

Consultancy Area	Description
<p>Work Programme, FND, PEP</p> <ul style="list-style-type: none"> ○ Supply chain engagement ○ Tender submission/Bid writing ○ Consortium development 	<ul style="list-style-type: none"> • In December 2010 yesMinister managed the subcontracting engagement process & recruited regional leads, managed, organised and facilitated regional events for Prime Bidders in two Work Programme CPA's. • yesMinister managed the bid writing & the tender submission process, supported and advised the Primecontractor on their supply chain. • yesMinister legally constituted the consortium Disability Works UK Consortium (DWUK),and for 15 months we were its Secretariat. We developed marketing material and negotiated nationally with all Work Programme primes and successfully secured £10m worth of Work programme contracts in year one. • yesMinister also advised other clients on the detail of the Work Programme, financial modeling, staffing, security plans, implementation and considerations. • Under Flexible New Deal (FND 2) we built the supply chain for one of the premier prime contractors in the UK and we '<i>localised</i>' their bid • Under the Personalised Employment Programme (PEP) we assisted our client in '<i>localising</i>' their bid and in building and developing their supply chain of subcontractors in Thames Valley, Hampshire and the Isle of Wight: as you know PEP came to an abrupt end.
<p>Support advice and consultancy</p>	<ul style="list-style-type: none"> • For our clients yesMinister developed an account management sales programmeprocess - 'Maximum Impact' - that enabled our clients to reach and engage with new business opportunities to identify business issues, objectives and gaps to effectively capture and utilise the intelligence to develop their positioning and establish and manage long-term business relationships. • We also provided support on how to bring a commercial sales process in to the welfare to work and skills sector. Our intervention explored, initial engagement, planning and managing a meeting effectively, asking the right questions, giving the right responses and tailoring USP's to ensure effective communication throughout meetings
<p>Business Development / Strategic support</p>	<ul style="list-style-type: none"> • yesMinister provided strategy and policy advice, wrote positioning papers& strategic plans for the SMT and the boards of our clients. We have identified new funding opportunities and explored the fit with our clients. We provided strategic interim management delivery support an employer engagement team in their two London offices. • yesMinister advised on employer engagement strategies and supported clients in developing a model for increasing contract performance. We reviewed the delivery structure and advised on best approach. • We have negotiated subcontracts for clients and have been active in positioning clients to deliver on apprenticeship provision.
<p>Training</p>	<ul style="list-style-type: none"> • Employer Engagement training: 8 training sessions were run in Birmingham, London & Scotland. • Influencing Government training, sessions held with government ministers, Francis Maude, Peter Lilley, Charles Clarke, lord Toby Harris, Ken Livingstone etc...

Business Planning	<ul style="list-style-type: none"> • We have written new enterprise business plans and submitted commercial plans for third sector clients who are seeking to establish new enterprises that will segway into their skills and employment provision. • We have undertook scoping exercises, researched product services, reviewed strategic positioning, marketing planning, financial appraisals, operational planning and project management.
Research	<ul style="list-style-type: none"> • yesMinister conducted perceptions audits for another client which was both a research project and an engagement exercise. We assessed the depth and breadth of the sector in relation to the clients operations. We conducted interviews, had meetings and sent out questionnaires to their primary, secondary and third level partners. • The result of this research has fed into the marketing strategy and the wider engagement strategy of the client.
Representation & Stakeholder Engagement	<ul style="list-style-type: none"> • yesMinister was asked to deliver a Learning and Skills Improvement Service (LSIS)contract by AELPs (formerly ALP) to assist in capacity building and supporting third sector organisations in the East Midlands. We represented and engaged with stakeholders, partners and clients and assisted them in the delivery and implementation of specific plans. • We managed consultants who provided the training and support and supported AELP in the roll out and implementation of the LSIS contract.
Public Affairs / Briefings/ Policy	<ul style="list-style-type: none"> • yesMinister provided policy updates and briefings to clients. This has involved responding to government consultation and on behalf of our clients, advising on approaches and how best to influence, organising meetings, events etc. • Our series on influencing included presentations, discussions and speeches to our clients from; Lord Toby Harris, Rt Hon Frances Maude, Peter Lilly, Iain Duncan Smith,
Event Management	<ul style="list-style-type: none"> • yesMinister organised conferences at Canary Wharf. With senior ministers - Iain Duncan Smith. We organised the launch and the opening of our clients new premises. We organised the launch in the House of Lords of a new consortium of organisations who had secured contracts under the Work Programme. We organised and managed a series of regional partnership events whilst building supply chains across the South east, South West and Wales.