

Report of the Head of Service, Learning for Life.

Report to the Director of Children's Services.

Date: 29th July 2016

Subject: Targeted Information, Advice and Guidance Services to young People Identified as Not in Education, Employment or Training



Are specific electoral wards affected? If relevant, name(s) of ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. It is the responsibility of the Local Authority to offer support to vulnerable young people and to track the current status of all young people in the school Years 12 to 14 cohort. The report sets out how the Council proposes to fulfil this duty through revised operational arrangements.
2. It is proposed that the previously contracted provision is delivered in-house to ensure that this can be delivered within the agreed budget for the service. The resulting TUPE implications are detailed in the report. The proposed changes offer the opportunity to provide an integrated service to young people by co-locating and aligning services to enable continued provision to the most vulnerable adolescents at a reduced cost.
3. The proposals set out in this report contribute to the Best Council Plan 2015-20 objectives and priorities of supporting communities and tackling poverty, promoting sustainable and inclusive economic growth and building a child friendly city. Our ambition to be a compassionate city where the benefits of a strong economy are harnessed for the benefit of all our residents will be achieved by raising the aspirations of vulnerable young people identified as NEET, equipping them with the knowledge and skills to make informed choices, providing employment support and access to opportunities.

Recommendations

The Director of Children's Services is asked to agree that the statutory functions in relation to Information, Advice and Guidance (IAG) support for vulnerable young people and tracking will be achieved through an in-house provision and accept the TUPE transfer of five Aspire IGEN staff who are currently contracted to deliver these functions on the expiry of the contracted provision on 31st July 2016. The Director is asked to agree the creation of four posts (Team Manager and three Key Workers) which are required as a result of Aspire Igen reducing the TUPE list by five staff mid- July.

1 Purpose of this report

- 1.1 The purpose of this report is to seek approval to bring in-house the previously contracted Targeted Information, Advice and Guidance (IAG) service provision for vulnerable young people identified as Not in Education, Employment and Training and accept the TUPE transfer of five staff employed by Aspire-igen on expiry of the contract on 31st July 2016. The report also seeks approval to create four posts due to late changes in the TUPE list by Aspire Igen.
- 1.2 This report provides the information on the Council's statutory responsibilities to this vulnerable client group, the service redesign to enable in-house provision and the TUPE process undertaken with the current provider, Aspire Igen.

2.0 Background information

- 2.1 The Local Authority has a statutory responsibility to offer support to vulnerable young people and to track the current status of all young people within the Year 12 to 14 school cohort group. The DFE have now confirmed that the tracking duty for LA's will be reduced to cover years 12 and 13 with effect from September 2016.
- 2.2 To date the above responsibility has been met through contracted provision. The current provider is Apire –Igen with a contract to deliver individual support for up to 500 young people and provide information, advice and guidance (IAG) at a total cost of £1.3m per annum.
- 2.3 The Council' approved budget included savings of £1m on the budget for targeted Information, Advice and Guidance to vulnerable young people identified as NEET by bringing the previously contracted provision in-house.
- 2.4 Work has been undertaken to identify and plan the in-house provision and to consult with the existing provider on the TUPE implications of these proposals prior to the expiry of the existing contract on 31 July 2016.
- 2.5 The reduced service will be reliant on professionals who are already supporting NEET young people (i.e. Social Care, Youth Offending Service, Family Outreach Workers) helping them with their post 16 options. Workforce development opportunities are available to enable these staff to have the necessary skills. Support will also be available for these teams through the new Leeds Pathways support team. This is a first step towards and the rationale for a more integrated and cohesive service offer to adolescents

3. Main issues

3.1 Functions and staff in scope

- 3.1.1 The functions delivered through the contracted provision with Aspire-Igen include 1-1 support for a caseload up to 500 young people, City Centre drop in for any

young person who is NEET 3 days each week, co-ordination of NEET/Not Known sweeps, targeted tracking activity, Benefits claims 16-18 year olds via the city centre drop in. It proposed that the above functions are brought in house with new working arrangements to reflect a substantial reduction in staffing capacity.

- 3.1.2 A total of 14.81fte staff were responsible for delivering these functions. These included 2 (fte) managers, 9 full time equivalent (fte) key workers posts, 2.8(fte) data and administrative fte posts, a total of 16 individuals.
- 3.1.3 Following notification of the proposed revised delivery arrangements, the management and staff of Aspire-Igen have been consulted to identify the staff in scope and ensure a timely transfer of the service.
- 3.1.4 A total of 14 staff have been identified as in scope. However, only 5 will transfer as a number of staff have secured employment in other posts at Aspire –Igen or with other providers. Therefore 5 staff will transfer in August 2016.
- 3.1.5 Following the recent reduction from 10 x staff to 5 x staff on the TUPE transfer list there is a need to create 1 x Manager post and 3 x Key Worker posts to enable the new team to deliver its statutory functions.

3.2 Proposed In-House Delivery

- 3.2.1 It is proposed that the targeted IAG services are offered through both a core team and a network of appropriately qualified professionals working with young people. There are currently around 1000 young people identified as NEET in Leeds. Of these approximately 33% are already engaged with a personal advisor or key worker in services such as the Youth Offending Service, Social Care, and Early Help Family Services. These officers will be required to make NEET young people aware of the services available to them and support them to make informed choices about accessing those that best meet their needs. The young people will benefit from consistent professional support for all their needs including Information Advice and Guidance through their existing support mechanisms.
- 3.2.2 The core team will be responsible for the tracking and data management functions and IAG services support to those young people that do not already have a key worker or personal advisor. Young people will be access the team for face to face support through the Council's Jobshops in Community Hubs which also provide IAG services to support individuals wishing to re-engage with learning, skills training and seek employment.
- 3.2.3 The new core team, known as Leeds Pathways Team, will be established with staff that transfer under TUPE and staff recruited to the newly created posts. The operational delivery team will be managed through the Youth Offer in the Learning for Life service. Two members of the team who specialise in data quality will transfer into Children's Services IMT team. The operational team will comprise of one Team Manager, five Key Workers and one Tracking Administrator.
- 3.2.4 Engagement with the new arrangements by young people will be reinforced through outreach and NEET sweeps. This will be achieved through both the Pathways Team and youth work providers. Contracts for youth work delivery in

2016/17 have been amended to reflect the requirement for youth work providers to support NEET sweeps as required. Leeds has the lowest rate of Not Knowns of the Core Cities and has shown successive improvement in reducing this figure and this arrangement will assist in sustaining this position.

- 3.2.5 Staff supporting access to and providing young people with IAG services will be provided with access to training and resource packs. Leeds Pathways website – the on-line resource will be available to both staff and young people supporting access to vocational education and learning; enterprise and employability skills training; work experience placements, apprenticeships and jobs with training; and accessible labour market information to assist them in making informed choices.

3.3 Staff transfers

- 3.3.1 Of the 14 staff initially identified as in scope under the TUPE regulations, 9 have secured other employment with 5 to be transferred.
- 3.3.2 The number of staff to transfer is lower than the number of funded posts, therefore the remaining posts will be recruited to internally through the internal recruitment. These posts are one x Team Leader post (PO4) and three x key worker posts (JNC points 12-15).

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Aspire Igen staff have been consulted and have helped to shape the proposed team going forward. A total of six meetings have taken place to date. Trade Unions representatives have been invited to all meeting. Concerns raised included changes to working arrangements and patterns of work. The concerns raised fall outside the scope of TUPE requirements and will be dealt with post transfer at the point of harmonization to Leeds City Council Terms & Conditions.
- 4.1.2 The Executive Members with responsibility for Children's Services and for Employment, Skills and Opportunity have been consulted on and are supportive of the revised arrangements as a first step in providing a more integrated service offer for adolescents in Leeds.
- 4.1.3 Detailed discussions and service planning has taken place with relevant Council and partner service providers regarding the implications of the changed arrangements. These have included:-
- Youth Offending Service
 - Social Care Services
 - Employment & Skills
 - Community Hubs
 - Voluntary Sector
 - Department for Work & Pensions
 - Virtual Schools for Looked After Children & Care Leavers
 - Post 16 providers
 - Sufficiency & Participation Team
- 4.1.3 Young people are routinely consulted on service delivery and will continue to shape this provision through the Youth Work providers undertaking outreach work

to engage with a wide group of young people that have accessed the service and those that have not.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 An Equality and Diversity Impact assessment was undertaken on 5th July 2016. Using data from January 2016 this showed that unadjusted NEET rates amongst young people in care was 19.2% and care leavers was 36.2%, significantly higher than the rest of the population at 5.8%. 21% of the cohort were young people from BAME communities which is proportionate to the general population at this age range.

4.2.3 Care Leavers are over-represented in the NEET cohort and are supported through the Care 2 Work initiative and new arrangements are being developed with the Employment and Skills service to strengthen this activity and to better connect the target group with prioritised access to employment support programmes and Council apprenticeships and the graduate employment scheme.

4.3 Council policies and Best Council Plan

4.3.1 The proposed operational arrangements will continue to contribute to the key objectives in the Best Council Plan 2015-20 to build a child friendly city where all young people do well at all levels of learning and have the skills for life; promoting sustainable and inclusive economic growth by improving the economic wellbeing of local people and businesses including improving employment outcomes for individuals with complex and, often multiple needs; and a more efficient and enterprising council

4.3.2 Young people 16-18 years old identified as NEET are a been identified as a priority group in the Children's and Young People's Plan and on the three Leeds City Council's Children's Services obsessions. There were around 70 less young people NEET in June 2015 compared to June 2014 and there have been dramatic decreases in the number of young people with a not known status by around 1,600 over the last three years.

4.4 Resources and value for money

4.4.1 The contracted with the current provider expired on 31 March 2016. This was extended to 31 July 2016 to enable the Council and the provider to work closely on consulting staff in scope and deliver a managed transition for the benefit of service users. This has resulted in higher than planned for expenditure in 2016/17 of £63K. This unfunded budget pressure will be met from planned directorate savings within year.

4.4.2 The annual cost for the new model of delivery is shown in the table below. The estimated annual cost will be reduced by 33% as a result of the new arrangements not being put in place until August 2016. There will be further savings as the full complement of staff are unlikely to be in place until mid-October.

Team Leader (PO4) (new post)	£49K
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3 x Key workers (new posts)	£93K
2 x Key Workers (TUPE)	£62K
Tracking/Data co-ordinator(TUPE)	£36K
Data Administrator (TUPE)	£19K
Tracking Administrator (TUPE)	£21K
Sub Total	£280K
Non staffing costs	£20K
Total	£300K
<u>16/17 position</u>	
8 months cost i.e. 33%	£200K
Aspire Igen contract to end July	£163K
Total	£363K

4.4.3 The new delivery model will include full year costs for the core staff team of 8 fte posts of £280,000 per annum and non-staffing costs of £22,000 per annum. This represents a full year saving of £1m in 2017/18 on the previous contracted provision. The move towards integrated working to better meet the IAG needs of young people identified as NEET offers the potential to remove duplication, job enrichment for staff and improved outcomes for service users.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The approval of this report constitutes a 'Key Decision' and as such is eligible for 'Call-In', however, due to delays in the staff consultation process a request has been made to exempt this report from Call-in. If the decision is not implemented with immediate effect there is a significant risk that the new team will not be able to carry out their statutory duties.

4.5.2 The "Transfer of Undertakings (Protection of Employment) regulations 2006" as amended by the "Collective redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) regulations 2014" have been complied with. These regulations apply to all organisations and protect employees' rights when the organisation or service they work for transfers to a new employer. Employees' terms and conditions of employment (apart from occupational pensions) and continuity of service transfer with them and they also receive certain protections around dismissal and redundancy.

4.6 Risk Management

4.6.1 Service outcomes will continue to be closely monitored. The number of young people identified as NEET and Not Known are key performance indicators

monitored quarterly by the Directorate and Corporate Leadership Team. Any unexpected changes in these performance measures will trigger early examination and intervention to address any service weakness or failings.

- 4.6.2 A review will take place 6 months after implementation of the proposed new operational arrangement to capture good practice and identify and action any issues impacting the quality of service delivered, including processes and procedures, required staff knowledge and experience and any unforeseen circumstances.
- 4.6.3 The proposed location of key workers in specific jobshops has been informed by data on the levels of young people identified as NEET across the city and public transport links. This will be reviewed and revised as required to ensure that services remain accessible to the maximum number of potential service users.

5 Conclusions

- 5.1 Statutory guidance states that local authorities must offer Information, Advice and Guidance support to vulnerable young people. Local authorities are also required to track the EET status of young people in years 12/13/14. The proposed model of delivery will support the Council to discharge its statutory duties, contribute to more integrated working to deliver a cohesive service for adolescents and achieve substantial financial savings.

6 Recommendations

- 6.1 The Director of Children's Services is asked to agree that the statutory functions in relation to Information, Advice and Guidance (IAG) support for vulnerable young people and tracking will be achieved through an in-house provision and accept the TUPE transfer of five Aspire IGEN staff who are currently contracted to deliver these functions on the expiry of the contracted provision on 31st July 2016. The Director is asked to agree the creation of four posts (Team Manager and three Key Workers) which are required as a result of Aspire Igen reducing the TUPE list by five staff mid- July.

7. Background documents¹

- 7.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.