



Author/Lead Officer of Report: *Eve Waite, Head of Employment and Skills*

Tel: 0114 229 6136

Report of: Executive Director People Services
Report to: Cabinet Member for Children, Young People & Families
Date of Decision: 12 October 2017
Subject: Sheffield's Working Employment Programme 2017-2018

Is this a Key Decision? If Yes, reason Key Decision:-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
- Expenditure and/or savings over £500,000	<input checked="" type="checkbox"/>	
- Affects 2 or more Wards	<input type="checkbox"/>	
Which Cabinet Member Portfolio does this relate to? <i>Children, Young People & Families</i>		
Which Scrutiny and Policy Development Committee does this relate to? <i>Economic & Environmental Wellbeing</i>		
Has an Equality Impact Assessment (EIA) been undertaken?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If YES, what EIA reference number has it been given? <i>(1320)</i>		
Does the report contain confidential or exempt information?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-		
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>		

Purpose of Report:

This report seeks approval for the Sheffield's Working Employment Programme 2017 - 2018. This programme aims to continue the work of the Sheffield's Working Employment Programme 2016 – 2017, which directly supports vulnerable residents to find and sustain employment.

The Sheffield's Working Programme 2017 – 2018 comprises 13 projects which are detailed in the report.

Recommendations:

The Cabinet Member for Children, Families and Young People, is recommended to:

- a) Approve the Sheffield's Working Programme 2017 - 2018 as set out in this report.
- b) Approve a 1 year extension to the following contracts detailed in this report:
Southey, Owlerton Area Regeneration(SOAR)
 - Zest
 - Reach South Sheffield
 - Manor and Castle Development Trust (MCDT)
 - Prospects
 - Royal Mencap,
 - Big Ambitions (Specialist Keyworker contract)
 - Big Ambitions (Employer Champion contract)
 - Sheffield Citizens Advice
 - The Suit Works
- c) Approve the award of a grant to the Autism Centre for Supported Employment (ACSE) for a further year.
- d) Authorise the Executive Director, People Services, to take the necessary steps to implement these recommendations.

Background Papers:

(Insert details of any background papers used in the compilation of the report.)

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <i>(Liz Gough)</i>
		Legal: <i>(Nadine Wynter)</i>
		Equalities: <i>(Bashir Khan)</i>
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	EMT member who approved submission:	Jayne Ludlam
3	Cabinet Member consulted:	Jackie Drayton
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	Lead Officer Name: Eve Waite John Powell	Job Title: Head of Employment and Skills Programme Manager
	Date: <i>(21-08-2017)</i>	

1. PROPOSAL

1.1 This report seeks approval for the Sheffield's Working Employment Programme 2017 - 2018 (The Programme). This is an extension of the Sheffield's Working Employment Programme 2016 – 2017, which was approved by the Cabinet Member for Business and Economy in August 2016. The Programme has been designed to support more of our most vulnerable residents to prepare for, enter, sustain and progress within work. Building on our experience and evidence of effectiveness over the last 10 years, including delivering Sheffield's Employment Strategy 2012, the Council has developed the Programme detailed in this report.

1.2 The Programme seeks to provide support, focused at specific groups with shared protected characteristics, to enable individuals to obtain and sustain employment. The main beneficiaries of the Programme will be Sheffield residents who are long term unemployed or at risk of becoming long term unemployed, in particular people who are on JSA (or Universal Credit who would formerly have been entitled to JSA), Income Support or economically inactive plus additional vulnerabilities, including:

- Lone parents,
- Refugees
- Ex-offenders,
- Care leavers,
- Adults claiming Employment Support Allowance
- Adults with disabilities
- Adults with disabilities and/or a health condition who are supported by Adult Social Care or the Care Trust.

1.3 The Programme is designed to meet the specific employment related needs of individuals from these groups. The report details the individual projects, setting out what support is provided and how it is delivered. Funding for these projects is intended to continue on from the Programme of 2016 -2017 and should support approximately an additional 950 residents.

1.4 THE PROGRAMME

The Programme comprises 13 projects which come under four headings:

- **Sheffield's Working Locally** - Work clubs in neighbourhoods with a focus on health conditions and disabilities
- **Sheffield's Working for Ex-offenders** - Support to help ex – offenders into employment
- **Sheffield's Working Specialist Keyworker** - Intensive Keyworker support for people who are Learning Disabilities or Mental Health issues
- **Wrap Around Support** - Additional provision dedicated to participants of the Sheffield's Working programme

1.4.1 **Sheffield's Working Locally (four projects):**

These projects are neighbourhood based and link with key local anchor organisations including libraries. They have a focus on people who are long-term unemployed or at risk of becoming long-term unemployed as well as having additional vulnerabilities.

The projects are delivered through contracts with the following organisations:

- Southey, Owlerton Area Regeneration(SOAR) – North and North East Sheffield Work Clubs
- Zest - Central, Burngreave and Darnall work clubs
- Reach South Sheffield - South and South West Sheffield Work Clubs
- Manor and Castle Development Trust (MCDT) - East and South East Sheffield Work Clubs

It is proposed that these contracts be given an extension of 12 months which will continue to be monitored in line with current SCC Employment and Skills monitoring.

1.4.2 **Sheffield's Working for Ex- offenders (one project):**

This project provides employment support for ex-offenders into employment. The provider works closely with Probation and DWP to recruit individuals to the project.

The project is delivered through a contract with Prospects.

It is proposed that this contract be given an extension of 12 months which will continue to be monitored in line with current SCC Employment and Skills monitoring.

1.4.3 **The Sheffield's Working Specialist Keyworkers (three projects):**

These projects provide intensive keyworker based employment support for people needing a high level of support to move into work. The beneficiaries of these projects are:

- People who are on ESA and supported by the Council's adult social care or by the Care Trust.
- People with Learning Disabilities
- People with Mental health issues
- People with Autism

Two of the projects are delivered by contracts with the following organisations:

- Royal Mencap – Learning difficulties and disabilities
- Big Ambitions – mental health

It is proposed that these contracts be given an extension of 12 months which will continue to be monitored in line with current SCC Employment

and Skills monitoring.

Employment support for young people with autism, which continues when the person is in work, is provided by the Autism Centre for Supported Employment (ACSE). The Council has provided grant funding to ACSE to pay for its workers and project activity. It is proposed that a further grant of £58,900 is made to ACSE to enable it to carry out these activities for a further 12 months.

1.4.4 **Wrap Around Support (five projects):**

(a) Debt and benefit advice

The project supports a caseload of people, referred exclusively from the Programme, with debt and/or benefit issues.

This project is delivered through a contract with Sheffield Citizens Advice.

(b) Employer Champion

This project engages and works with a number of employers, championing the virtues of working with and employing people with additional support needs and supporting them to become confident supportive employers.

The Employer Champion supports the Sheffield's Working Specialist Keyworker projects and ensures that any individual put forward for a vacancy sourced by the Employer Champion meets the job requirements and that adequate feedback is given to ensure the candidate continues their development.

This project is currently being delivered through a contract with Big Ambitions.

(c) The Suit Works

The purpose of this project is to provide a dedicated service to individuals referred from the Sheffield's Working Employment Programme in which individuals are given a suit, shirt, tie and shoes and if needed interview training skills as well as self-presentation advice, body language, and dress code tips. This project is designed to support some of the most vulnerable individuals who may not otherwise be in a position to purchase clothing suitable for interview.

It is proposed that these three contracts be given an extension of 12 months which will continue to be monitored in line with current SCC Employment and Skills monitoring.

(d) Supported Work Placements

This project is to be an additional wrap around designed to offer the final element of work readiness for those individuals with Learning Disabilities and Mental Health issues. This project will offer a four to eight week work placement in a 'real work environment' which will

prepare the individual for work, whilst giving the employer support by way of Job Coaches.

It is proposed that the project will be provided by an external provider. Procurement will be the subject of a separate executive report.

(e) Management Information System

In 2016 /17 the Employment and Skills team purchased a management information system to:

- Provide caseload information for each advisor;
- Timetable and course manage for Career Development;
- Harvest vacancies and job opportunities from the internet;
- Have the ability to email and send text messages to clients and record within the client history;
- Manage Information and Reporting;
- Manage outcomes: job starts, job sustains, progressions.

The project is delivered by Iconi Software. A request will be made to the Director of Finance and Commercial Services for a waiver of Contract Standing Orders to contract with Iconi for a further 12 months for the hosting and licensing for the 17-18 Sheffield's Working MI System. This would ensure continuity of service in delivering the Programme in 2017-18 and avoid incurring unnecessary expense through commissioning and procuring a replacement management information system .

1.4.5

The proposed expenditure for the 13 projects is set out in the table below, with further details in Appendix 1.		
Theme	Projects	Monies
Sheffield's Working Locally	4 projects	£512,211
Sheffield's Working for Ex- Offenders	1 Project	£42,964
Sheffield's Working Specialist Keyworkers	3 projects	£232,900
Wrap Around support	5 projects	£205,000
Total		£993,075

2. HOW DOES THIS DECISION CONTRIBUTE ?

2.1 This programme contributes to Sheffield's' Corporate Plan priority of Tackling Inequalities by supporting people facing the greatest barriers, especially those with disabilities and long-term health conditions (including mental health) to move into the right sort of work with fair terms and conditions, to stay in work and to progress with their careers.

3. HAS THERE BEEN ANY CONSULTATION?

3.1 The Council is not required to carry out a consultation process in respect of these proposals and a formal consultation process has not been carried out. However, the development of the current programme has been assisted by an evaluation carried out Firedog research of the

Sheffield's Working 15-16 programmes. As part of the evaluation Firedog Research consulted with previous service users and service providers.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality of Opportunity Implications

4.1.1 Decisions need to take into account the requirements of the Public Sector Equality Duty contained in Section 149 of the Equality Act 2010.

This is the duty to have due regard to the need to:

- (a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The Equality Act 2010 identifies the following as protected characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

4.1.2 To help evidence meeting the requirements of the duty, we have carried out a full Equality Impact Assessment (EIA) which is attached as Appendix 2.

The summary of the EIA highlights that the proposal to continue the Programme, targeting individuals that have significant barriers and disadvantages in accessing sustainable employment, will support a wide range of groups that are traditionally excluded from the labour market.

All characteristics covered by the Equality Act 2010 were impact assessed. The EIA identified that the programme will result in new opportunities and positive impacts, particularly increased opportunities for financial inclusion, improved access to employment for young people, disabled people, BME, by gender, sexual orientation and gender identity and for carers.

The EIA also identified that engagement with the labour market can contribute towards community cohesion as a lack of engagement with the labour market increases scope for people to become involved in activity which may be anti-social.

The EIA identified a positive impact for the Voluntary, Community and Faith Sector which has a key role in delivering the Programme.

4.2 Financial and Commercial Implications

4.2.1 This report sets out the delivery detail of the Council's Sheffield's Working programme in line with Sheffield's Employment Strategy 2012. The Council's budget provides for funding to deliver employment and skills provision and the proposed expenditure as detailed in Appendix 1 is contained within the agreed budget allocation for 2017/18.

4.2.2 Funding of any continuation or extension the Programme in 2018-19 will be subject to the approval of available resources and a further executive report.

4.3 Legal Implications

4.3.1 The Localism Act 2011 provides local authorities with a "general power of competence" which enables them to do anything that an individual can do as long as the proposed action is not specifically prohibited. A purpose of the Act is to enable local authorities to work in innovative ways to develop services that meet local need. The Programme falls within the general power of competence. In addition, there is no specific statutory prohibition, preventing the Council from implementing the Programme. The Council therefore is empowered to produce, implement and administer the Programme detailed in this report.

4.3.2 The procurement of any goods, works or services by the Council must be undertaken in accordance with all relevant provisions of the Council's Constitution including Contracts Standing Orders and all applicable procurement rules. Providers have entered into formal written legal agreements with the Council which provide for effective delivery at levels satisfactory to the Council as funder or customer as the case may be. In addition, where the Council intends to award a grant, to ensure effective delivery, grant recipients are required to enter into a formal written grant agreement.

5. ALTERNATIVE OPTIONS CONSIDERED

5.1 In house Council delivery:
The Council is not in the position to deliver the wide range of outcomes as described in this report.

5.2 Not to fund the programme:
If the Council did not fund this programme, activity would not be delivered and outcomes for vulnerable people not achieved

6. REASONS FOR RECOMMENDATIONS

6.1 The Sheffield's Working Programme directly supports vulnerable residents to find and sustain employment.

6.2 The terms of the existing agreements provide a 1 year extensions and the intention to extend the programme subject to a further report seeking approval was stated in the report to the Cabinet Member for Business and Economy seeking approval for the Programme for 2016-17.

Provision	Total engaged on programme	Total Service fee	Numbers into work 4 weeks	Unit cost into work 4 weeks	Total cost into work 4 weeks	Numbers into work 13 weeks	Unit cost into work 13 weeks	Total cost into work 13 weeks	Numbers progress within work	unit cost progress within work	total cost progress within work	Total contract value	% of population claiming JSA or UC
Workclub N + NE	216	£67,018	72	£700	£50,400	36	£700	£25,200	18	£200	£3,600	£146,218	28.54%
Workclub S & SW	140	£43,541	47	£700	£32,900	23	£700	£16,100	12	£200	£2,400	£94,941	18.54%
Workclub E & SE	200	£62,024	67	£700	£46,900	33	£700	£23,100	17	£200	£3,400	£135,424	26.41%
Workclub Burngreave, C & D	200	£62,228	67	£700	£46,900	33	£700	£23,100	17	£200	£3,400	£135,628	26.50%
Total	756	£234,811	252		£177,100	126		£87,500	63		£12,800	£512,211	
		£234,821	252			126			63				
Extension required													

Provision	Total engaged on programme	Total Service fee	Numbers into work 4 weeks	Unit cost into work 4 weeks	Total cost into work 4 weeks	Numbers into work 13 weeks	Unit cost into work 13 weeks	Total cost into work 13 weeks	Numbers progress within work	unit cost progress within work	total cost progress within work	Total contract value
Sheffield's Working for Ex Offenders	60	£20,964	20	£700	£14,000	10	£700	£7,000	5	£200	£1,000	£42,964
Extension required												

Provision	Annual number on programme	Service fee	Annual number into work 4 weeks 16 hrs +	£ Per outcome	Total annual amount	Annual number into work 4 weeks 16 hrs -	£ Per outcome	total annual amount	Annual number into work 13 weeks 16 hrs +	£ Per outcome	Total annual amount	Annual numbers progress within work	unit cost progress within work	total annual cost progress within work	Maximum Total annual contract value
Autism	40	£33,000	10	£1,300	£13,000	5	£800	£4,000	5	£1,600	£8,000	3	300	900	£58,900
Specialist keyworker for Mental health	60	£49,500	15	£1,300	£19,500	7	£800	£5,600	7	£1,600	£11,200	4	300	1200	£87,000
Specialist keyworker for Learning difficulties and disabilities	60	£49,500	15	£1,300	£19,500	7	£800	£5,600	7	£1,600	£11,200	4	300	1200	£87,000
Totals	160	£ 132,000.00	40	£ 3,900.00	£ 52,000.00	19	£ 2,400.00	£ 15,200.00	19	£ 4,800.00	£ 30,400.00	11	£ 900.00	£ 3,300.00	£232,900

Extension required	
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Provision	Total contract value	
Debt and benefit advice	£40,000	Extension required
Employer Champion	£80,000	
Supported Work Placement	£45,000	Open Tender procurement
The Suit Works	£20,000	Extension required
Management information System	£20,000	
Total	£205,000	Waiver

total programme cost	£993,075
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