Sheffield City Council

Author/Lead Officer of Report: (*Laura, Acting Head of Employment and Skills*

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Report of:	*John Doyle* *Executive Director, People Services portfolio*
Report to:	*Abtisam Mohamed* *Cabinet Member for Education and Skills*
Date of Decision:	*3rd September 2019*
Subject:	*Sheffield's Working Employment Programme 2019-2020*

Is this a Key Decision? If Yes, reason Key Decision:-	Yes		No	√
- Expenditure and/or savings over £500,000				
- Affects 2 or more Wards				
Which Cabinet Member Portfolio does this relate to? *Children, Young People & Families*				
Which Scrutiny and Policy Development Committee does this relate to? *Economic & Environmental Wellbeing*				
Has an Equality Impact Assessment (EIA) been undertaken?	Yes	√	No	
If YES, what EIA reference number has it been given? 621				
Does the report contain confidential or exempt information?	Yes		No	√
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-				
*"The (**report/appendix**) is not for publication because it contains exempt information under Paragraph (**insert relevant paragraph number**) of Schedule 12A of the Local Government Act 1972 (as amended)."*				

Purpose of Report:

This report seeks approval for the Sheffield's Working Employment Programme 2019– 2020, (The Programme). *The Programme will directly support vulnerable residents to find and sustain employment.*

The activities and outcomes of the programme will directly contribute to the delivery of the Corporate Plan:

- *A Strong and Competitive Economy*
- *Tackling Poverty Strategy*

The report therefore seeks approval for the Programme, as detailed in the report. One of the projects, under the Programme, involves the award of a grant to a third sector organisation, and the report seeks approval for this award and authority for the Executive Director, CYPF, to negotiate and enter the grant agreements with the recipient of the grant.

The other projects are to be delivered by external providers and the report seeks approval for the Executive Director, CYPF to have authority to negotiate and enter the service agreements with the providers.

Recommendations:

The Cabinet Member for Education and Skills:

a) Approves the Sheffield's Working Programme 2019 - 2020 as set out in this report.

b) Delegate authority to the Executive Director CYPF (where no such authority exists under the Leaders Scheme of Delegations) in consultation with Commercial and Financial Services to:

   (i) Award such grants and enter into such grant agreements and any other associated agreements they consider appropriate in line with this report.

   (ii) Procure and thereafter award such service contracts and any other associated agreements they consider appropriate in line with this report.

   (iii) To take such steps to meet the aims and objectives of this report, which no such existing authority exists.

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: *(Liz Gough)* Legal *Henry Watmough-Cownie* Equalities: *(Bashir Khan)*
	Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.	
2	**EMT member who approved submission:**	
3	**Cabinet Member consulted:**	*Abtisam Mohamed*
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: *Laura Hayfield* *John Powell*	**Job Title:** *Head of Employment and Skills* *Programme Manager*
	Date:	

1. PROPOSAL

This report seeks approval for the Sheffield's Working Employment Programme 2019 -2020 (The Programme). The Programme is for a 6 month period as the SCC employment and skills service (Opportunity Sheffield) are seeking to utilise the Programme from April 2020 to 2022 to be used a match funding programme for ESF funding that has been successful tendered for as part of a South Yorkshire bid.
The Programme funding will be used to draw down additional funding from ESF which means that we are able to offer an increased amount of support for the residents of Sheffield.

The 2018 – 2019 Sheffield's Working comes to end on the 30th September 2019 , it is not possible to extend these contracts for a further 6 months as provision for an extension was not made in the procurement of this programme. Therefore Opportunity Sheffield will be looking to procure the Sheffield's Working programme for an extra 6 months.

We ae seeking a continuation of The Programme only for 6 months, as from April 2020 Opportunity Sheffield employment support activity will need to be procured and delivered in a different way to current procurement. This is to fit within the ESF guidelines and will ensure Opportunity Sheffield is able to fully draw down the available, addition funding.

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 12 years, the Council has developed proposals for the Programme, detailed in this report.

The Programme, in line with the Council's Economic and Employment strategies, 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 supported by Adult Social Care or the Care Trust with disabilities and/or have a health condition.

The proposed Programme is designed the meet specific employment related needs of individuals from these groups. The report details the individual programmes, setting out what the support to be provided will look like and how it will be delivered. The intention is that the Programme will commence in October 2019 for a period of 6 months and should support approximately 400 residents.

The Sheffield's Working Employment Programme 2019 -2020

6.0	**THE PROGRAMME (6 months)**
6.1	The Programme comprises of 11 projects which will deliver the Employment Strategy:
	1. Sheffield's Working Locally - Work clubs in neighbourhoods with a focus on health conditions and disabilities 2. Sheffield's Working for Ex-offenders - Support to help ex – offenders into employment 3. Sheffield's Working Specialist Keyworker - Intensive Keyworker support for people who are Learning Disabilities or Mental Health issues 4. Wrap Around Support
	1. Sheffield's Working Locally (four projects):
	• These projects will be neighbourhood based and link with key local anchor organisations including libraries. • They will have a focus on people who are long-term unemployed or at risk of becoming long-term unemployed as well as having additional vulnerabilities. It is proposed that these projects will be delivered by external providers, procured through the usual Council procurement process.
	2. Sheffield's Working for Ex- offenders (one project):
	• This project will provide employment support for ex–offenders into employment. The provider will work closely with Probation and DWP to recruit individuals to the project It is proposed that this project will be delivered by an external provider procured through the usual Council procurement process
	3. **The Sheffield's Working Specialist Keyworkers (Three projects):**

	• These projects will provide intensive keyworker based employment support for people needing a high level of support to move into work. The beneficiaries of this project will be:
	  ○ People who are on ESA and or are supported by the Council's adult social care or by the Care Trust.
	  ○ People with Learning Disabilities
	  ○ People with Mental health issues
	It is proposed that one of the projects will be provided by The Autism Centre for Supported Employment, who is currently delivering employment support for young people with Autism. It is further proposed that the Council will award a grant to enable a continuation of their current activity.
	
	It is proposed that two other projects (1 Mental Health and 1 Learning

	Disabilities) will be provided by external providers procured through the usual Council procurement process.
	4. Wrap Around Support (three projects)
	• **Employer Champion** This project will engage and work 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 will support the Sheffield's Working Specialist Keyworker projects and ensure that any individual put forward for a vacancy sourced by the Employer Champion meets the job requirements and ensuring that adequate feedback is given to ensure the candidate continues their development. It is proposed that this project will be delivered by external providers procured through the usual Council procurement process. • **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 the Council will award a grant to enable a continuation of their current activity. • **Capacity Building Workshops** The Capacity Building workshops are series of workshops to help our service providers build upon their existing knowledge and skills base to provide an enhanced service for their clients. The aim of a capacity building programme is to: • raise the standard of delivery and create a consistent service for the residents of Sheffield • improve the experience of the clients • professionalise the workforce • enable Organisations to compete for national, regional and local contracts It is proposed that these projects will be delivered by an external provider, procured through the usual Council procurement process.

The proposed expenditure for the 11 projects is set out in the table below, with further details in Appendix 1.		
Theme	**Projects**	**Monies**
Sheffield's Working Locally	4 projects	£184,620
Sheffield's Working for Ex- Offenders	1 Project	£19,834
Sheffield's Working Specialist Keyworkers	3 projects	£96,135
Wrap Around support	3 projects	£66,503
Total		**£367,092**

2. HOW DOES THIS DECISION CONTRIBUTE?

(Explain how this proposal will contribute to the ambitions within the Corporate Plan and what it will mean for people who live, work, learn in or visit the City. For example, does it increase or reduce inequalities and is the decision inclusive?; does it have an impact on climate change?; does it improve the customer experience?; is there an economic impact?)

2.1 To support 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.

2.2 Unemployment impacts health and self-confidence. The longer it lasts, the less likely an individual is to find sustainable, well paid work. We know that more than half of people in poverty nationally are working. For work to end poverty, jobs must be sufficiently well-paid and sustainable with fair terms and conditions. Long-term health conditions (including mental ill-health) and disabilities increase risk of poverty. Most people with disabilities and mental health conditions want to work, and the right sort of job is good for people's health and well-being.

2.3 Sheffield City Council committed in the Corporate Plan to support people facing the greatest barriers into sustained, quality employment. Specifically, we want this support to double the number of disabled people and those with mental health conditions moving into employment. We also aim to double the number of young people leaving our care who progress to work or further learning.

2.4 Our approach, in the face of the challenge of a period of restricted public spending, is pragmatic, performance driven and ambitious. We are determined to make every penny count and therefore the Programme is designed to:

- Forge pathways to good quality sustainable work for those furthest from the labour market with our public, private and third sector partners
- Target this provision where we know it will maximise impact
- Complement but not compete with mainstream programmes
- Use mainstream provision to the full where it can be integrated and add value to our programme
- Build on what we know works

Wider system and future plans

2.5 This report details the activities for 2019 -2020 under the Programme, for a 6 month period when the Council will retender for a further 2 years following ESF guidelines. The Programme in the future maybe the subject of changes in delivery approach,

negotiated over time in order to fit in with the emerging developments in Sheffield and Sheffield City Region. Additionally any further activity will be subject to available resources.

The Programme is designed to complement other programmes, including the national Work & Health Programme and various pilot programmes being developed across Sheffield City Region. Our aim is eventually to join up all our provision into an integrated local employment service as part of Sheffield City Region's strategic vision to create an integrated work, health and skills 'ecosystem.'

3. HAS THERE BEEN ANY CONSULTATION?

(Refer to the Consultation Principles and Involvement Guide. Indicate whether the Council is required to consult on the proposal, and provide details of any consultation activities undertaken and their outcomes.)

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.*

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality of Opportunity Implications

4.1.1 Decisions need to take into to 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

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

The Equality Act 2010 identifies the following groups as a protected characteristic:

- age

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

The summary of the EIA highlights that the proposal is to commission the Programme, targeting individuals that have significant barriers and disadvantages in accessing sustainable employment and has 10 projects which 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 also 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 the Employment Strategy. The Council's budget provides for funding to deliver Sheffield Councils Employment Strategy and the proposed expenditure as detailed in appendix1 is contained within the agreed budget allocation for 2019/20.

4.2.2 Funding of any continuation or extension the Programme will be subject available resource and will be dependent on the Council receiving approval of the EU funded Pathways to Success before we enter into any legally binding agreements to extend the Sheffield's Working programme, if that's not received in time the tendering process will have to be terminated

4.3 Legal Implications

4.3.1 The recommendations in this report represent executive decisions which may be

made by the Cabinet Member for Business, Skills and Development in accordance with the Leader's scheme of delegation.

4.3.2 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 proposed Programme can be delivered through the council using its general power of competence. In addition, there is no specific statutory prohibition, preventing the Council from implementing the proposed Programme. The Council therefore is empowered to produce, implement and administer the Programme detailed in this report.

4.3.3 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 its Contracts Standing Orders and all applicable Procurement rules.

Under the Council's Contract Standing Orders, the Director of Commercial Services may, in special circumstances, waive an obligation to comply with certain requirements under these Orders.

Providers will be required to enter into formal written legal agreements with the Council which will 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 will be required to enter into a formal written grant agreement.

4.4 <u>Other Implications</u>
(Refer to the Executive decision making guidance and provide details of all relevant implications, e.g. HR, property, public health).

5. ALTERNATIVE OPTIONS CONSIDERED

(Outline any alternative options which were considered but rejected in the course of developing the proposal.)

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

(Explain why this is the preferred option and outline the intended outcomes.)

6.1 The Sheffield' Working Programme will directly support vulnerable residents *to find*

and sustain employment.

The activities and outcomes of the programme will directly contribute to the delivery of the Corporate Plan:

- A Strong and Competitive Economy
- Tackling Poverty and Increasing Social Justice

The recommendations therefore seek approval for the Programme, as detailed in the report. One of the projects, under the Programme, involves the award of a grant to a third sector organisation, and the recommendations seek approval for this award and authority to the Executive Director, CYPF, to negotiate and enter the grant agreements with the recipients of the grant. The other projects are to be delivered by external providers and the recommendations seek approval for the Executive Director, CYPF to have authority to negotiate and enter the service agreements with the providers.

Appendix 1

Budget for Sheffield's Working Programme (Change)

Contract	Monthly service fee	Total service fee	4 week payment	4 week contracted amounts	Total 4 week amont	13 week payment	13 week contracted amounts	Total 13 week amount	Progression payment	Progression contracted amounts	Total progression amounts	Total contract amount
North & NE	£4,051.66	£24,310.00	£700.00	26	£18,200.00	£700.00	13	£9,100.00	£200.00	3	£600.00	**£52,210.00**
East & SE	£3,740.00	£22,440.00	£700.00	24	£16,800.00	£700.00	13	£9,100.00	£200.00	2	£400.00	**£48,740.00**
Central, Burngreave & Darnall	£4,051.66	£24,310.00	£700.00	26	£18,200.00	£700.00	13	£9,100.00	£200.00	4	£800.00	**£52,410.00**
South & SW	£2,493.33	£14,960.00	£700.00	16	£11,200.00	£700.00	7	£4,900.00	£200.00	1	£200.00	**£31,260.00**
Ex-Offenders	£1,639.00	£9,834.00	£1,000.00	8	£8,000.00	£1,000.00	2	£2,000.00	£250.00	0	£0.00	**£19,834.00**

Contract	Monthly service fee	Total service fee	4 week payment	4 week contracted amounts	Total 4 week amont	13 week payment	13 week contracted amounts	Total 13 week amount	Progression payment	Progression contracted amounts	Total progression amounts	Under 16 hrs payment	Under 16 hrs contracted amount	Total under 16 hrs amount	Total contract amount
Mental Health	£3,380.00	£20,280.00	£1,300.00	6	£7,800.00	£1,600.00	3	£4,800.00	£300.00	1	£300.00	£800.00	3	£2,400.00	**£35,580.00**
LD	£3,380.00	£20,280.00	£1,300.00	6	£7,800.00	£1,600.00	3	£4,800.00	£300.00	1	£300.00	£800.00	3	£2,400.00	**£35,580.00**
Autism	£2,445.83	£14,675.00	£1,300.00	4	£5,200.00	£1,600.00	2	£3,200.00	£300.00	1	£300.00	£800.00	2	£1,600.00	**£24,975.00**
Employer Champion	£3,234.66	£19,408.00	£395.00	16	£6,320.00	£460.00	8	£3,680.00	£85.00	3	£255.00	£230.00	8	£1,840.00	**£31,503.00**

	Monthly service fee	Total service fee	Total contract amount
Interview clothing	£1,666.66	£10,000.00	**£10,000.00**
Capacity building		£25,000.00	**£25,000.00**