

**North Yorkshire Strategic Partnership - Executive**

**25 June 2009**

**DWP Future Jobs Fund**

**1 Purpose of the Report**

- 1.1 To report on North Yorkshire County Council's proposal for the submission of a Future Jobs Fund bid and to seek Partnership endorsement and involvement.

**2 Background**

- 2.1 The £1billion Future Jobs Fund (FJF) has invited local authorities and other organisations to bid for the fund to create 150,000 jobs for the longer term unemployed. It is proposed that 100,000 jobs will be created for young people and 50,000 jobs within disadvantaged areas for individuals other than young people.
- 2.2 Bidding criteria requires the creation of at least 100 jobs per bid which must be additional and would not exist without FJF. The maximum Government contribution for each job will not exceed £6,500.
- 2.3 FJF supports jobs that last for at least 6 months and that are created in addition to existing employment initiatives. Jobs will provide employment for a minimum of 25 hours per week and will pay at least the national minimum wage.
- 2.4 Whilst the numbers of unemployed young people in North Yorkshire are not as high as in some other parts of the country, youth unemployment in the county is increasing (see unemployment demographics in Appendix 1) and there is general agreement that action is needed locally. NYCC has been consulting with partners about a possible bid to the FJF.

**3 The Programme**

- 3.1 In accordance with the bid criteria NYCC proposes that FJF is used in North Yorkshire to create additional employment for young people through the development of a precursor to the established Real Start Apprenticeship Programme.
- 3.2 The draft bid envisages creating 30 jobs for the first roll out of the programme in October 2009 and 70 more jobs are created over the course of 18 months.
- 3.3 The 'Real Steps' Programme will provide 6-months of employment and training encompassing work-readiness and skill development, employability guidance and accredited learning.

- 3.4 The Real Steps Programme will be established within NYCC service areas and partner organisations, including district councils, the voluntary and community sector and social enterprises.
- 3.5 NYCC will be responsible for the employment of young people who will be placed within the County Council and within partner organisations. The partner organisation will be responsible for providing quality experiences of work whilst NYCC will provide holistic support mechanisms for young people and deliver employability guidance and support including accredited learning.
- 3.6 Employees on the Real Steps Programme will be supported to secure sustained employment, through the transition to an apprenticeship within the County Council or partner organisation on completion of the 6-month period.
- 3.7 FJF employment hosts will be encouraged to identify potential apprenticeship opportunities for FJF employees. Through a robust matching process young people successfully approaching the end of the FJF Programme will be assigned to apprenticeships, not necessarily in the organisations in which they completed the Programme.

#### **4 Recruitment**

- 4.1 All recruitment and referrals will be handled through Job Centre Plus. Eligible candidates are long term unemployed young people between the ages of 18 and 24 who are approaching a period of 12 months of unemployment.
- 4.2 It is proposed that the first 30 FJF jobs are established in not more than 1 or 2 areas with relatively high numbers of young people who are unemployed and eligible for the Programme. The further 70 jobs will be required for cohorts 2 and 3 and again, will be established in consultation with partners and in accordance with high proportions of eligible young people in other areas.

#### **5 Partnership Arrangements**

- 5.1 NYCC will assume the day-to-day management of the programme and for liaison between partners providing jobs. The programme will be overseen by a small steering group drawn from active partners.
- 5.2 Partners providing jobs will be required to make a financial contribution proportional to their means, combined with a significant contribution from NYCC to cover the cost of accredited training associated with the programme, to facilitate the maintenance of the programme and to support young people, particularly those with additional needs, to make the transition to sustainable employment. The cost to partners for each job is likely to be in the region of £500.
- 5.3 In accordance with the sustainability criteria of FJF young people will be supported to secure apprenticeship opportunities within the County Council and partners. Partners that want to explore apprenticeships and adopt the Real Start Apprenticeship Programme will be supported by NYCC. An overview of the Apprenticeship Programme is detailed in Appendix 2.

**6     Recommendations**

- 6.1    That the North Yorkshire Strategic Partnership supports a bid to the Future Jobs Fund Scheme with the aim of reducing the number of young people unemployed in our region.
- 6.2    That North Yorkshire Strategic Partnership members are encouraged to provide placements jobs and to actively consider the provision of apprenticeships following successful completion of the FJF Programme.

**7     APPENDICES**

- 7.1    Appendix 1 – Unemployment Demographics (18 – 24)
- 7.2    Appendix 2 – Real Start Apprenticeship Programme Overview

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**APPENDIX 1 – Unemployment Demographics (18 – 24)****Future Jobs Fund: Those Aged 18 – 24 and Becoming 12 Months Unemployed**

<b>Local Authority</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Totals</b>
Barnsley	58	54	91	61	50	<b>314</b>
Bradford	104	94	181	126	112	<b>617</b>
Calderdale	40	35	62	46	42	<b>225</b>
Craven	5	6	8	5	6	<b>30</b>
Doncaster	74	65	118	75	74	<b>406</b>
East Riding of Yorkshire	52	43	84	57	47	<b>283</b>
Hambleton	10	9	17	9	7	<b>52</b>
Harrogate	11	11	24	18	15	<b>79</b>
Kingston upon Hull	93	70	131	85	79	<b>458</b>
Kirklees	92	78	137	90	87	<b>484</b>
Leeds	152	128	250	171	165	<b>866</b>
North East Lincolnshire	48	36	68	46	45	<b>243</b>
North Lincolnshire	40	32	57	33	31	<b>193</b>
Richmondshire	5	7	11	6	6	<b>35</b>
Rotherham	60	57	92	66	54	<b>329</b>
Ryedale	6	5	9	6	6	<b>32</b>
Scarborough	27	20	39	21	21	<b>128</b>
Selby	12	12	22	12	12	<b>70</b>
Sheffield	108	100	177	123	116	<b>624</b>
Wakefield	84	63	129	88	74	<b>438</b>
York	30	25	45	36	30	<b>166</b>
<b>Region</b>	<b>1111</b>	<b>950</b>	<b>1752</b>	<b>1180</b>	<b>1079</b>	<b>6072</b>
<b>North Yorkshire &amp; York</b>	<b>66</b>	<b>70</b>	<b>130</b>	<b>77</b>	<b>73</b>	

Note: this table does not balance, due to roundings in the calculations.

## APPENDIX 2 – Real Start Apprenticeship Overview

### 1. Background

- 1.1 The Real Start Apprenticeship Programme has provided over 260 apprenticeship opportunities since it began in 2006. The overall aim of the Real Start Programme is to ensure that through the provision of quality apprenticeship opportunities, young people gain skills and knowledge to enable them to have career opportunities, to participate successfully in NYCC and to contribute to their community and the local economy.
- 1.2 Since 2006 the Real Start Programme has had a positive effect on the workforce and has contributed to;
- Help **improve retention** – people who have trained with NYCC are more likely to stay with the organisation;
  - Provide **training to meet organisation needs** – NYCC recognises that work based training is geared to the needs of the organisation as well as the individual apprentice;
  - Contribute to the **pool of skilled people** - NYCC may lose apprentices to other organisations at some point in the future, but by contributing to the pool of skilled people in North Yorkshire, supply will improve over the longer-term;
  - Encouraging **diversity** in the workplace – ensuring breadth of age and experience;
  - Instil **NYCC's values** in young people – one can more readily instil young people with good work practices;
  - **Offset skill-shortages** – improved labour supply and better retention ensure that NYCC possesses the skills needed to meet the current and future workforce development goals and strategies;
  - Provide a workforce for the future at all levels of the organisation where this is linked to structured **career development and succession planning**;
  - **Contribute to quality** - instilling NYCC values into young people, backed up by good quality training, ensures that apprentices are attentive to the quality of work they perform;
  - **Improve productivity** – all of the above contribute to productivity and performance gains more generally.

### 2. The Programme

- 2.1 The Real Start Programme lasts for a minimum of 12 months, during which time apprentices are equipped with accredited training, skills development and a wide range of mechanisms of support to complete the apprenticeship.
- 2.2 Employer Commitment;
- Ability to offer an apprenticeship placement for a minimum of 12 months.
  - Capacity to deliver a workplace induction.
  - Ability to provide employment for 37 hours per week.
  - Ability to nominate a member of staff to take responsibility for the management of the apprenticeship on a daily basis. The appropriate manager

will be responsible for the day to day management of the apprentice with the inclusion of attendance management, supervisions and workloads.

- Agreement to undertake regular reporting for the purpose of updating central records, detailing progress, development and tracking individual apprentices.
- Capacity for apprentices to spend a maximum of 2hrs per week working on the NVQ portfolio.
- Apprentices will partake in monthly meetings with a NVQ training assessor, managers will not be required to attend all meetings but will occasionally be required to provide 'witness testimonies' or 'statements' to support the progression – these will be planned in advance and negotiated as convenient for all parties involved.
- Finance to cover the apprenticeship salary scale, travel cost if applicable and the apprentice-specific induction.

### 2.3 Support Received;

- Recruitment process.
- Monitoring and tracking.
- Identification of solutions to issues that arise.
- NVQ provision and delivery.

### 2.4 Funding

From 1 September 2009 the national, minimum, weekly rate for an apprentice will increase to £95. The organisation in which the apprentice is employed is accountable for payment of the following salary scale.

- 0 - 3 Months: £95 per week
- 3 – 6 Months: £115 per week
- 6 – 9 Months: £141 per week
- 9 – 12 Months: £205 per week

Total Cost of an Apprenticeship: £6,672 per annum (plus on-costs).

- Apprentices are entitled to claim travel assistance if living outside of a 5-mile radius of their place of work and spending over £10 per week. The organisation in which the apprentice is employed is accountable for payment of travel assistance.
- Apprentices are required to take part in a 3-day induction, held quarterly, in addition to a standard workplace induction. The cost of the induction is £50 per apprentice.
- The LSC provides funding for apprentices to complete a Level II National Vocational Qualification in a related discipline. Employers are required to make 'employer contributions' to the training provision of £250 per learner for Level 2 and £350 per learner for Level 3 for apprentices aged 19 and over.

### 2.5 Terms and Conditions

Apprentices are bound by existing employment terms and conditions as follows;

- Probation: 52 weeks.
- Notice Period: 1 week
- Annual Leave: 22 Days
- Flexi-Scheme: As standard. Employed at the discretion of the service area manager
- Sick Leave: As standard.