose benefit the Services are provided and the Trust shall not disclose such information to any other person unless required to do so under statute or by order of a competent court. The Trust shall take all reasonable steps to ensure that its staff and any sub-contractors are aware of this obligation of confidence and that they abide by it.

12.2 The provisions of this clause shall continue in full force and effect notwithstanding the termination of this Agreement.

Thirteenth Insolvency

13.1 The Trust shall notify LDA in writing immediately if the Trust passes a resolution for winding up or the court makes an administration order or a winding up order, or the Trust makes a composition or arrangement with its creditors or an administrative receiver or manager is appointed by a creditor or by the court, or possession is taken of any of the Trust's property under the terms of a Floating Charge.

13.2 On the occurrence of any of the events described in the preceding clause LDA shall be entitled to terminate this Agreement with immediate effect and such termination will not prejudice or affect any right of action or remedy which shall have accrued or shall thereupon accrue to LDA.

Fourteenth/..

Fourteenth Breach

- 14.1 Either party may terminate this Agreement with immediate effect in the event of a breach of any of its terms by the other party. Such termination shall not affect any right which the party so terminating the Agreement may have against the other party in consequence of such breach.
- 14.2 Where the breach of disagreement is in respect of any discrete part of the Services the party not in breach shall be entitled to terminate this agreement with regard to such discrete part while preserving the contract in full force and effect with regard to the remaining discrete parts.
- 14.3 In the event of such breach the party not in breach may as an alternative to immediate termination serve a notice on the party in breach requiring the breach to be remedied (if capable of remedy) within a period specified in the Notice not being longer than twenty eight days. If the breach has not been remedied by the date of expiry of such notice the party not in breach may then terminate the Agreement with immediate effect. In respect that LDA receives money for its various programmes from Scottish Enterprise in terms of an Operating Contract with Scottish Enterprise the Agreement will automatically terminate if the contract with Scottish Enterprise is terminated for any reason.
- 14.4 Service of a remedy notice in respect of a breach of this Agreement shall not prejudice the rights of the party serving it in respect of any other or further breach/...

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breach by the other party arising before or after the date of serving the notice.

IN WITNESS WHEREOF these presents consisting of this and the [] preceding pages are subscribed on behalf of Lanarkshire Development Agency by an authorised Signatory at Bellshill on ; and they are subscribed on behalf of { } by

an authorised signatory at on

SCHEDULE

PAYMENT

LDA shall make payment to the Trust at monthly intervals. Payments will be categorised as "Fee Payments" and "Programme Payments". Fee Payments will be made by LDA to the Trust in consideration of the provision of the Services. Fee Payments in respect of each Programme will be of such amount and at such frequency as shall be set forth in the relevant Programme Schedule.

Programme Payments are payments made to the Trust for the purposes of further disbursement by the Trust to individuals, business or others to benefit from the relevant Programmes.

Fee Payments

The Trust shall submit to LDA at the end of each calendar month a report in such form as LDA may specify on its activities in providing the Services together with a Value Added Tax invoice for the amount claimed for each Programme together with a Value Added Tax invoice for the amount claimed in respect of the Services.

Programme Payments

The Trust shall ensure that no Programme Payments are made except to those eligible to receive such payments and subject to such appraisal procedures as shall be set forth in the relevant Programme Schedule.

At the end of each calendar month the Trust shall provide a statement setting out:-

- (i) Programme Payments made by LDA to the Trust to date;
- (ii) Programme Payments disbursed by the Trust;
- (iii) Programme Payments expected to be made by the Trust in the following month;

The Trust shall keep available for inspection by LDA evidence of disbursement of Programme monies (including receipts from the relevant recipients).

LDA shall be entitled to demand repayment of any undisbursed Programme monies at any time.

General Provisions

The Trust shall have due regard for the need for economy in all expenditure. Where any expenditure is, in LDA's judgement excessive, having due regard for the purpose for which it/...

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it was incurred, LDA shall be entitled to disallow a claim for that expenditure. In which event LDA shall only be liable to reimburse or allow against payments already made such expenditure, which in LDA's view, would reasonably have been required for that purpose.

If this Agreement comes to an end before completion of any Programme, whether by termination or by mutual agreement or otherwise, the Trust shall submit a final statement of account to LDA.

Audited Accounts

If, in the view of LDA, any final statement or any statement of account does not give a full enough view of all expenditure incurred, LDA shall have the right to request the Trust to provide, at the Trust's expense, full audited accounts from a qualified accountant covering the whole of the period of this Agreement.

Accounts and Inspection

The Trust shall maintain accounts for the Services against the expenditure headings set forth in the relevant Programme Schedules. Such accounts shall be retained for at least five years after the end of the financial year in which the last payment was made under this Agreement. Input and output VAT shall be included as separate items in such accounts.

The Trust shall permit duly authorised staff or agents of LDA to examine the accounts at any reasonable time and shall furnish suitable oral or written explanation if required. LDA reserves the right to have such staff or agents carry out examinations into the economy, efficiency and effectiveness with which the Trust has used LDA's resources in the performance of this Agreement.

On the termination of this Agreement for whatever reason the Trust shall make immediate repayment to LDA of any undisbursed Programme Payments.

MONKLANDS ENTERPRISE DEVELOPMENT COMPANY**ENTERPRISE TRUST QUARTERLY REPORTS****PROPOSED CONTENT****1 Introduction****2 Strategic Development**

What rationale was used to determine a strategic company?

List of strategic companies including the following:

Company name, address, number of employees, SIC code, turnover and whether they are a new or existing clients.

What stage are the companies at? i.e. Year 1, 2 or 3.

How many days were spent with each company?

Give detail and explain the activity carried out within the current quarter and how it has impacted on other initiatives / programmes?

Identify which programmes have been accessed by the strategic companies and also which programmes are planned to be accessed in the future.

What is the expected increase in turnover for each strategic company?

3 Non - Strategic Development

List of non- - strategic companies including the following:

Company name, address, number of employees, SIC code, turnover and whether they are a new or existing clients.

How many days were spent with each company?

Comment on the activity carried out within the current quarter and how it has impacted on other initiatives / programmes?

Identify which programmes have been accessed by the non - strategic companies and also which programmes are planned to be accessed in the future.

What is the expected increase in turnover for each non- - strategic company?

4 Business Development Projects

On a project by project by project basis list the companies involved, comment on actual outcomes against targets set and also comment on the planned year end outcomes.

5 Business Shop

Number of enquiries.
Breakdown by levels (1-3)
Company Status
Enquiry
Type of Contact

6 Investors in People

Three monthly reports as previously agreed.

7 Business Start - Up

Number of individuals assisted in pre-start businesses within the quarter.
How many start - ups in the quarter and what sector are they in?
What support if any did they access i.e. NBG, BOOST, PSYBT etc?
How many did they employ at the start and what is their projected turnover in Year 1?
How many are they expected to employ at the end of Year 3 and what will their projected turnover be?
What is the projected survival rate at Year 1 and 3?
What other programmes have they accessed or are planning to access?

8 Business Skills Seminars

How many seminars have been run within the quarter and how many have attended the seminars?
How many are planned to be run during the remainder of the year and how does this compare to the contract?

9 Management Extension Programme

Number of individuals starting the programme.
List of companies involved in the programme.
Types of projects undertaken within companies.
Turnover in assisted businesses.
Employment in assisted businesses.
What is the expected increase in turnover for assisted businesses?
Number of participants gaining employment.

10 **Undergraduate / STEP**

Total number of starts
 List of companies involved in the programme.
 Types of projects undertaken within companies.
 Turnover in assisted businesses.
 Employment in assisted businesses.
 What is the expected increase in turnover for assisted businesses?

11 **Customised Training**

Number of trainees.
 Number of businesses assisted.
 Number of individuals starting or re-starting training.
 Number of individuals starting or re-starting work experience.
 Number of first time training starts.
 Number of work experience starts.
 Number of individuals with employed status.
 Number of individuals with special training needs.
 Number of VQ's achieved (level 2 or above).
 Number of positive outcomes in training.
 Number of positive outcomes in employment.

12 **IT Centre (Employment & Training Support) - ESF**

Number of trainees.
 Number of individuals starting or restarting training
 Number of individuals starting or restarting work experience.
 Number of VQ's achieved.
 Number of first time work experience starts.
 Number of positive outcomes in training.
 Number of positive outcomes in employment.

13 **Incubation Centre**

Number of individuals assisted in pre-start businesses within the quarter.
 How many start - ups in the quarter and what sector are they in?
 What support if any did they access i.e. NBG, BOOST, PSYBT etc?
 How many did they employ at the start and what is their projected turnover in Year 1?
 How many are they expected to employ at the end of Year 3 and what will their projected turnover be?
 What is the projected survival rate at Year 1 and 3?
 What other programmes have they accessed or are planning to access?

Lanarkshire Business Planning Initiative

List of companies involved in the programme.

Types of projects undertaken by the companies.

Employment in assisted businesses.

Turnover in assisted businesses.

Increase in employment.

What is the expected increase in turnover for assisted businesses?

14 North Lanarkshire Council

Comment on targets for each programme, actual against target, cumulative in year and any adjustments.

List companies against projects accessed.

Are the companies strategic or non-strategic?

15 Finance

Quarterly Management Accounts

Year to Date Management Accounts

16 Publicity

Press cuttings from the current quarter which relate to funders programmes to be attached.

17 Conclusion

18 Appendices

Notes

1. Reports should be submitted to LDA/NLC no later than the following :

Quarter 1 Report - 15th July 1998

Quarter 2 Report - 15th October 1998

Quarter 3 Report - 15th January 1998

Quarter 4 Report - 15th April 1998

2. One bound copy and one unbound copy should be sent to both LDA and NLC.