

South London Innovation Corridor

# Output Definitions

A partnership project with



# Output Definitions

This paper sets out the Output Definitions for the South London Innovation Corridor programme. The definitions have been informed by best practice approaches, such as definitions used by the *European Regional Development Agency* and *Greater London Authority*.

Each Output Definition includes sub-sections for:

- *Unit of Measurement*.
- *Count Criteria* - what can be recorded against this indicator.
- *Count Threshold* - the minimum requirement or threshold for recording (one count of) this indicator.
- *Count Exclusions* - activity that cannot be counted against this indicator.
- *Verification Evidence* - records that need to be retained to count this indicator

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# New Workspace

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## Unit of Measurement

Square feet (ft<sup>2</sup>)

## Count Criteria

The entire area inside the external walls of the building in which the workspace resides, including corridors, lifts, plant rooms, service accommodation, which is newly built/constructed as part of the operation, or upgraded buildings refurbished, extended, improved or adapted for productive use as a workspace.

## Count Threshold

Rounded down to the nearest square foot.

## Count Exclusions

Workspaces that have not received capital works funding from the programme.

## Verification Evidence

Letter from the workspace provider listing the address of premises included postcode and appending the following or equivalent of:

- surveyor reports from pre and post completion of works (the equivalent of this could be photos of before and after, with invoices as a record of expenditure);
- architects' floor plan drawings showing floor space area;
- a copy of the completion certificate to demonstrate works undertaken (the equivalent of this could be a building control certificate or invoices as a record of expenditure, potentially with a site visit from the provider of the grant); and,
- either:
  - a statement of estimated growth in rateable value with supporting information such as, for example, market rent valuations by a commercial agent to identify the approximate rateable value of the workspace before the intervention and after the intervention; or,
  - *Valuation Office Agency website* screenshots of the workspace rateable value *before* and *after* the intervention, with the exception of new developments when it would only be after the intervention.

# Growth in Rateable Value

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## Unit of Measurement

Great British Pounds (£)

## Count Criteria

Growth in rateable value of the workspaces in the programme, calculated by subtracting the original rateable value from the new rateable value after the intervention.

## Count Threshold

The growth in rateable value equates to the increase in rateable value (£) as set out by the Valuation Office Agency. However, if the valuation is not available within the reporting timeframe, the growth in rateable value would equate to the growth in estimated rentable value.

## Count Exclusions

None

## Verification Evidence

Either:

- a statement of estimated growth in rateable value with supporting information such as, for example, market rent valuations by a commercial agent to identify the approximate rateable value of the workspace before the intervention and after the intervention; or,
- *Valuation Office Agency website* screenshots of the workspace rateable value *before* and *after* the intervention, with the exception of new developments when it would only be after the intervention.

# New Jobs in the South London Innovation Corridor

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## Unit of Measurement

Jobs (including full and part-time jobs)

## Count Criteria

The purpose of this output is to identify the total number of people working from the workspaces within the programme after the intervention, and potentially at subsequent points within the term of the programme.

The basis of this output is that South London Innovation Corridor programme will play a direct role in both creating space for new CDI jobs in the programme area and attract CDI jobs to the area, such as through inward investment promotional activity by the workspace operators and other stakeholders.

## Count Threshold

This indicator can be counted for every person working from the workspaces within the programme whether on a full or-part time basis.

## Count Exclusions

To avoid double counting, a job can only be counted once within the programme, so if a person is working from more than one workspace in the programme, they can only be counted if they are not already counted by the other workspace in the programme.

## Verification Evidence

- *Report/s* signed by the workspace provider setting out the number of people working from the site.
- *Report/s* from the delivery organisation stating percentage of New Jobs outputs are BAME beneficiaries<sup>1</sup>.
- *Collection and retention of record of person/s (subject to data protection regulations)* –available for inspection upon request of Lambeth Council as Accountable Body for all New Jobs including: Name, address including post code, basic information<sup>1</sup> and contact details of people directly receiving the support within the businesses being supported.

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<sup>1</sup> Basic information is for measuring diversity and is to include details on: Gender (Male/Female/ Prefer not to say); Age (The following age categories should be used: 16-24/25-29/30-34/35-39/40-44/45-49/50-54/55-59/60-64/65+/Prefer not to say); Disability (“Do you consider yourself to have a disability?” Yes/No/Prefer not to say); and Ethnicity (White/Mixed / Multiple ethnic groups/Asian / Asian British/Black / African / Caribbean / Black British/Other ethnic group/Prefer not to say)

# Businesses Supported

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## Unit of Measurement

Number of businesses

## Count Criteria

The type of support includes:

- *Workspace Support*<sup>2</sup> - businesses located in workspaces newly built/constructed, refurbished, improved or adapted through SIP investment.
- *Non-Financial Support* - including consultancy, information, diagnostic advice and guidance to individual businesses. Assistance counted can include initial diagnostic and assessments, as well as any defined subsequent support. The method for delivering assistance can be one-to-one or in groups, face-to-face, telephone or web-based dialogue, through conferences, seminars, meetings, and workshops dependent on the needs of individual businesses. Support can be provided across a range of subjects including (but not limited to): management/leadership support; employment guidance (including recruiting apprenticeships); workforce development; corporate and social responsibility; access to new supply chains and markets including new international markets; marketing; innovation and commercialisation of research and development; process improvement, quality assurance; access to finance; direct loans and financial instruments; and, resource efficiency.
- *Financial Support* - including assistance for investment that results in the production of goods and/or services.

This output indicator covers all size of business - sole trader, micro business, small and medium-sized enterprise, large business. It includes social enterprises and non-profit organisations where these engage in economic activity.

Activities should support the programme's objectives and be directed towards ultimately improving the performance of the business.

## Count Threshold

To count one instance of this indicator evidence must be provided to demonstrate the project has provided the following:

- *For workspace support:* per business located in a workspace that is part of the programme, during the term of the programme (October 2018 – March 2022), part or full-time, temporary or longer-term. Note, if, for example, a business takes space then moves on, if another business occupies the same space, then that can be included as an output.

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<sup>2</sup> This is the primary output type for workspace agreements within the programme

- *For non-financial support:* two tiers as decided within the respective agreements with the business support provider/s, as follows:
  - per business benefiting from 2 hours one-to-many (group) training delivered through the programme.
  - per business benefiting from 2 hours one-to-one consultancy, advice and guidance delivered through the programme.
  - per business benefiting from 12 hours one-to-one consultancy, advice and guidance delivered through the programme.
- *For financial support:* grant or loan finance investment of at least £1,000.

### **Count Exclusions**

A specific Businesses Supported output can only be counted once by the South London Innovation Corridor programme, so it is important for delivery organisations to know if businesses they are supporting have been supported by others in the programme.

Distribution of generic guidance, mail-shots and brochures (electronic or hard copy) are excluded.

### **Verification Evidence**

- *Record of business* – Name, address including post code, contact details, company registration number (CRNs) if applicable and size of the business (such as sole trader, small and medium-sized enterprise or large company).
- *Record of person/s (subject to data protection regulations)* - Name, address including post code, basic information<sup>3</sup> and contact details of people directly receiving the support within the businesses being supported.
- *For workspace support* – Record of businesses (as outlined above) located in a workspace project that is part of the programme
- *For Non-Financial Support* - Details of the business support provided, including associated date/s.
- *For Financial Support* - Documentation demonstrating the minimum threshold of financial support has been provided to the business.

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<sup>3</sup> Basic information is for measuring diversity and is to include details on: Gender (Male/Female/ Prefer not to say); Age (The following age categories should be used: 16-24/25-29/30-34/35-39/40-44/45-49/50-54/55-59/60-64/65+/Prefer not to say); Disability (“Do you consider yourself to have a disability?” Yes/No/Prefer not to say); and Ethnicity (White/Mixed / Multiple ethnic groups/Asian / Asian British/Black / African / Caribbean / Black British/Other ethnic group/Prefer not to say)

# Talent Development Opportunities

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## Unit of Measurement

Number of opportunities

## Count Criteria

Sum of the following:

- Number of people completing CDI Paid Work Experience
- Number of people receiving CDI Pre-Employment/Pre-Apprenticeship training
- Number of people entering CDI Employment
- Number of CDI Apprenticeships created
- Number of people starting CDI Apprenticeships
- Number of people supported with CDI In-Work Progression

It is allowable for the same person to receive each of the following as part of a skills and employment journey: CDI Paid Work Experience, CDI Pre-Employment/Pre-Apprenticeship Training, CDI Employment/Apprenticeships, and CDI In-Work Progression.

## Count Threshold

To count, opportunities need to comply with the definitions for CDI Paid Work Experience, CDI Pre-Employment/Pre-Apprenticeship Training, CDI Employment, CDI Apprenticeships Created/CDI Apprenticeships and CDI In-Work Progression as defined in this document.

## Count Exclusions

Exclusions as set out in the respective definitions of CDI Paid Work Experience, CDI Pre-Employment/Pre-Apprenticeship Training, CDI Employment, CDI Apprenticeships, and CDI In-Work Progression.

## Verification Evidence

Verification as set out in the respective definitions of CDI Paid Work Experience, CDI Pre-Employment/Pre-Apprenticeship Training, CDI Employment, CDI Apprenticeships Created, CDI Apprenticeships and CDI In-Work Progression.



# CDI Paid Work Experience

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## Unit of Measurement

Number of people

## Count Criteria

Number of people gaining at least 20 hours of paid work experience in the Creative and Digital Industries ("**CDI**").

Ideally, work experience will be paid at London Living Wage. Where this requirement may limit opportunity, employers are required to offer at least National Living Wage.

## Count Threshold

To count, people need to have completed a paid work experience as a consequence of the programme's intervention.

## Count Exclusions

To avoid double counting, only one CDI paid work experience outcome can be made per person, even if the person has been supported to gain multiple CDI paid work experiences.

## Verification Evidence

- *Record of person/s* - Name, address including post code and basic information<sup>4</sup>.
- *Written confirmation* from a senior member of staff in the organisation providing the work experience, confirming the work experience was undertaken. This should include details of the work experience role, date/s, number of days and how much was paid.
- *Record of business* - Name, address including post code, contact details, company registration number (CRNs) if applicable and size of the business providing the work experience (such as sole trader, small and medium-sized enterprise or large company).

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<sup>4</sup> Basic information is for measuring diversity and is to include details on: Gender (Male/Female/ Prefer not to say); Age (The following age categories should be used: 16-24/25-29/30-34/35-39/40-44/45-49/50-54/55-59/60-64/65+/Prefer not to say); Disability ("Do you consider yourself to have a disability?" Yes/No/Prefer not to say); and Ethnicity (White/Mixed / Multiple ethnic groups/Asian / Asian British/Black / African / Caribbean / Black British/Other ethnic group/Prefer not to say)

# CDI Pre-Employment/Pre-Apprenticeship Training

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## Unit of Measurement

Number of people

## Count Criteria

Number of people who have received bespoke pre-employment/pre-apprenticeship training and support, effectively preparing them for employment in CDI jobs and apprenticeships. Training should support a better understanding of the expectations of employers, and the range of opportunities available in the Creative and Digital Industries ("CDI").

## Count Threshold

To count, people need to have received one of the following as decided by the agreement between the delivery organisation/s and the South London Innovation Corridor accountable body which is Lambeth Council:

- a minimum of six hours of training delivered in person;
- individual employment support e.g. CV creation/update, job application, application for apprenticeship.

## Count Exclusions

None.

## Verification Evidence

- *Record of person/s (subject to data protection regulations) - Name, address including post code, basic information<sup>5</sup>.*
- *Training Evidence - Electronic or paper record of hours of training provided and details on the training provided with associated time and dates.*
- *Evidence of Employment Support – Electronic or paper record of individual employment support e.g. CV, job or apprenticeship application, employer correspondence*

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<sup>5</sup> Basic information is for measuring diversity and is to include details on: Gender (Male/Female/ Prefer not to say); Age (The following age categories should be used: 16-24/25-29/30-34/35-39/40-44/45-49/50-54/55-59/60-64/65+/Prefer not to say); Disability ("Do you consider yourself to have a disability?" Yes/No/Prefer not to say); and Ethnicity (White/Mixed / Multiple ethnic groups/Asian / Asian British/Black / African / Caribbean / Black British/Other ethnic group/Prefer not to say)

# CDI Employment

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## Unit of Measurement

Number of people

## Count Criteria

Number of people who have commenced employment in the Creative and Digital Industries ("**CDI**").

CDI employment can include: jobs that are a creative and digital discipline in CDI businesses; jobs that are a creative or digital discipline albeit in non CDI businesses; and, CDI jobs can include non-creative and non-digital disciplines but within CDI businesses.

Jobs must be a minimum number of hours per week (to be agreed with the South London Innovation Corridor Officer Group), with a minimum anticipated duration in terms of weeks (to be agreed with the South London Innovation Corridor Officer Group).

## Count Threshold

To count, people need to have commenced employment in a CDI job as a consequence of the programme's intervention.

## Count Exclusions

None.

## Verification Evidence

- *Record of person/s (subject to data protection regulations)* - Name, address including post code, basic information<sup>6</sup>.
- *Details of role* – copy of job description, hours of work, contract type, rate of pay
- *Confirmation of employment* - employer confirmation letter/email, job offer letter, contract, payslip
- *Record of business* - Name, address including post code, contact details, company registration number (CRNs) if applicable and size of the business (such as sole trader, small and medium-sized enterprise or large company).

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<sup>6</sup> Basic information is for measuring diversity and is to include details on: Gender (Male/Female/ Prefer not to say); Age (The following age categories should be used: 16-24/25-29/30-34/35-39/40-44/45-49/50-54/55-59/60-64/65+/Prefer not to say); Disability ("Do you consider yourself to have a disability?" Yes/No/Prefer not to say); and Ethnicity (White/Mixed / Multiple ethnic groups/Asian / Asian British/Black / African / Caribbean / Black British/Other ethnic group/Prefer not to say)

# CDI Apprenticeships Created

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## Unit of Measurement

Number of apprenticeships created

## Count Criteria

Number of new apprenticeships created in the Creative and Digital Industries ("**CDI**").

CDI apprenticeships can include: apprenticeships that are a creative and digital discipline in CDI businesses; apprenticeships that are a creative or digital discipline albeit in non CDI businesses; and, CDI apprenticeships can include non-creative and non-digital disciplines but within CDI businesses.

Apprenticeships must be on a standard recognised by the Institute for Apprenticeships and Technical Education.

## Count Threshold

New apprenticeships created must not have existed within the business within the last 12 months.

## Count Exclusions

Apprenticeship training undertaken by existing workforce.

## Verification Evidence

- *Record of business* - Name, address including post code, contact details, company registration number (CRNs) if applicable and size of the business providing the apprenticeship (such as sole trader, small and medium-sized enterprise or large company).
- *Details of apprenticeship created* - copy of job description, hours of work, contract type, rate of pay, apprenticeship standard, level
- *Confirmation of apprenticeship recruitment* – evidence of apprenticeship recruitment activity e.g. apprenticeship vacancy advertisement

# CDI Apprenticeships

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## Unit of Measurement

Number of people

## Count Criteria

Number of people need who have started apprenticeships in the Creative and Digital Industries ("**CDI**"). This includes those commencing new employment in a CDI apprenticeship role, and existing employees commencing CDI apprenticeship training.

CDI apprenticeships can include: apprenticeships that are a creative and digital discipline in CDI businesses; apprenticeships that are a creative or digital discipline albeit in non CDI businesses; and, CDI apprenticeships can include non-creative and non-digital disciplines but within CDI businesses.

Apprenticeships must be on a standard recognised by the Institute for Apprenticeships and Technical Education.

## Count Threshold

To count, people need to have started apprenticeship training as a consequence of the programme's intervention.

## Count Exclusions

Apprenticeships which have been safeguarded.

## Verification Evidence

- *Record of person/s (subject to data protection regulations) - Name, address including post code, basic information<sup>7</sup>.*
- *Details of apprenticeship/apprenticeship training including:*
  - *New start - copy of job description, hours of work, contract type, rate of pay, detail of apprenticeship provider, apprenticeship standard, and level*
  - *Existing employee – detail of apprenticeship provider, apprenticeship standard, and level*
- *Confirmation of employment (new apprenticeship start only) - employer confirmation letter/email, job offer letter, contract, payslip*

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<sup>7</sup> Basic information is for measuring diversity and is to include details on: Gender (Male/Female/ Prefer not to say); Age (The following age categories should be used: 16-24/25-29/30-34/35-39/40-44/45-49/50-54/55-59/60-64/65+/Prefer not to say); Disability ("Do you consider yourself to have a disability?" Yes/No/Prefer not to say); and Ethnicity (White/Mixed / Multiple ethnic groups/Asian / Asian British/Black / African / Caribbean / Black British/Other ethnic group/Prefer not to say)

- *Confirmation of apprenticeship training* – written confirmation of apprenticeship training e.g. confirmation from apprenticeship training provider
- *Record of business* - Name, address including post code, contact details, company registration number (CRNs) if applicable and size of the business providing the apprenticeship (such as sole trader, small and medium-sized enterprise or large company).

# CDI In-Work Progression

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## Unit of Measurement

Number of people

## Count Criteria

Number of people who have been supported to progress in their career.

This output relates to ensuring that people can progress in work. The support will encourage employers to invest in training and development for their staff, and will seek to work with employees on a 1-1 basis to develop personalised approaches to enable people to progress in their careers. This work stream will also seek to build on the Mayor's Good Work Standard, which itself encourages employers to pay their employees a fair wage and provide development opportunities. It will also address underrepresentation of BAME residents or other underrepresented groups (e.g. women; people from low income backgrounds) in more senior roles.

In work progression could be achieved through securing a new job, up-skilling through apprenticeship training, promotion or a change to a current contract.

## Count Threshold

To count, people need to have been supported to have notably progressed in their work as a consequence of the programme's intervention.

Progression in work is defined as one of the following being achieved:

1. higher hourly wages and weekly earnings:
  - an increase in hourly wage rate by more than 10%;
  - an increase in wage rate to the level of the London Living Wage or above.
2. improved conditions, responsibility and skills:
  - movement from a zero hour contract to a permanent contract;
  - movement from a zero hour contract to a temporary contract of at-least six-months' duration;
  - movement from a temporary contract of less than six-months' duration to temporary contract of at least six-months' duration;
  - commencement of CDI apprenticeship training at a level higher than that currently held by the employee;
  - improved responsibility or job description.

## Count Exclusions

To avoid double counting, only one Creative and Digital Industries ("CDI") In-Work Progression Outcome can be made per person.

## Verification Evidence

- *Record of person/s (subject to data protection regulations) - Name, address including post code, basic information<sup>8</sup>, job titles before and after career progression.*
- Electronic or paper record of in-work progression support provided including date/s, number of days of support and type of support provided.
- *For improved conditions, responsibility and skills: Written confirmation from a senior member of staff in the organisation employing the person confirming the career progression, or two contracts of employment.*
- *For higher hourly wages and weekly earnings: Written confirmation from a senior member of staff in the organisation employing the person confirming the career progression, or contract of employment – either of which would need to detail total (pre-tax) wages, changes in benefit / Tax Credit income, increased expenses related to working, such as transport and childcare – which can be calculated using benefit calculators.*
- *Record of business - Name, address including post code, contact details, company registration number (CRNs) if applicable and size of the business providing the work experience (such as sole trader, small and medium-sized enterprise or large company).*

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<sup>8</sup> Basic information is for measuring diversity and is to include details on: Gender (Male/Female/ Prefer not to say); Age (The following age categories should be used: 16-24/25-29/30-34/35-39/40-44/45-49/50-54/55-59/60-64/65+/Prefer not to say); Disability ("Do you consider yourself to have a disability?" Yes/No/Prefer not to say); and Ethnicity (White/Mixed / Multiple ethnic groups/Asian / Asian British/Black / African / Caribbean / Black British/Other ethnic group/Prefer not to say)



# BAME Beneficiaries

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## Unit of Measurement

Percentage

## Count Criteria

Percentage of people who have been benefiting from New Jobs in the South London Innovation Corridor and Talent Development Opportunities outputs that are Black and Minority Ethnic (“**BAME**”) individuals which Oxford University Press define as a term used to refer to members of non-white communities in the UK.

The purpose of this output is to provide an indicator on the programme’s effectiveness in fulfilling its aspiration to tackle underrepresentation of BAME individuals in the CDI.

To calculate the value of this output, this output should seek to count all beneficiaries seeking through the programme and divide BAME beneficiaries from the total number of beneficiaries.

## Count Threshold

To count, people listed as BAME individuals need to have willing provided their BAME status as part of the verification evidence for the New Jobs in the South London Innovation Corridor, Businesses Supported and Talent Development Opportunities outputs.

## Count Exclusions

To avoid double counting, the number beneficiaries needs to avoid duplication, such as: if the beneficiary is listed as both a New Jobs in the South London Innovation Corridor output, Businesses Supported output and a Talent Development Opportunities output; and, if a beneficiary is being listed as having gained more than one Talent Development Opportunities outputs.

## Verification Evidence

- *Calculation of the output*, including workings out and listing of names and addresses of beneficiaries.
- *Record of person/s (subject to data protection regulations)* – as collected for the New Jobs in the South London Innovation Corridor, Businesses Supported and Talent Development Opportunities outputs, including: Name, address including post code, basic information<sup>9</sup> and contact details of people directly receiving the support within the businesses being supported.

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<sup>9</sup> Basic information is for measuring diversity and is to include details on: Gender (Male/Female/ Prefer not to say); Age (The following age categories should be used: 16-24/25-29/30-34/35-39/40-44/45-49/50-54/55-59/60-64/65+/Prefer not to say); Disability (“Do you consider yourself to have a disability?” Yes/No/Prefer not to say); and Ethnicity (White/Mixed / Multiple ethnic groups/Asian/Asian British/ Black / African / Caribbean / Black British/Other ethnic group/Prefer not to say)

# Match Funding

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## Unit of Measurement

Great British Pounds (£)

## Count Criteria

The value invested in the projects alongside SIP funding. It is recognised that if outputs are delivered with less match funding, it is likely that the programme will view this as advantageous from a cost-benefit perspective.

## Count Threshold

Finance is only considered match funding when it is a cash contribution.

## Count Exclusions

In-kind contributions.

## Verification Evidence

- *Report* from the project delivery organisation setting out what match funding was secured, from whom, when, what for and any relevant terms associated with the funding.
- *Retention* of all applicable finances such as invoices, receipts, etc. to support the stated match funding invested in the projects by the project delivery organisations, retained at the organisations' respective premises, available for inspection upon request of Lambeth Council as Accountable Body.

# Knowledge Exchange Event

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## Unit of Measurement

Events

## Count Criteria

Number of events focussed on knowledge exchange activity including bringing together researchers, practitioners, users of research, wider groups and communities to exchange ideas, evidence and expertise.

## Count Threshold

An event must last for two hours or more and have at least seven people present.

## Count Exclusions

Events that do not take place in person, such as telephone conference calls or internet video calls.

## Verification Evidence

- *Report* about the event with photographs where possible (*subject to data protection regulations*), event plan, and details on the event including (but not limited to) who attended, what was discussed and outcomes.

# Research Projects

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## Unit of Measurement

Projects

## Count Criteria

Number of projects with deliverables such as affordable workspace best practice research, economic needs research with analysis and forecasting, research into underrepresentation of BAME residents in the creative and digital sectors, research into ways to secure social outcomes through workspace providers.

Each research project needs complement, supports, and not duplicate relevant work being undertaken at a London level. To identify this close dialogue with the GLA is likely to be required.

## Count Threshold

Research projects need to be of a meaningful substance and have a relevance to the needs of the South London Innovation Corridor area.

## Count Exclusions

Research projects that are being funded solely from other resources.

## Verification Evidence

- *Research Reports and presentations*

## Document Control

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Date	Version	Editor	Notes
15 Jan 2019	0.1	Original Futures	First draft for discussion
07 Feb 2019	0.2	Original Futures	Second draft
07 Feb 2019	0.3	Lambeth Council	Comments and changes
08 Feb 2019	0.4	Original Futures	Output refinements
15 Mar 2019	0.5	Original Futures	Officer Group refinements
22 Mar 2019	0.6	Original Futures	Minor edits
29 Mar 2019	0.7	Original Futures	Officer Group refinements
24 May 2019	0.8	Original Futures	Updates prior to entering and for borough agreement
05 Jul 2019	0.9	Original Futures	Updated to align with draft grant agreements for Officer Group comment
26 Jul 2019	0.10	Lambeth Council	CDI Talent Development related outputs updated by Jacqueline Faulkner
15 Aug 2019	1.0	Original Futures	Replaced "X" with "to be agreed with the Officer Group" for quantum of hours per week and duration CDI Employment