

TELFORD & WREKIN COUNCIL

CABINET - 18 OCTOBER 2018

SUPPORTED EMPLOYMENT SCHEME

REPORT OF ORGANISATIONAL DELIVERY & DEVELOPMENT MANAGER, SKILLS SERVICE MANAGER & MY OPTIONS MANAGER

LEAD CABINET MEMBER RAE EVANS (CABINET MEMBER CUSTOMER SERVICES, TOURISM & PARTNERSHIPS)

PART A) – SUMMARY REPORT

1. SUMMARY OF MAIN PROPOSALS

1.1. The Council works to support a number of key groups to help them tackle barriers to employment and support individuals to fulfil their potential. This report sets out a revised scheme which will deliver:

- ‘work experience’ placements for young people and adults returning to work;
- ring-fenced apprenticeships for care leavers;
- paid-employment placements for adults with learning disabilities;
- supported internships for young people with Education, Health & Care Plans.

2. RECOMMENDATIONS

2.1. That the proposed Supported Employment scheme is approved.

3. SUMMARY IMPACT ASSESSMENT

COMMUNITY IMPACT	Do these proposals contribute to specific Co-Operative Council priority objective(s)?	
	Yes	<ul style="list-style-type: none"> - Protect and support our most vulnerable children and adults - Put our children and young people first - Improve local people’s prospects through education and skills training
	Will the proposals impact on specific groups of people?	
	Yes	<ul style="list-style-type: none"> - Care leavers - Adults with learning disabilities - Young people with Education, Health & Care Plans - Young people and adults re-entering the labour market

TARGET COMPLETION/DELIVERY DATE	Following Cabinet approval, the programme will operate as a pilot until the end of the current financial year.	
FINANCIAL/VALUE FOR MONEY IMPACT		<p>The work experience placements and internships are not paid positions and will not incur any direct costs.</p> <p>The placements for adults with learning disabilities will be funded from the service's base budget by switching the budget currently allocated to paying for the individual's care. The placements will be part-time and it has been assumed for costing purposes that the 5 placements will equate to 2 FTE posts. The cost of this based on the bottom of scale 1 is c. £40k including on costs. An outreach worker and 2 mentoring fixed term posts have been created to support the placements for the first year. Reserves will be used to meet these roles and to make up any shortfall in financial resources.</p> <p>The annual cost of the 3 apprentice posts for Care Leavers is £40k including on costs (based on the hourly rate for 18-20 year old of £5.90). These costs will be funded from a grant of £44k from the Department for Education. £10k of levy funding has also been identified to support their training needs. A fixed term role until 31 March 2019 has also been created in the Leaving Care team to support care leavers, this will be funded by £12K received from the DfE for support for care leavers.</p>
LEGAL ISSUES	Yes	Care should be taken to identify the legal status of each individual so that the legal obligations of the Local Authority are identified flowing from the following legislation: Employment Rights Act 1996, Statutory Sick Pay Regulations, Social Security Contributions and Benefits Act 1992, National Minimum Wage Act 1998, Working Time Regulation 1998, TUPE, Employment Relations Act 1999, The Trade Union and Labour Relations (Consolidation) Act 1992, Data Protection Act 2018 and the Pensions Act 2008
OTHER IMPACTS, RISKS & OPPORTUNITIES	No	
IMPACT ON SPECIFIC WARDS	Yes	All

PART B) – ADDITIONAL INFORMATION

4. INFORMATION

4.1. The Council works to support a number of key groups to help them tackle barriers to employment and support individuals to fulfil their potential. These are:

- **Young people** – typically facing the most difficult challenges to secure meaningful employment due to a lack of experience. This can also be true of adults who have had a career break, for example due to carer responsibilities.
- **Care leavers** – often have additional challenges to make the transition into independence to become emotionally resilient and work ready.
- **Adults with learning disabilities** – for the 1 in 50 adults that have a learning disability, employment is too often rejected as a positive option. There is, however, a robust body of evidence which shows that with the right support adults with learning disabilities can make a real and positive contribution to the workplace.
- **Young people with Education, Health and Care Plans** – often require additional support to make the transition into independence, again there is clear evidence that with the right opportunities and support this can be successfully achieved.

4.2. Through engagement with AD Leadership Teams and the Leadership Forum, we have reviewed our approach to identify any challenges and opportunities to making this revised scheme a success. Based on this, a new approach is built on the following objectives:

- Asset based approach – each placement is tailored to the individual and focussed on what participants can do and what they want to achieve.
- Comprehensive support and training for managers – to ensure that managers are appropriately equipped and can access the support they require to ensure that placements are a success.
- Identification of budgets to fund placements – service budgets are under significant pressure and this approach mitigates this barrier to the provision of the paid placements.
- Becoming an ‘exemplar employer’ – building a reputation for how we support these different groups through this scheme. This will be built around an **organisation-wide** approach so that we can drive the programme, track placements to understand challenges and recognise successes. Through the engagement described above, all service areas have committed to support this organisation-wide approach.

4.3. A small cross-organisational working group has been established to drive this work forward and will report to SMT. Participants are from Organisational Delivery & Development, My Options, Skills, SEND, Adult Social care and Leaving Care teams.

What will the scheme deliver?

4.4. The offer for each of the four groups is:

- **Work experience** – open to those aged 14 plus and will include professional placements as well as adults returning to work following career breaks. The number of placements each year will be dependent on service capacity and demand for placements in popular areas. Typically these are a one week placement for school and college pupils but they can be longer for professional placements. The scheme is an opportunity to promote the Council as a good employer and to highlight the breadth of careers available in local government.
- **Ring fenced apprenticeships for care leavers** (up to three each year) – a minimum 1-year apprenticeship composed of at least 20% on the job training. Paid at the appropriate apprenticeship rate with an additional £2000 bursary (age dependent). Participants will be placed on the redeployee register in line with organisational practice towards the end of their contract.
- **Paid work placements for adults with learning disabilities** (up to five each year) – participants will have completed a 12 week ‘Stepping into Work’ programme which includes initial work experience placements delivered by the My Options Skills and Enterprise Team. Where it is in the interests of the participant, a paid work experience placement will be created. In this placement the participant will be a paid employee of the organisation and subject to contract conditions. Hours and days will be tailored to the needs of each participant which may increase or reduce as necessary through the placement. **These will not be permanent positions or replace existing roles.** Participants will be placed on the redeployee register in line with organisational practice towards the end of their contract.
- **Supported internships for young people with Education Health and Care Plans** (up to five each year) – participants will be in the final year of a 3-year course at Telford College. The placements will be unpaid and typically be up to four days a week.

Impact

4.5. Whilst each placement will be tailored to the individual, the core goals of each one will be:

- learning about working life and the skills and attitudes required by employers;
- development of vocational skills;
- development of self-reliance, flexibility, confidence and the ability to work with others.

4.6. The impact of these goals and the wider scheme can be illustrated by a young man, Tom, who has completed the first pilot of the Stepping into Work programme. Tom has learning disabilities and has been accessing the My Options Skills and Enterprise Hub. He had identified that he would like to think about employment so was keen to sign-up to the programme. As part of the programme he has completed work experience in Café Go. Tom has said of the scheme:

‘I have enjoyed learning about work, I feel more confident. I am over the moon with my placement at Café Go, everyone has been so helpful. I am very proud of myself’.

His parents have also fed-back:

'We are so pleased, we always thought he had the potential to work but we were very nervous. We feel the support and encouragement he has received from the Stepping into Work programme has been great, just what he needed to think positively about getting a job'

- 4.7. As well as directly impacting on the scheme participants, this new approach to will be a major stepping stone to our achieving Disability Employer Scheme 'Leadership' status. This is a national scheme which encourages employers to recruit and retain people with learning and/or physical disabilities. The Council is currently at 'Employer' status. One of the key steps we have to demonstrate to achieve 'Leadership' status is how we are challenging and supporting other employers to recruit and retain this group. We will be externally assessed on this. A small 'task and finish' group has been created from interested volunteers across the organisation to support this work.
- 4.8. This scheme will also contribute to the Council's wider objectives of supporting individuals to 'build independence', with the potential to reduce reliance and demand on services.

How will the scheme work?

Work Experience

- 4.9. All applications for work experience will be made online. The relevant webpages have been reviewed to set out the Council's offer and process. On receipt of an application, Organisational Delivery and Development will contact the relevant service to make the necessary arrangements for a placement. Participants will be asked to complete an online 'end of placement' questionnaire so that outcomes can be tracked and understood.

Other Placements

- 4.10. For the three other aspects of the scheme, in line with the objectives, placements will be developed on an 'asset based' case by case process. Applicants will identify their strengths and interests which will then be used to identify potential placements within services across the organisation (led by the working group). Placements and roles will be built around each individual and will develop and evolve as the person does.

Support

- 4.11. The following support for services and participants has been developed :

- Work experience – guidance for managers has been refreshed and a face-to-face training session developed specifically for work experience.
- Adults with learning disabilities placements - an outreach worker has been funded with two 'experts by experience' mentor roles. These roles will sit with and work with the My Options Skills and Enterprise Team and EEAST Team.

- Care leaver apprenticeships – a Care Leaver Employment & Training Advisor role has been created in the Leaving Care Team which is focussed on supporting care leavers into employment.
- Supported internships – these will be directly supported via Telford College, additional advice and support will be available from our SEND team.

4.12. In addition to this specific support, face-to-face training has been developed and will be delivered to managers by the Skills Team.

Programme Management

4.13. The working group will meet monthly to:

- oversee case management:
 - o new applications
 - o placement development;
 - o monitoring and assessing existing placements - seeking monthly feedback from participants and their line manager (telephone calls) to track progress and identify and take action at the earliest opportunity when evidence of placement stress or breakdown is identified.
- review end of placement assessment and outcomes
- monitor budget spend

Budget

4.14. The financial costs are for two aspects of the scheme:

- **Care Leaver Apprenticeships:**
 - £10,000 of levy funding for the training aspect of apprenticeships has been identified;
 - the apprenticeship salaries will be met from a Department for Education grant.
- **Adults with Learning Disabilities:**
 - the outreach worker and two mentor posts (temporary one year contracts);
 - scale 1 placement roles

This package will be funded from the services base budget switching the budget currently allocated to paying for the individuals care where this is currently being provided, in addition reserves will be used to meet the fixed term posts and to make up any shortfall in financial resources.

Next Steps

4.15. Following approval, the scheme will commence as a pilot until the end of the current financial year so that the impact can be tracked, assessed and any lessons learnt. This assessment will be reported to Cabinet.

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