

Copeland Future Jobs Fund Initiative

EXECUTIVE MEMBER: Councillor Cath Giel, Portfolio Holder
LEAD OFFICER: Julie Betteridge, Head of Development Strategy
REPORT AUTHOR: Chris Pickles, Julie Betteridge

Summary and Recommendation:

This report sets out the overview of the council's role and implications on existing resources in acting as employer for the Copeland Future Jobs Fund Initiative. The Council are leading and match funding the initiative in line with its commitment to enable greater opportunities for our residents aged under 25 experiencing long term unemployment.

Executive are requested:

- a) to formalise its previous in principle commitment to act as employer for the Copeland Future Jobs Fund Initiative ie all 48 employment placements for a maximum twelve month fixed term; and
- b) to note the progress and the HR arrangements in place to deliver the initiative.

1. INTRODUCTION

- 1.1 A report to Executive in September 2009 set out the background and strategic regeneration fit of the Copeland Future Jobs Fund Initiative and obtained agreement in principle to Copeland Borough Council being employer for the Initiative.
- 1.2 The Council has continued to lead the partnership developing and jointly preparing to deliver the initiative. We have received and accepted the formal offer of £312,000 future job fund grant to match our existing Working Neighbourhood Fund resources to finance the initiative and have built a formal relationship with Job Centre Plus to enable local detail within the national forms and framework for the Future Jobs Fund.

2. ARGUMENT

- 2.1 The partnership has actively worked together to set out the detailed process, roles and responsibilities of each to identifying placements and participants, enable preparatory support to both employers and employees and a full programme of mentoring and ongoing support to enable a

positive experience for both unemployed participants and local employers including council staff involved in direct supervision of future job fund employees.

- 2.2 The detailed job types available through the initiative are shown in appendix B. The variety on offer is particularly important to enable choice and opportunity beyond existing and past schemes to assist young unemployed to increase their experience of paid employment in challenging work environments.
- 2.3 The initiative is on target to begin recruitment of eligible unemployed young people through job centre plus and Phoenix Enterprise Centre in December with the intention of job starts in January 2010. All 48 job placements will start by the 1st April 2010.
- 2.4 The Human Resources Team have worked with the Economic Development team and other delivery partners to set out the HR package needed to enable the scheme to work.

Employer

- SLA between placement employer and Copeland Borough Council;
- Use of the Job Centre Plus Job Profile format setting out the detail of the job;
- All Copeland Future Job Fund applicants will use the Council's standard application form and be expected to meet any necessary requirements eg references, CRB checks, etc.
- Structured forms and systems, including job interviews, with support from relevant partners in the delivery partnership;
- Mentoring and training package for supervisees through a joint package of West Lakes College and Copeland Borough Council;

Employees

- A standard fixed term contract for all employees on the Initiative;
- An individual support package to prepare participants for employment, to assist them to stay in the job and develop whilst in work for twelve months and to support progression into skills and work opportunities at the end.

3. OPTIONS TO BE CONSIDERED

- 3.1 The four sector options continue to be pursued through partners in the initiative. The exact number of jobs in each sector will need to be flexible to match the opportunities with the young people participating in the scheme. The Council is being asked to act as employer for all four sectors to ensure the initiative is delivered.
- 3.2 All employees of the scheme will
 - be on fixed term twelve month contracts;

- be provided with core training to ensure safe and successful work activity;
- be on standard terms and conditions, including grievance and disciplinary;
- build a portfolio of their work, development and achievements during the twelve months.

4. CONCLUSIONS

- 4.1 All key delivery partners are fully engaged in the Initiative with clarity over roles, responsibilities, process and systems. A good number of work opportunities across a range of sectors and job types have been identified and scoped. The Council's Human Resources team have scoped and completing the detail for the young people to be employed on fixed term contracts.
- 4.2 The Executive are asked to formalise their existing in principle agreement to the Council acting as employer, pay and rations, for the 48 fixed term paid employment placements of the initiative.

5. FINANCIAL AND HUMAN RESOURCES IMPLICATIONS (INCLUDING SOURCES OF FINANCE)

- 5.1 The Council's Human Resources Team will be using existing systems, forms and protocols to ensure all employees are given effective pay and ration support. Employees will be paid weekly or monthly depending on the work role and their specific circumstances against timesheet evidence.
- 5.2 The relevant resources are in place to enable all the partnership support and employment costs through a) the package of WNF and Future Jobs Fund grants and b) partner resources through existing capacity and additional externally funded activity. Copeland Borough Council Human Resources team have fully scoped their role and requirements and have the existing resources to deliver the pay and rations element of their role. Other partners have their own resources or have been commissioned through WNF resources to provide a support package to undertake the recruitment, one to one support, any mediation and preparatory work with the employees. There will be a small contingency pot of £10,000 held in the WNF resource allocation which will become available to the Council's HR team if they need to undertake any specific case work with the Future Job Fund employees. It is anticipated that the project and partnership arrangements have been carefully thought through to minimise this need.

6. PROJECT AND RISK MANAGEMENT

- 6.1 The Community Regeneration Officer will be project managing the initiative. There is a delivery partnership which meets regularly as a delivery team. The Head of Development Strategy is the strategic lead and is part of the worklessness panel with four members who will receive quarterly updates on the project. The Economic Development OSC will receive six monthly updates on the initiative as a core project within the Copeland Regeneration Plan.
- 6.2 Our working relationship with Job Centre Plus and other members of the delivery partnership will ensure a body of information on the employees to ensure full monitoring and ability to identify case examples and highlight good practice.

7. IMPACT ON CORPORATE PLAN

- 7.1 Addressing worklessness is a core strand of the Corporate Plan and the Council's Regeneration Delivery Plan through offering diverse opportunities to the young people in the borough experiencing long term unemployment..

List of Appendices

Appendix A – Delivery Partnership Roles and Responsibilities
Appendix B – Job Placement Overview Table
Appendix C – Initiative Process Chart

List of Background Documents:

Future Jobs Fund Offer Letter
Development file

List of Consultees:

Corporate Team, Cllr Cath Giel, Cllr John Bowman, Len Gleed

CHECKLIST FOR DEALING WITH KEY ISSUES

Please confirm against the issue if the key issues below have been addressed . This can be by either a short narrative or quoting the paragraph number in the report in which it has been covered.

Impact on Crime and Disorder	Engaging young people in work opportunities to increase quality of life and prosperity.
Impact on Sustainability	The offer of a 12 month job, the future

	jobs fund only requires 6 months, provides a more sustainable opportunity for participants to progress to a further job.
Impact on Rural Proofing	Available to all eligible long term unemployed young people throughout the borough.
Health and Safety Implications	All employees will receive early training on health and safety relevant to the roles they will be delivering.
Project and Risk Management	The partnership clarity and responsibilities delivers to the project plan.
Impact on Equality and Diversity Issues	The initiative is focused on enabling greater equality of opportunity to young people disadvantaged through lack of work experience.
Children and Young Persons Implications	Targeted at young people under 25.
Human Rights Act Implications	Supports
Monitoring Officer Comments	Legal issues arising from the proposals are restricted to personnel matters which have been carefully thought through and are adequately addressed in the report
Section 151 Officer Comments	Financing of the project is in place - and FJF grant is supported by Working Neighbourhoods Fund (earmarked reserves)

Please say if this report will require the making of a Key Decision NO

Appendix A – Delivery Partnership Roles and Responsibilities

Appendix B – Job Placement Overview Table

Appendix C – Initiative Process Chart

Appendix A

Future Jobs Fund – Partner Roles and Responsibilities

Copeland Borough Council (Depts involved) Development Strategy Environmental Health Human Resources Finance	Phoenix Enterprise Centre	Lakes College	Job Centre Plus
Roles/Responsibilities	Roles/Responsibilities	Roles/Responsibilities	Roles/Responsibilities
<ul style="list-style-type: none"> - Provide safe working environment - Job brokerage service - Programme monitoring / reporting - Financial Reporting - Health & Safety checks - Risk Assessment checks (CRB, References) - Advice on job profiles -Development of Job Description Template -Development of Employment Contracts -Development of Service Level Agreement between Employer and Host Agency -Payroll support; setting up, administration support and payment - Interview input 	<ul style="list-style-type: none"> - Pre interview techniques with clients - Preparation of interview packs - Interview support x 48 <p>Mentoring Programme incl..</p> <ul style="list-style-type: none"> - Support / Guidance - Developing Learner/work record - Friendship - Role Modelling - Goal Setting - Assessment of skills / progress - Signposting to supplementary training - Employer Engagement - Barriers to employment - Workplace environment issues 	<p><u>NVQs (level 2)</u> NVQ in ITQ (info technology) NVQ in Business Administration NVQ in Retail NVQ in Customer Service NVQ in Hospitality NVQ in Horticulture NVQ in Care</p> <p><u>Short Course options</u> Health and Safety Manual Handling Food Safety First Aid Basic IT Skills Customer Service / Welcome Host</p> <p>Block of short course options to be confirmed by LC</p>	<ul style="list-style-type: none"> - Vacancy handling - Referrals/matching suitable customers to specific jobs - Benefit calculations

<ul style="list-style-type: none"> -Development and delivery of induction package – -Key contact for disciplinary / staff issues -Administration to complete the scheme -Notice of end of contract -Briefing towards end of Programme -Award celebration 	<ul style="list-style-type: none"> - Mediation service (where applicable) - 6 week job search 		
<p>Documentation required for Briefing Sessions</p> <ul style="list-style-type: none"> - Sample contract - Sample job description template - Sample Service Level Agreement between Employer and host agency - Reference Form - Timesheet for host agency - Health & Safety Questionnaire - Risk Assessment Questionnaire - Induction checklist - Details of Induction Programme 	<p>Documentation required for Briefing Sessions</p> <ul style="list-style-type: none"> - Details of Mentoring Programme - Sample workplace learner record - Interview Briefing Form 	<p>Documentation required for Briefing Sessions</p> <ul style="list-style-type: none"> - Training details / criteria 	<p>Documentation required for Briefing Sessions</p> <ul style="list-style-type: none"> - Consent form (Data Protection requirement)

Appendix B

Copeland Future Jobs Fund Initiative - Indicative Vacancies

Host Agency	Job Type	Date Posted (Job Centre Plus)
Cumbria CVS	Development Assistant	
Credit Union (Millom)	Administration	
Credit Union (Whitehaven)	Administrator/receptionist	
Credit Union (Cleator Moor)	Administrator/receptionist	
Citizens Advice Bureaux	Money Advisor	
National Trust (Whitehaven)	Assistant Warden	
National Trust (Eskdale)	Property/Grounds Maintenance	
World Owl Trust (Muncaster)	Marketing Assistant	
World Owl Trust (Muncaster)	Conservation Assistant	
Millom Network Centre	General Assistant/Caretaker	01/12/2009
West Coast Gym	Bar Manager	
Home Group x 6	Enviromental Task Force	
Phoenix Enterpri Centre	Finance Assistant	
Cumbria Recycling x 4	Recycling Assistants	
Age Concern (Egremont)	Development Support	
Howgill Centre x 2	Youth Support Worker	26/11/2009
Howgill Centre x 2	Events Organiser	26/11/2009
Whitehaven Development Trust	Catering Assistant	26/11/2009
Whitehaven Development Trust	Marketing Assistant	26/11/2009
Whitehaven Development Trust	Reception Assistant	26/11/2009
Egremont Town Council	Community Caretaker	
Copeland Occupational Social Care	Asssistant Carer	
Home to Work (Cleator Moor)	Parish Lengthsman	
Phoenix Youth Project (Cleator Moor)	Youth Support Worker	
Northside Community Centre	Community Café Assistant	
Amphibian and Reptile Conservation	Conservation Assistant	
Moore Arts (Millom)	Development Assistant	
Millom Iron works Nature Reserve	Warden	
Connexions (Whitehaven)	Assistant Youth Worker	
Action for Children (Distington)	Assistant Family Support	
Millom Folk Museum	Events Organiser / Outrteach Worker	

Age Concern (Millom)	Administration Assistant
Haig Colliery Mining Museum	Administration Assistant
Galemire Veterinary Hospital (Cleator Moor)	Kennel Maid
Wyndham Care Home x 4 (Cleator Moor)	Carer
Muncaster Castle x 2	Property Maintenance
Silecroft Caravan Park	Property Maintenance
Copeland Borough Council	Waste Management Enforcement Officer
Copeland Borough Council	Leisure & Environmental Services Admin Support
Copeland Borough Council	Trainee Environmental Health Technical Officer
Copeland Borough Council	Waste Management Operative
Copeland Borough Council	Open Spaces Officer
Copeland Borough Council	Regeneration Support Assistant
Copeland Borough Council (Beacon)	Digitisation Assistant
Country Leisure x 2	Leisure Assistant
Country Leisure x 2	Fitness Assistant
Lakes College	

Appendix C

Copeland Future Jobs Fund Initiative – Process for Vacancy Handling / Interviews

