

Housing, Homelessness and Fair Work Committee

10.00am, Monday, 20 January 2020

Scottish Government funded 'No One Left Behind' Employability – Small Grants Awards

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 The Housing, Homelessness and Fair Work Committee is asked to:
 - 1.1.1 note the robust application process, including support for applicants and scoring mechanisms, for small grants to deliver Scottish Government's No One Left Behind (NOLB) Strategic Skills Pipeline Stage 1 Employability Provision for young people; and,
 - 1.1.2 approve the Review Group's recommendation to award a total of five grants (four localities plus the city centre) to commence delivery in April 2020.

Paul Lawrence

Executive Director of Place

Contact: Susanne Donkin, Business Growth and Inclusion Contract and Programme Manager

E-mail: Susanne.donkin@edinburgh.gov.uk | Tel: 0131 529 3257

Report

Scottish Government funded ‘No One Left Behind’ Employability – Small Grants Awards

2. Executive Summary

- 2.1 This report provides information on the small grants process to award funding to deliver early intervention employability provision for young people at risk of becoming Not in Education, Employment or Training (NEET) – formerly called Activity Agreements.
- 2.2 The report details the process followed to promote the available funding, support the applicants to submit applications and the outcome of the scoring process.
- 2.3 Committee approval is sought to award small grants for a newly specified service, which meets the parameters of NOLB funding and the needs of vulnerable young people who require additional support to secure a positive destination, to begin in April 2020.

3. Background

- 3.1 Early intervention employability support provision for young people aged 16 – 19 who have left school without a positive destination has been provided in seven ‘Hubs’ across Edinburgh since April 2016 – as approved at Economy Committee on [20 January 2016](#).
- 3.2 Originally funded through the Scottish Government ‘Opportunities for All’ fund, this changed in April 2019 to become ‘NOLB’ funding. There was agreement that 2019/20 could be treated as a transition year to allow Local Authorities to review and co-design a new service to meet the needs of the most vulnerable young people and reflect the changes in funding.
- 3.3 The incumbent providers received a one-year extension to continue to deliver the service until March 2020 whilst intensive co-production took place over the summer to develop a new specification.
- 3.4 The process and emerging priorities were presented at the Housing, Homelessness and Fair Work Committee on [31 October 2019](#) and the recommendation to progress to a small grants process was approved.

4. Main report

- 4.1 Following committee approval to award small grants for delivery of early intervention employability services relating to the No One Left Behind (NOLB) funding award from Scottish Government, the specification (appendix 1) was finalised by the NOLB Review Group.
- 4.2 The Review Group – comprising council officers from Communities and Families, Throughcare and Aftercare and Economic Development along with senior staff from Skills Development Scotland (SDS), Edinburgh Voluntary Organisations Council (EVOC) and Capital City Partnership (CCP) – oversaw the small grants process which was managed by CCP.
- 4.3 Delivery Option Two recommended funding for four locality based ‘Hubs’ plus a city centre based ‘Hub’ with support from a core team of staff employed by the local authority. This ensures the service prioritises the geographic needs of young people accessing the service and that delivery across the city will continue in areas of highest need.
- 4.4 The funding available for the delivery of the Hubs is £200,000 split equally across the five proposed Hubs and will be awarded for three years dependent on continued Scottish Government funding.
- 4.5 Timetable of Small Grants Process:

ACTIVITY DESCRIPTION	Planned date	Completed?
Option 2 approved at committee	31/10/19	Yes
Current Hubs informed of approved recommendations	06/11/19	Yes
Launch of process on Joined Up for Jobs website and Edinburgh Compact	w/c 11/11/19	Yes
Briefing session for interested parties	18/11/19	Yes
Guidance on draft applications	By 25/11/19	Yes
Final submission date	05/12/19 at noon	Yes
Scoring panel consensus meeting	11/12/19	Yes
HHFW Committee	20/01/20	No
Transition/ handover plan	Feb/March 20	No
Contract start	01/04/20	No

- 4.6 All documents were posted on the [Joined Up for Jobs \(JUfJ\) Noticeboard](#) and [Edinburgh Compact website](#) and included the NOLB service specification, grant application form, grant application scoring and selection criteria, City of Edinburgh Council (CEC) Economy Strategy, JUFJ Outcomes and Progressions Definitions and Evidence, Consolidated Council Conditions of Grant, NOLB Emerging Best Practice Guidance.
- 4.7 The applications were scored and weighted based on description of proposed services, relevance to specification, evidence of demand/ need in addition to targets, value for money, quality assurance, partnership working, evidence for success and location/ environment with any application not achieving 50% being rejected.

4.8 After the closing date, applications were scored by senior officers from organisations who were part of the review group – Communities and Families, Edinburgh Voluntary Organisations Council, Skills Development Scotland and Capital City Partnership.

4.9 There were ten applications in total and the outcome of the scoring process was:

Applicant	Programme Name	Locality	Score	Award
The Broomhouse Centre - SPACE (New bidder)	Key worker support and employability activities based in Broomhouse Community Hub.	South West	21	No
Canongate Youth (Existing Provider)	Programme of activity based in City Centre with outreach provision where required. Specialising in those with multiple barriers and care experienced.	City Centre	24	Yes
Citadel Youth Centre (Existing Provider)/ Community Renewal (Existing Provider)	Joint bid between Citadel and Community Renewal covering Leith and Craigmillar – key worker, drop in and advice session.	North East	29	Yes
Community Renewal (New bid for this area)/ Citadel Youth Centre (Existing Provider)	Partnership between Community Renewal and Citadel based across NW locality offering assessment, ongoing support, learning and aftercare.	North West	26	Yes
Dunedin Canmore Youth Project (Existing Provider)	Using community centres across the SE locality to deliver a programme of activities and a personal programme of learning.	South East	25	Yes
Dunedin Canmore Youth Project (Existing Provider)/ CHAI (Existing Provider)	Joint bid to provide a holistic engagement and support pathway for young people with additional barriers.	South West	29	Yes
Move On (New bidder)	City Centre based provision to address the barriers to improving employability to progress.	City Centre	22	No
Pilton Youth and Children's Project (New bidder)	Practical support and personal programme of activities based in Pilton.	North West	16	No
Rural Urban Training Scheme (RUTS) (New bidder)	Identifying needs and addressing barriers to employment in city centre.	City Centre	22	No
Rural Urban Training Scheme (RUTS) (New bidder)	Identifying needs and addressing barriers to employment in South East.	South East	20	No

4.10 Canongate Youth for City Centre, the two partnership bids between Community Renewal and Citadel for North East and North West, the joint bid by Dunedin Canmore Youth Project and Community Help and Advice Initiative (CHAI) for South West and the Dunedin Canmore Youth Project individual bid for South East are recommended for approval.

- 4.11 City of Edinburgh Council will issue standard grant funding contracts to successful bidders. Capital City Partnership will contract manage the grants, monitor the targets and ensure compliance requirements are met. Further discussions will take place with each of the successful bidders to finalise specific delivery plans and dedicated Council Officers for NOLB will work with providers to identify referrals and to support partnership delivery.
- 4.12 Meetings will also be arranged with unsuccessful bidders, should they wish, to give detailed feedback and support on their application along with information on other relevant opportunities.

5. Next Steps

- 5.1 Once approved by Committee, the new contracts will be developed and agreed with the successful applicants during February 2020.
- 5.2 A transition plan will be designed and implemented to ensure the smooth handover of young people using the current service to the new provision during February/ March 2020.
- 5.3 New provision would begin on 1 April 2020.

6. Financial impact

- 6.1 Indications from Scottish Government is that funding for delivery of stage 1 early intervention employability provision in 2020/21 will be awarded at the same level as this year, although official confirmation is still to be approved.
- 6.2 The indicative allocation covers the full cost of the service, which includes Council based officers. Although confirmation has not been received, it is highly likely that this amount will continue to be awarded for at least the next three years to cover the cost of this provision.
- 6.3 Any new grants will be awarded on an annual basis dependent on the award of continued NOLB funding from Scottish Government.

7. Stakeholder/Community Impact

- 7.1 As detailed in the previous report, extensive consultation and co-production has been undertaken with key stakeholders, current providers and service users to ensure that best practice is captured and used to inform a new specification.
- 7.2 Continuation of service should not be affected as the process will complete prior to the end of current contracts and current participants will be supported to transfer to the new provision where relevant.
- 7.3 The new specification will continue to deliver provision at Stage 1 of the Strategic Skills Pipeline and work with key partners to support the most vulnerable young

people in the city, preparing them to access opportunities and progress to opportunities at further stages of the pipeline.

8. Background reading/external references

- 8.1 This report is in relation to Scottish Governments' [No One Left Behind plan](#) for delivering more effective and joined-up employability support.

9. Appendices

- 9.1 Appendix 1 – No One Left Behind Stage 1 Employability Service Specification.

APPENDIX 1

City of Edinburgh Council – No-one Left Behind Stage 1 Provision Grants Programme

The City of Edinburgh Council (Economic Development) would like to invite applications for organisations to deliver our No One Left Behind (NOLB) programme of grant-funded Stage 1 provision in Edinburgh.

1. Invite for applications

Applications are invited for provision of services in relation to the NOLB funding stream. Applicants are asked to apply to deliver services for the NOLB Stage 1 Provision, which replaces the current Activity Agreement hubs in Edinburgh. This provision will run from April 2020 – March 2023, subject to Scottish Government funding.

Organisations can make several applications to deliver activity in any of the five areas (City Centre, North West, North East, South West and South East), but each application should detail delivery in one area only.

All applications should make reference to the Strategic Skills Pipeline and the Scottish Government's 'No One Left Behind (NOLB) Emerging Best Practice 2019-20'.

Applications should be emailed to craig.dutton@capitalcitypartnership.org.

The deadline is NOON, Thursday 5 December 2019. Late submissions will not be accepted.

2. Background

Scottish Government funded Stage 1 employability provision has been delivered in the City of Edinburgh Council area for the last seven years. Formerly funded through the 'Opportunities for All' agenda, April 2019 saw this change to No One Left Behind funding with 2019/20 being treated as a transition year.

Formerly known as Activity Agreements, provision is delivered across the City, dedicated staff work with each young person to agree a bespoke package of activity to encourage and support them in taking the next step towards a positive destination.

City of Edinburgh Council have undertaken significant co-production activities to inform the grant making process which will replace the current Activity Agreement programme. This process was overseen by a NOLB Review Group made up of senior Council officers from Economic Development; Communities and Families; and Throughcare and Aftercare, as well as Skills Development Scotland, Edinburgh Voluntary Organisations' Council (EVOC), and Capital City Partnership (CCP).

Applicants are advised to consult the results of this co-production on the Joined up for Jobs Website. Broadly summarised, stakeholders (providers, partners and users of the services) have told us:

Priorities

- Earlier engagement with those at risk of becoming NEET.
- Clients having a "keyworker" as a single point of contact who can be relied on.

- Quarterly review and action planning is essential.

Delivery

- Provision should be no more than a short bus journey away from the participant.
- Initial activity should include 1-2-1, groupwork, access to vocational training, work experience placements and information on full range of opportunities.
- Additional services such as life skills, budgeting, cooking, employer talks/ visits would also be useful.
- Core staff team within City of Edinburgh Council is central to delivery process through maintaining relationships with referral sources and for the smooth engagement and transition of young people.
- There should be better pathway planning from the outset with a maximum engagement period of 18 months.
- Young people would like to attend more hours or more regularly – increasing from minimum engagement of 4 hours up to 16 hours per week over a prolonged period.

Client Group

- Stage 1 provision should be aimed at those aged 16-19, but up to age 26 for those with multiple barriers as stated in the NOLB Emerging Best Practice Guide

3. Service Requirements

The NOLB Review Group were presented with four options for service delivery. The group recommended that five delivery hubs, one in each of the Council's designated locality areas plus one located in the city centre, with continued support from a core team within the Council was the most appropriate model. This recommendation was ratified at the [Housing, Homelessness and Fair Work Committee on 31 October 2019](#).

The focus of NOLB Stage 1 Provision should be delivery of services at the earliest stage of the pipeline for clients aged 16-19 (or 26 for those with multiple barriers as stated in the NOLB Emerging Best Practice Guide). Providers are also expected to engage with young people in school at risk of not moving into a positive destination, with these interventions beginning six months prior to the young person's school leaving date.

Applicants should consider how their service would best fit the needs of these young people: particularly young people who have disabilities, are care experienced or from black and minority ethnic backgrounds. This provision should be an intervention for the city's most vulnerable young people who have left school without a positive destination, or who have not been able to sustain a job, complete college or a training course. Likely outcomes will be progression along the pipeline, support to enter education or training or progression to employment. All provision should be client focused.

Bidders are asked to submit applications for the delivery of NOLB Stage 1 Provision in hubs across the five geographical locations. Applications should be for activity in one hub only and should an organisation wish to deliver in more than one location, multiple applications will be required.

Delivery in localities should be targeted, with the following areas in each locality considered a priority:

City Centre – centrally accessible with outreach where demand dictates
North West – Granton, Pilton and Clermiston
North East – Craigmillar, Bingham and Leith
South West – Wester Hailes, Broomhouse and Oxfangs.
South East – Southhouse/Burdiehouse, Moredun and Dumbiedykes

The maximum award for each application will be £40,000 per annum and the total available fund is £200,000 per annum (split equally between each area), subject to budget availability. Grants will be awarded for a period of three years. Partnership bids are welcomed; however, a lead partner should complete Part A of the application form. Applicants are advised to consider sustainability of funding after the three-year period, as there can be no certainty of continuation of funding.

Successful bidders will be expected to commence with service delivery from 1st April 2020 until 31st March 2023 subject to funding and performance.

4. Partnerships

Projects should demonstrate knowledge of the Joined up for Jobs (JUFJ) network in Edinburgh and an ability to work with providers to support clients to progress to other funded provision when ready.

Projects should also demonstrate ability to work in partnership with external organisations, including Skills Development Scotland, Department of Work and Pensions, City of Edinburgh Secondary Schools (including ASN schools).

Successful bidders will become part of the NOLB Stage 1 Provision network and as such, will be expected to work in partnership with NOLB service in other localities. This will include support with clients, strategic planning and review of services.

5. KPIs

Projects should demonstrate understanding of the Milestones and Outcomes outlined in the NOLB Emerging Best Practice Guide 2019-20 and should indicate how they will support clients to achieve these. It should be noted however that evidence of outcome achievement should be kept according to the Joined up for Jobs guidelines.

6. Compliance and Monitoring

Providers must ensure all activity in relation to client engagement is recorded and tracked on the management information system, Caselink. This will also be used to signpost clients to services within the Strategic Skills Pipeline and to receive referrals from other providers.

Standardised NOLB paperwork as per the Scottish Government's NOLB Emerging Best Practice Guidance 2019-20 is available in Edinburgh, with winning bidders expected to complete this paperwork for all clients. Evidence must be collected and retained as per the Joined up for Jobs Outcomes and Progressions – Definitions and Evidence (NOLB Stage 1).

Compliance with monitoring systems will be required. This includes facilitating annual visits for audit monitoring by a dedicated contract manager from Capital City Partnership (our monitoring

arm), use of the management information system Caselink (or any replacement system for Caselink), as well as qualitative reports.

Eligible Costs

- Costs to support delivery of the Opportunities for All commitment where it refers to disengaged young people who are within six months of the school leaving date;
- Employability Key Worker costs relating to: direct management and administration; workforce capacity in providing support to those for whom this intervention has been identified as appropriate, and engaging with young people no earlier than six months prior to leaving school;
- Providing appropriate opportunities and/or provision to participants in the project whether through increasing existing capacity, improving flexibility of services or by purchasing additional services relating to training for employment;
- Travelling expenses to participants to enable them to attend external training sessions; and
- Costs for young people who commenced Activity Agreements in 2018-19 and will not complete their Agreement until 2019-20.

Ineligible costs

- Reclaimable Value Added Tax;
- Council or other organisation/agency general overhead charges - capital, management, administration, accommodation, travel and subsistence costs;
- Resources (including staffing) / provision for young people (6 months prior to official school leaving date) participating in activity prior to leaving school;
- Employability Key Worker early engagement support in excess of six months prior to a young person leaving school;
- Allowances, other than travelling expenses, paid to participants;
- Any programmes or activities which do not have the aim of assisting participants to train for employment; and
- Any goods or services not received by the Grantee by the end of the current financial year.

Appendices

1. CEC NOLB Stage 1 Grant Application Form 2020-23
2. CEC NOLB Stage 1 Grant Application Scoring and Selection Criteria 2020-23
3. CEC Economic Strategy 2018: Enabling Good Growth
4. JUFJ Outcomes and Progressions – Definitions and Evidence (NOLB Stage 1)
5. CEC Consolidated Council Conditions of Grant
6. No One Left Behind (NOLB) Funding Stream – Emerging Best Practice Guide 2019-20