

## NORTH LINCOLNSHIRE COUNCIL

### CORPORATE SERVICES CABINET MEMBER

#### CREATION OF EMPLOYABILITY PROGRAMME TEAM

##### 1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To approve the establishment of four posts to deliver the North Lincolnshire Employability Programme using external funding from Yorkshire Forward.

##### 2. BACKGROUND INFORMATION

- 2.1 The recession has had a significant impact on businesses, individuals and communities in North Lincolnshire. Over 1,900 notified redundancies have been recorded since the start of the recession and the number of people claiming out of work benefits has risen significantly over recent months.
- 2.2 Yorkshire Forward has been working closely with the Economic Development Team to develop an aspiration-raising programme to support both people outside the mainstream economy into jobs and employers to provide sustainable employment opportunities.
- 2.3 The North Lincolnshire Employability Programme has been developed to take a proactive approach to addressing issues of worklessness and employability in North Lincolnshire.
- 2.4 The programme will be delivered through a number of strands/ activities as follows
  - **Employability Programme Team** – joining up all activities taking place surrounding the employability and worklessness agenda, engage and support employers based on this including support for those companies making redundancies.
  - **Employer Focused Employment Events and Job Club / Job Brokerage** – to support job-matching and ensure employers are able to access a diverse range of work ready people.
  - **Retention and Mentoring Programme** – support to employers to recruit and sustain staff from target groups including lone parents, disabled, ex-offenders etc
  - **Programme Marketing activities** – ensure effective communication of the programme's offer and opportunities.

- **Sector Analysis/Workforce Planning** - focusing on the sectors identified in the Economic Development Strategy and the current and future labour market and skills requirements
- **Access to Employment** - focusing on key employment sites allocated in the LDF, this will develop green travel plans for key sites to ensure accessibility, coordinate transport more effectively and look at options to progress green travel schemes
- **BME, New and Emerging Communities** - research and project activity. The research looks to establish the reasons behind the gap in the employment rate between BME communities and the working age population average. Project activities will then be tailored to address the barriers to work.

2.7 The Employability Programme Team will be responsible for coordinating all activity relating to the programme, including the commissioning of programmes and activities. This element of the programme will involve the establishment of three posts that will form the Employability Programme Team, managed by the Head of Economic Development, Resources, Strategic Investment and Funding. A further post will be created in the Strategic Funding and Programmes Team that will be responsible for the monitoring of the programme.

2.8 The programme will run until 31 March 2013 and will safeguard 220 jobs, assist 276 Small and Medium Size Enterprises and will provide 528 people with Employment support. The programme will attract circa £1,778,000 investment from Yorkshire Forward and £608,000 from the European Regional Development Fund. Yorkshire Forward has approved the programme, subject to commencement in April 2010, though preliminary expenditure has been contracted and has commenced.

### 3. **OPTIONS FOR CONSIDERATION**

3.1 The options for consideration are:

Option 1 – To create an Employability Programme Team consisting of three members of staff and an additional post in the Strategic Funding and Programmes Team, using external funding. The posts will be fixed term to the end of March 2013.

Option 2 – To do nothing.

### 4. **ANALYSIS OF OPTIONS**

4.1 Option 1 is the preferred option and will ensure that North Lincolnshire Council is able to deliver a programme of investment to support businesses and individuals and develop the employability of the North Lincolnshire workforce.

- 4.2 Option 2 is not viable as existing resources do not have the capacity to deliver the activities required by the programme.

## 5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

### 5.1 Financial

Job descriptions have been created for all posts. It is envisaged that the grades and resulting costs will be as follows:

Employability Programme Manager – Grade 10 - £47,573 including on-costs

Employability Programme Officer – Grade 8 - £36,948 including on-costs

Employability Programme Administrator – Grade 4 - £19,722 including on-costs

Programme Monitoring Officer – Grade 5 – 7 - £27,408.68 including on-costs

Total costs relating to the salaries of the new posts per annum - £131,651.68 including on-costs.

The posts will be funded using Yorkshire Forward and European Regional Development Funding.

Yorkshire Forward and ERDF funding cannot be used to pay for any costs relating to the redundancy of the programme staff should it be required at the end of the programme. This cost would need to be covered using council resources that will come from the employing service. The cost of this has been estimated based on mid-points and assuming all post holders are in post for the duration of the project:

Employability Programme Manager – Grade 10 - £3,179

Employability Programme Officer – Grade 8 - £2,462

Employability Programme Administrator – Grade 4 - £1,314

Programme Monitoring Officer – Grade 5 – 7 - £1,724

Total Costs - £8,679

Yorkshire Forward has approved the North Lincolnshire Employability Programme, subject to the commencement of expenditure on the programme in April 2010. Recruitment of the posts will not commence until written confirmation of funding has been received.

### 5.2 Staffing

The Head of Economic Development, Resources, Strategic Investment and Funding will manage the Employability Programme Team. The Programme Monitoring Officer will be managed by the Principal Programmes Officer which is an existing role within the Strategic Funding and Programmes Team.

6. **OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 CRIME AND DISORDER, RISK AND OTHER)**

6.1 Diversity

N/A

7. **OUTCOMES OF CONSULTATION**

7.1 A copy of the report has been sent to the Branch Secretary of Unison and to the full-time officials of the GMB Branch Secretary and the TGWU, and no adverse comments have been received.

8. **RECOMMENDATIONS**

8.1. That Corporate Services Cabinet Member approves the proposal to create the Employability Programme Team and the additional Programme Monitoring Officer.

HEAD OF STRATEGIC REGENERATION, HOUSING AND DEVELOPMENT

Pittwood House  
SCUNTHORPE  
North Lincolnshire  
DN16 1AB  
Author: Laura Farr  
Date: 04 December 2009

**Background Papers used in the preparation of this report:** None