

**BIRMINGHAM CITY COUNCIL
PUBLIC REPORT**

Report to:	CABINET
Report of:	Corporate Director, Economy
Date of Decision:	26 June 2018
SUBJECT:	EUROPEAN SOCIAL FUND 1.1 PROGRESSION PATHWAYS FOR ADULTS PROJECT - FULL BUSINESS CASE
Key Decision: Yes	Relevant Forward Plan Ref: 005097/2018
If not in the Forward Plan: (please "X" box)	Chief Executive approved <input type="checkbox"/> O&S Chair approved <input type="checkbox"/>
Relevant Cabinet Member(s) or Relevant Executive Member:	Councillor Jayne Francis, Cabinet Member for Education, Skills and Culture
Relevant O&S Chair:	Councillor Tahir Ali, Economy and Skills
Wards affected:	All

1. Purpose of report:

- 1.1 To seek approval to the Full Business Case (FBC) to develop and deliver a European Social Fund (ESF) project Progression Pathways for Adults under Priority 1.1 Access to Employment for Jobseekers and Inactive People, at a total estimated gross value of up to £3.28m (from 1 July 2018 to 31 October 2020) in line with the arrangements detailed in this report.
- 1.2 To seek approval to accept grant funding from the Department for Work and Pensions (DWP) and to act as Accountable Body for this project subject to confirmation of offer from DWP and Accountable Body obligations being acceptable to the Council.

2. Decision(s) recommended:

That Cabinet:

- 2.1 Approves the Full Business Case, attached as Appendix A to this report, at a total estimated cost of up to £3.27m, which includes the Birmingham City Council (the Council) match funding commitment of up to £1.256m, Solihull Metropolitan Borough Council (SMBC) delivery partner match funding commitment of up to £0.379m and the ESF Grant draw down of up to £1.635m. This is subject to final project values being within these estimates.
- 2.2 Authorises the Council to act as the Accountable Body in respect of the Progression Pathway for Adults project and to hold and manage ESF grant funding, subject to approval by the DWP as detailed in this report and Accountable Body obligations being acceptable to the Council.
- 2.3 Authorises the Corporate Director, Economy acting on behalf of the Council as the Accountable Body, to accept grant resources from the DWP of up to £1.64m to fund the proposed Progression Pathway for Adults project subject to confirmation of offer from DWP.
- 2.4 Delegates the approval of the procurement activity for this project to the Corporate Director, Economy with project oversight and responsibility through the Head of European

and International Affairs/Interim Head of Employment.

2.5 Authorises the Corporate Director, Economy to enter into grant funding arrangements with DWP and the project's delivery partner Solihull Metropolitan Borough Council in a manner compliant with EU funding regulations and the national guidance.

2.6 Authorises the City Solicitor to negotiate, execute and complete all relevant legal documents necessary to give effect to the project.

Lead Contact Officer(s): Kam Hundal – Employment Manager, Economy
Telephone No: 0121 303 3663
E-mail address: kam.hundal@birmingham.gov.uk

3. Consultation

3.1 Internal

- 3.1.1 Since the project proposal was set out in a report outlining ESF funding opportunities on 6 March 2018 the then Cabinet Member for Jobs & Skills was briefed on the development of the project proposal and fully supported the submission for funding.
- 3.1.2 The new Cabinet Member for Education, Skills and Culture has been briefed on the project and is fully supportive.
- 3.1.3 Lead Officers from Place Directorate including Birmingham Adult Education Service, 14-19 Skills Service, Careers Service, and Youth Service have also been involved in the development of the project and have agreed the proposed delivery model.
- 3.1.4 The Corporate Director and Lead Officers from Adult Social Care & Health, People Directorate are supportive of the project and are keen to ensure connectivity within the service area and collaboration on supporting service users who may benefit from the project.
- 3.1.5 Officers in Legal and Governance, Procurement and City Finance have been involved in the preparation of this report.

3.2 External

The project has been developed with input and support from SMBC. Dialogue has taken place with Birmingham Metropolitan College and South and City College Birmingham, the Construction Industry Training Board and Auctus (rail training provider) in the development of the project and all are supportive of this project.

4. Compliance Issues:

4.1 Are the recommended decisions consistent with the Council's policies, plans and strategies?

- 4.1.1 The project supports the Council Plan and Budget 2018+ vision and priorities, particularly in respect of Jobs and Skills –“A great city to succeed in.” Project delivery will contribute to addressing enduring and structural issues related to unemployment and no/low skill levels and enables participation in the labour market. With the City Council as the lead applicant we will ensure that the project is synchronised with the jobs and skills priorities using the investment where it will have the most impact.

4.2 Financial Implications (How will decisions be carried out within existing finances and Resources?)

- 4.2.1 The total cost of the project is up to £3.27m. At an ESF intervention rate of 50% this

requires match funding of up to £1.635m. Details of funding are set out below:

ESF 1.1 Progression Pathways for Adults

Start date: 1 Jul 2018 **End date:** 31 Oct 2020

Total project budget up to **£3.27m**

BCC match funding commitment up to **£1.256m**

SMBC Delivery Partner match funding commitment up to **£0.379m**

ESF Grant draw down of up to **£1.635m**

It should be noted however that as the full application progresses and develops the project value and associated match funding commitment may change. The project will be closely monitored and managed by the Employment Service so that should there be any changes, delivery will be reduced accordingly to ensure that no liabilities fall to the Council.

- 4.2.2 All Council match funding resources (up to £1.26m) required for delivery of the project are identified from existing approved Council budgets. This includes £0.46m from Employment Service Salaries and Overheads and £0.80m from Birmingham Adult Education Service as cash match for related project activity. SMBC as the delivery partner has identified match funding contribution of up to £0.38m made up of salary and overheads. This offer has been confirmed in writing (letter dated 23 November 2017). All project funding will need to be defrayed by project end date of 31 October 2020.

Up to £2.9m of the gross value of the project will relate to direct delivery provided in-house through either the Council or its named delivery partners. Additional activity up to £954,384 will be commissioned through external providers via a procurement process compliant with the Public Contracts Regulations 2015 (PCR 2015) with up to £754,384 to commission sector specific training through the programme, and up to £200,000 allocated to deliver more innovative provision of basic skills training for those with no/low basic skills.

The FBC (Appendix A) summarises the budget by financial year with a more detailed project budget set out in Appendix I including salary and direct costs against the Council and SMBC staff and activity. Other Direct Costs include participant support related costs and are also set out within Appendix I for the Council and SMBC respectively and budget headings summarised below:

Please see Appendix I for detailed breakdown of costs		
Total Project Expenditure:		
BCC	Salary Costs	932,748
	Overheads @15%	139,914
	Other Direct Costs	1,117,089
	Totals	2,189,751
SMBC	Salary Costs*	915,298
	Overheads @15%**	137,292
	Other Direct Costs	27,067
	Totals	1,079,657
Project Totals		3,269,408
Funded By:		
BCC – Employment Service Salaries		455,930
BCC – Adult Education Reserves		800,000
SMBC - Salaries		378,774
ESF Grant		1,634,704
Totals		3,269,408
* Includes £280,086 Salary costs for 3 Staff employed by SMBC on behalf of BCC		

** Includes £42,013 Overhead costs for the 3 Staff employed by SMBC on behalf of BCC

This results in additional ESF grant to SMBC of £.161M above the 50% intervention rate and a corresponding decrease in the BCC ESF grant

4.2.3 The Council will be the Lead Applicant and the Accountable Body and this will include:

- Responsibility for overall project development, management and delivery.
- Agree a Service Level Agreement with SMBC to ensure that roles and responsibilities are clearly set out. A robust partnership framework is already in place with SMBC as a result of joint project delivery on several EU funded projects over the past years. Further detail on roles and responsibilities outlined in para 5.4.
- Ensure compliance with DWP grant conditions and seek to mitigate these through appropriate contractual agreements with the delivery partner and service providers through the Council's approved processes.
- Allocate experienced officers from within the Economy Directorate to monitor and manage the project.
- Closely monitor and manage project performance both in terms of outputs and expenditure on a monthly basis to ensure that any risk to achievability is identified and actions put in place to mitigate impact.
- Ensure all delivery arrangements are subject to monitoring and performance checks to ensure compliance and eligibility of activity.
- Undertake where appropriate project compliance visits.
- Address any issues arising around ability to deliver against required project outputs in a timely manner through appropriate dialogue and consultation with DWP to ensure that activity is scaled down as required and claw back is managed. The SLA and any contracts with commissioned providers will contain clauses to ensure that any responsibility for claw back implications can be passed on and enforced with the delivery partner and/or contractors.

There are no further on-going revenue implications as a consequence of accepting this grant funding other than the persisting risk of audit and claw back on the basis of under-performance against outputs, eligibility issues or poor document/data management.

4.2.4 A project Risk Register has been developed and will be reviewed and monitored throughout the project lifecycle and updated accordingly. All identified and potential risks will have assigned leads and a probability/impact score resulting in risk rating and respective mitigation actions identified to enable effective risk management. The Council has extensive experience of managing European projects and resources. In addition to successful delivery as the Lead Accountable Body for ESF Innovation, Trans-nationality and Mainstreaming Projects, the Council has vast experience of being a Co-Financing organisation and managing a complex network of delivery partners. The Council has experience of assisting and co-ordinating project partners to ensure that they are able to learn from the development, capacity building, compliance, eligibility, feasibility work that the Council will undertake. This level of experience and skills will enable the project to operate at minimum risk. Further details are set out within the Risk Register at Appendix H including risks specifically related to finance.

4.2.5 Procurement

The Council has a published procurements procedures manual. All procurement opportunities to be advertised through the "Find it in Birmingham" web portal in the first instance. Any contracts which exceed the relevant threshold (currently £181,302) shall be

advertised in the Official Journal of the European Union (OJEU) and be procured in accordance with PCR 2015. Further details of procurement activity is set out within Appendix E.

4.3 Legal Implications

- 4.3.1 The Council has the power to enter into this activity by the general power of competence secured by Section 1 of the Localism Act 2011. The activity is within the boundaries and limits on the general power set out in Section 2 and 4 of the Localities Act 2011 respectively. Section 111 of the Local Government Act 1972 contains the Council's subsidiary expenditure power in relation to the discharge of its functions.
- 4.3.2 Legal and compliance issues associated with the EU Grant and Project will be delivered within the Conditions of Grant Aid, in accordance with the Council's financial regulations where appropriate.

4.4 Public Sector Equality Duty (see separate guidance note)

- 4.4.1 In accordance with the Public Sector Equality Duty, an Equality Analysis (EA002511) screening has been carried out as part of the Full Business Case process for this project (see Appendix A).

5. **Relevant background/chronology of key events:**

- 5.1 European Structural and Investment Funds (ESIF) are administered by managing authorities, the Department for Communities and Local Government and the DWP. On 21 April 2017 Calls were released inviting grant applications for funding to deliver employment support provision across the GBSLEP area. In response to the specific Call for projects that support Priority Axis 1, Inclusive Labour Markets, the following project was developed in partnership with SMBC and with support from the then Cabinet Member for Jobs and Skills.

ESF 1.1 Progression Pathways (for Adults) has been developed under Investment Priority 1.1 Access to Employment for Jobseekers and Inactive People. Following the successful submission of an outline application on 31 June 2017, the Council was asked on 28 September 2017 to submit a second stage (full) application by 24 November 2017 to deliver the Progression Pathways project across Birmingham and Solihull.

- 5.2 This project is being progressed following approval to proceed with projects presented within the report to 6 March 2018 meeting entitled *External European Social Fund (ESF) Full Applications*. The full project application has been appraised at the recent ESIF Committee held on 17 April 2018 and received committee approval to progress. We are awaiting formal communication from DWP in this respect and this report is being taken to June Cabinet to allow for a rapid start once DWP funding approval has been received with scope for retrospective spend from the contract start date of 1 July 2018.
- 5.3 In line with the Call requirements and available resource the project aims to engage with 2,063 long term unemployed and inactive participants providing support into basic skills provision, training and employment, supporting 499 participants into job search and/or employment. It will target those with no/low basic skills, people from black and minority ethnic backgrounds (BME) women, lone parents, people with disabilities and health conditions including those living in areas of high unemployment across Birmingham and Solihull. Further information on outputs and results is set out in Appendix G.
- 5.4 In relation to project management and delivery, roles and responsibilities within the project are set out below:

The Council will:

- act as the Accountable Body
- be the lead partner
- be responsible for Project Management, delivery and oversight
- be responsible for commissioning project related activity
- lead the project team
- deliver support to Birmingham residents
- shape provision for Birmingham residents.

SMBC will:

- be the project's delivery partner
- deliver support to Solihull residents
- attend and participate within the project delivery group
- shape provision for Solihull residents.

Officers from Birmingham and Solihull form the Project Delivery Team and will ensure that activity is delivered as per the project outputs and results defined through the approval process with DWP. See Appendix D for Organogram.

In addition as the Project's Delivery Partner SMBC will be delivering services to Solihull residents. The programme team will work closely with Jobcentre Plus (JCP), National Careers Service (NCS) and other community based organisations as part of the attraction campaign, promoting the project and providing referrals into the provision. Further information on the project is included within the Full Business Case (Appendix A).

- 5.5 This project will supplement and complement other employment and skills projects within the service area which have already secured, or are seeking to secure, other ESF financial support to ensure that the Council's Employment provision adequately covers the various cohorts of disadvantaged people, including young people, workless adults, people with disabilities, ethnic minority groups, homeless etc. targeting provision on wards where there is high unemployment and deprivation.

6. Evaluation of alternative option(s)

- 6.1 Examine alternative options: The project has been shaped based upon previous experience and proven track record of delivery. It is in line with requirements of the Call and the GBSLEP and has been developed with the full involvement of the delivery partner. Having looked at various options including an alternative lead partner and model of delivery for instance with local Colleges the Council and delivery partner have decided to adopt the model of delivery outlined in the FBC (Appendix A) as the most effective in delivering the required interventions. It is an integrated jobs and skills model which will bring forward a positive impact in supporting unemployed and inactive residents across the Birmingham and Solihull geography.
- 6.2 Do Nothing: If we did not develop and submit the proposal the Council and the GBSLEP would miss the opportunity to obtain significant external funding to deliver focussed activity to promote local skills development, access to work experience, apprenticeships and employment opportunities and the opportunity to widen participation amongst priority and under-represented groups.

7. Reasons for Decision(s):

- 7.1 To enable the Progression Pathways for Adults Project to be progressed and delivered on a timely and successful basis in accordance with relevant DWP timescales.

Signatures

Date

Councillor Jayne Francis
Cabinet Member for Education, Skills and Culture

Waheed Nazir
Corporate Director, Economy

List of Background Documents used to compile this Report:

- DWP Full Funding Application: ESF 1.1 Progression Pathways
- Cabinet Report 6 March 2018: External European Social Fund (ESF) Full Applications

List of Appendices accompanying this Report:

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|-----------------------------|-------------|
| 1. Full Business Case | Appendix A |
| 2. Project Overview | Appendix A1 |
| 3. Stakeholder Analysis | Appendix B |
| 4. Timeline & Milestones | Appendix C |
| 5. Project Organogram | Appendix D |
| 6. Procurement of Contracts | Appendix E |
| 7. Delivery Model | Appendix F |
| 8. Outputs & Results | Appendix G |
| 9. Risk Register | Appendix H |
| 10. Detailed Budget | Appendix I |
| 11. Equality Analysis | Appendix J |

Full Business Case (FBC)			
1. General Information			
Directorate	Economy	Portfolio/Committee	Education, Skills and Culture
Project Title	ESF 1.1 Progression Pathways for Adults	Project Code	005097/2018 (Forward Plan Ref No)
Project Description	<p>BACKGROUND</p> <p>European Structural and Investment Funds (ESIF) are administered by managing authorities, the Department for Communities & Local Government and the Department for Work and Pensions (DWP), who released calls on 21 April 2017 for applications to deliver employment support provision across the GBSLEP area. In response to the recent European Social Fund (ESF) call for projects that will specifically support Priority Axis 1 Inclusive Labour Markets this Project has been developed and application for funding progressed in line with submission timescales and with support from the then Cabinet Member for Jobs & Skills.</p> <p>The Progression Pathways for Adults Project has been developed under Investment Priority 1.1 Access to Employment for Jobseekers and Inactive People in dialogue with a range of stakeholders (see Appendix B). Following the successful submission of an outline application on 31 June 2017, the Council was asked on 28 September 2017 to submit a second stage (full) application by 24 November 2017 to deliver the Progression Pathways Project across Birmingham and Solihull. The Project will be managed through Birmingham City Council's (the Council) Employment Service and delivered in partnership with Solihull Metropolitan Borough Council (SMBC).</p> <p>PROJECT DELIVERY</p> <p>The aim of this Project is to improve the employability of long term unemployed residents through a set of interventions and support to move into sustainable employment. The particular focus will be those facing disadvantage and barriers to entry in the existing labour market.</p> <p>The project will engage with unemployed and inactive residents across Birmingham and Solihull supported by Jobcentre Plus (JCP), National Careers Service (NCS) and community and voluntary sector partners, particularly targeting those with no/low basic skills, BME (black and minority ethnic) groups, women, lone parents, people with disabilities and health conditions and those from areas of high unemployment.</p> <p>In partnership with employers and sector representatives, training pathways will be available for participants from target groups and linked to GBSLEP sectors of high demand and growth:</p> <ul style="list-style-type: none"> • High Speed 2 and supply chain • Advanced Manufacturing & Engineering • Creative Industries • Low Carbon & Environmental Technologies and Services • Transport & Logistics • Life Sciences • Digital & Tech • Business, Professional and Financial Services • Sectors where there is a significant replacement demand, such 		

	<p>as Construction & Infrastructure, Health and Social Care.</p> <p>The project will work in conjunction with Further Education (FE) colleges and training providers to bring forward a framework of training provision that will ensure participants gain basic skills qualifications, sector specific skills, experience and knowledge that will enable them to engage more effectively in the labour market and progress to sustainable employment.</p> <p>The project team will work closely with JCP, NCS and other community based organisations as part of the attraction campaign, promoting the project and providing referrals into the provision. This will be done through attendance at JCP Group Information Sessions with JCP Work Coaches, and through the NCS opportunities database and NCS Advisors which will then generate referrals directly into the programme. These activities can be targeted to specific under-represented groups.</p> <p>Timescale for delivery Subject to approval; the project will begin on 1 July 2018 and complete by 31 October 2020 – 28 month duration. See Appendix C for Timeline and Milestones overview.</p> <p>Who will deliver the programme? Birmingham City Council will:</p> <ul style="list-style-type: none"> • Act as the Accountable Body • Be the lead partner • Be responsible for overall project development, management and delivery. • Agree a Service Level Agreement with SMBC to ensure that roles and responsibilities are clearly set out. A robust partnership framework is already in place with SMBC as a result of joint project delivery on several EU funded projects over the past years. Further detail on roles and responsibilities outlined in para 5.4. • Ensure compliance with DWP grant conditions and seek to mitigate these through appropriate contractual agreements with the delivery partner and service providers through the Council's approved processes. • Allocate experienced officers from within the Economy Directorate to monitor and manage the project. • Closely monitor and manage project performance both in terms of outputs and expenditure on a monthly basis to ensure that any risk to achievability is identified and actions put in place to mitigate impact. • Ensure all delivery arrangements are subject to monitoring and performance checks to ensure compliance and eligibility of activity. • Undertake where appropriate project compliance visits. • Address any issues arising around ability to deliver against required project outputs in a timely manner through appropriate dialogue and consultation with DWP to ensure that activity is scaled down as required and claw back is managed. The SLA and any contracts with commissioned providers will contain clauses to ensure that any responsibility for claw back implications can be passed on and enforced with the delivery partner and/or contractors. • Deliver support to Birmingham residents. • Shape provision for Birmingham residents. <p>Solihull MBC will:</p> <ul style="list-style-type: none"> • Be the project's delivery partner. • Deliver support to Solihull residents. • Attend and participate within the project delivery group.
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	<ul style="list-style-type: none"> • Shape provision for Solihull residents. <p>Officers from Birmingham and Solihull form the Project Delivery Team and will ensure that activity is delivered as per the project outputs and results defined through the approval process with DWP.</p> <p>See Appendix D for Organogram.</p> <p>Procurement Up to £2.9m of the gross value of the project will relate to direct delivery provided in-house through either the Council or its named delivery partners. Additional activity up to £954,384 will be commissioned through external providers via a procurement process compliant with the Public Contracts Regulations 2015 (PCR 2015) with up to £754,384 to commission sector specific training through the programme, and up to £200,000 allocated to deliver more innovative provision of basic skills training for those with no/low basic skills.</p> <p>The Council has a published procurements procedures manual. All procurement opportunities to be advertised through the “Find it in Birmingham” web portal in the first instance. Any contracts which exceed the relevant threshold (currently £181,302) shall be advertised in the Official Journal of the European Union (OJEU) and be procured in accordance with PCR 2015. Further details of procurement activity is set out within Appendix E.</p> <p>Programme beneficiaries The project will provide support to long term unemployed/workless and inactive people, aged 25 and over, under-represented in the workforce and in identified growth sectors, particularly those with additional barriers such as:</p> <ul style="list-style-type: none"> • low or no qualifications • low literacy/numeracy/digital skills • limited English language proficiency • requiring very local and accessible learning provision to engage in learning that develops their skills <p>Engagement and service delivery will focus on the specific needs of participant target groups where required; working with specialist organisations to engage with targeted client groups; and in the delivery of training provision to meet certain need, e.g. women only sessions, community venues, delivery hours.</p> <p>See Appendix F for Delivery Model.</p>	
Links to Corporate and Service Outcomes	<p>The project supports the Council Plan and Budget 2018+ vision and priorities, particularly in respect of Jobs and Skills –“A great city to succeed in.” Project delivery will contribute to addressing enduring and structural issues related to unemployment and low skill levels and enables participation in the labour market. With the City Council as the lead applicant we will ensure that the project is synchronised with the jobs and skills priorities using the investment where it will have the most impact in conjunction with SMBC.</p>	
Benefits Quantification- Impact on Outcomes	Measure	Impact
	<p>Delivery of intensive bespoke support to the target cohorts that have multiple issues and are distant from the labour market, particularly for those that have</p>	<p>Birmingham is currently below the UK average for qualifications. The project will increase skills levels, particularly at basic levels. It will directly support 186 people with</p>

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	no/low basic skills, with personalised support assisting these people into sustainable employment outcomes.	basic skills and qualifications and will therefore directly impact on the number of residents with qualifications.																										
	People moving from benefits into employment as a result of their increased skills levels, impacting on unemployment levels across Birmingham and individual wards.	Employment has a direct positive impact on quality of life and health outcomes for people moving into employment. Could contribute towards generating an approximate basic saving of £11,301 per person per annum to the public purse with reduced benefits payments and increased tax contributions (Office for National Statistics Nov 17).																										
	Raised awareness of careers and opportunities in growth sectors; often where there are an increasing number of vacancies, opening up the career paths to a wider labour market and linking training directly to job opportunities.	Wider benefits on the aspirations of residents, improving their future employability and career opportunities across a range of sectors. Benefits to employers who have higher qualified candidates with targeted programmes to assist them in filling vacancies where they may previously have identified difficulties in recruiting local residents with the right skills.																										
Project Deliverables	<p>The project will engage with 2,063 long term unemployed and inactive participants providing support into basic skills provision, training and employment supporting a total of 499 participants into job search and/or employment. It will target those with no/low basic skills, people from black and minority ethnic backgrounds (BME) women, lone parents, people with disabilities and health conditions, those over the age of 50 and those living in areas of high unemployment. The following outputs and results have been calculated based on the call requirements.</p> <p>Outputs – in relation to target groups</p> <table><tr><td>Total participants to be engaged of which:</td><td></td></tr><tr><td>Unemployed</td><td>1,650</td></tr><tr><td>Inactive</td><td>413</td></tr><tr><td>Total engaged</td><td>2.063</td></tr><tr><td colspan="2"></td></tr><tr><td>Targeted groups:</td><td></td></tr><tr><td>50+</td><td>423</td></tr><tr><td>BME</td><td>578</td></tr><tr><td>Disabilities and health conditions</td><td>598</td></tr><tr><td>without basic skills</td><td>363</td></tr><tr><td>lone parents</td><td>292</td></tr></table> <p>Results – impact in relation to target groups above</p> <table><tr><td>Unemployed into employment</td><td>363</td></tr><tr><td>Inactive into employment or job search</td><td>136</td></tr></table>		Total participants to be engaged of which:		Unemployed	1,650	Inactive	413	Total engaged	2.063			Targeted groups:		50+	423	BME	578	Disabilities and health conditions	598	without basic skills	363	lone parents	292	Unemployed into employment	363	Inactive into employment or job search	136
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	Total into employment	499
	In addition participants:	
	gaining basic skills	186
	receiving childcare support	105
	in employment 6 months after leaving	*701
<p>*This figure is counted from the total engagements group on the basis that 34% of total participants will be in work 6 months after the end of the programme (701). This will be collected through the 6 month leavers survey run by the ESF Evaluation Team DWP.</p> <p>Further information on outputs and results expected are set out in Outputs and Results Schedule Appendix G.</p>		
Scope	<p>SPECIFIC ACTIVITIES</p> <p>“Progression Pathways” will promote and inspire people to take part in training. This will enable individuals to access person-centred and industry led upskilling programmes in local community-based venues.</p> <p>The needs of participants particularly those:</p> <ul style="list-style-type: none"> • with low or no skills/qualifications • who lack knowledge of the local labour market • who are assessed to have limited skills for effective job search • who are deficient in experience and recent exposure to prospective employers and the work place will be accessed. <p>The defined project stages include:</p> <p>Progression Stage 1: Attraction/Outreach Progression Stage 2: Referral/Engagement Progression Stage 3: On Programme – Training and Job Matching</p> <p>See Appendix A1 for full project description.</p>	
Scope exclusions	<p>The Project will be delivered within the scope of the EU eligibility guidelines and call specification within the Birmingham and Solihull geography.</p>	
Dependencies on other projects or activities	<p>Achievement of project delivery and milestones is dependent upon the approval of funding and the receipt of an offer letter.</p> <p>The Employment Service is also leading on a concurrent ESF bid under ESF call 2.2 Skills for Growth Hub – Improving the labour market relevance of education and training systems (I.P. 2.2 OC12S17P0800) which will feed into this Project by linking employers seeking recruitment support to the services of the Employment Team and the wider recruitment and training support opportunities available across Birmingham and Solihull. Employers accessing the Skills Hub will receive training needs analysis linked to their current workforce and future business needs; with Skills Advisers promoting the opportunities available to employers through this Project to support their recruitment needs and make referrals where relevant.</p> <p>The Project will also continue to engage with employers through the GBSLEP Growth Hub, BCC’s Business Development and Innovation Service and other methods, as well as promotional and awareness raising with employers through partners and direct engagement.</p>	

<p>Achievability</p>	<p>This project has been developed based on activity and output evidence gained by the Employment Service (specifically through the Employment Access Team). Building on successful models of delivery developed through previous programmes including: Flexible Support Fund (Project 20,000); CITB Joint Investment Strategy Construction Project; redevelopment of New Street Station and Grand Central Birmingham. Models featured engagement and referral stages to identify eligible participants through to building programmes into delivery platforms, for example, JCP Group Information Sessions and Work Coaches, and NCS opportunities database and Advisors which then generated referrals directly into the programme targeting specific under-represented groups.</p> <p>The programme team will work closely with JCP, NCS and other community based organisations as part of the attraction campaign, promoting the project and providing referrals into the provision.</p> <p>The outline application submitted to DWP on 31 June 2017 received approval to progress to full application. The full application has been appraised at the recent ESIF Committee held on 17 April 2018 and received committee approval to progress. We are awaiting formal communication from DWP in this respect.</p> <p>Key risks:</p> <ul style="list-style-type: none"> • Lack of demand – difficulty accessing and engaging eligible participants • Over demand – too many eligible participants, or too many participants in specific target groups • Difficulty progressing participants into employment • Difficulty commissioning suitably experience training providers that can meet the flexible demands of the project • Difficulty linking with employers • Delay in confirmation of funding • Associated match funding not available. <p>Risks will be managed to remove or mitigate them as far as possible and a risk register is included at Appendix H.</p> <p>BCC has extensive experience of managing European projects and resources. In addition to the successful current running of ERDF, ESF ITM TA and YEI projects, BCC has vast experience of being a Co-Financing organisation and managing a complex network of delivery partners. BCC has experience of assisting project partners and coordinating them to ensure that they are able to learn from the delivery, capacity building, compliance, eligibility, feasibility work that BCC will undertake.</p> <p>All partners will be trained on project systems and monitoring frameworks to ensure all relevant staff are aware of expectations and audit requirements. Written guidance will be produced to back up this training.</p> <p>A dedicated project manager and team within BCC's Employment Team (see Appendix D for Project Organogram) will be responsible for day to day management and effective delivery of the project, across all delivery partners, overseeing compliance, delivery of outcomes, financial monitoring, internal audit, data returns/claims and quality assurance. Upon notification of project funding a full risk assessment will be produced and appropriate mitigations put in place and monitored.</p>
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APPENDIX A

	<p>Solihull MBC have extensive experience of managing and delivering European projects and resources including on the current YEI project and are current delivery partner/contractor on the Solihull & Youth Promise Plus project, therefore, have a good understanding and in depth knowledge of EU funded projects.</p> <p>The project delivery requirements will be built around the ESF eligibility rules and regulations with robust IT and monitoring systems put in place to monitor eligibility of beneficiaries and activity delivered as part of the project. Programme guidance will be available and shared with delivery partners to communicate compliance and eligibility.</p> <p>An internal audit schedule will be implemented to review compliance and raise potential issues early on in delivery.</p> <p>Input into systems and processes will be sought internally through European Team, finance, audit and legal services from the outset ensure compliance to regulations and procedures.</p> <p>The project team will also ensure it is maintaining compliance with eligibility rules during project delivery by using management control mechanisms, including:</p> <ul style="list-style-type: none"> • Regular management meetings for project • Risk register • Regular review meetings with delivery partners to ensure compliance with SLA, including paperwork checks • Claim submission, defrayal, verification of evidence and reimbursement of delivery costs • Quarterly progress report for steering group • End of project evaluation • Support from BCC expert advisors and GBSLEP Technical Assistance team – for specific compliance procedures (procurement, state aid, financial defrayal evidence, document retention etc). 		
Project Manager	Kam Hundal, 0121 303 3663 / 07920 275 390 kam.hundal@birmingham.gov.uk		
Budget Holder	Lloyd Broad, 0121 303 2377 lloyd.broad@birmingham.gov.uk		
Sponsor	Lloyd Broad, 0121 303 2377 lloyd.broad@birmingham.gov.uk		
Project Accountant	Andy Price, 0121 303 7107 andy.r.price@birmingham.gov.uk		
Project Board Members	Lloyd Broad, 0121 303 2377 lloyd.broad@birmingham.gov.uk Kam Hundal, 0121 303 3663 / 07920 275 390 kam.hundal@birmingham.gov.uk Mark Reed, 0121 303 2372 Mark.Reed@birmingham.gov.uk Natalie Goulding, Children's Services and Skills Directorate - Solihull MBC, 0121 704 8732, ngoulding@solihull.gov.uk Tom Dixon, Children's Services and Skills Directorate - Solihull MBC 0121 704 8732 tdixon@solihull.gov.uk		
Head of City Finance (HoCF)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Simon Ansell</td> <td style="width: 50%; padding: 5px;">Date of HoCF Approval:</td> </tr> </table>	Simon Ansell	Date of HoCF Approval:
Simon Ansell	Date of HoCF Approval:		

2. Budget Summary (Detailed workings should also be supplied)

APPENDIX A

Please see Appendix I for detailed breakdown of costs		Voyager Code	Financial Year 1 July 18 – Mar 19	Financial Year 2 Apr 19 – Mar 20	Financial Year 3 Apr 20 – Oct 20	Totals
Revenue Consequences						
BCC	Salary Costs		287,444	407,560	237,744	932,748
	Overheads @15%		43,118	61,135	35,661	139,914
	Other Direct Costs		141,092	621,883	354,114	1,117,089
	Totals		471,654	1,090,578	627,519	2,189,751
SMBC	Salary Costs*		275,998	403,768	235,532	915,298
	Overheads @15%**		41,400	60,566	35,326	137,292
	Other Direct Costs		9,300	12,740	5,027	27,067
	Totals		326,698	477,074	275,885	1,079,657
Project Totals			798,350	1,567,650	903,408	3,269,408
Funded By:						
BCC – Employment Service		RD001	180,897	173,705	101,328	455,930
BCC – Adult Education		Reserves	102,565	443,217	254,218	800,000
SMBC			115,713	166,903	96,158	378,774
ESF			399,175	783,825	451,704	1,634,704
Totals			798,350	1,567,650	903,408	3,269,408
* Includes £280,086 Salary costs for 3 Staff employed by SMBC on behalf of BCC ** Includes £42,013 Overhead costs for the 3 Staff employed by SMBC on behalf of BCC This results in additional ESF grant to SMBC of £.161M above the 50% intervention rate and a corresponding decrease in the BCC ESF grant						
Planned Start date for delivery of the project		1 July 2018	Planned Date of Technical completion		31 October 2020	

3. Checklist of Documents Supporting the FBC

Item	Mandatory attachment	Number attached
Full Project Description	Y	A1
Stakeholder Analysis	Y	B
Timeline & Milestones	Y	C
Organogram	Y	D
Procurement of Contracts	Y	E
Delivery Model	Y	F
Outputs & Results	Y	G
Risk Register	Y	H
Detailed Budget	Y	I

PROJECT DESCRIPTION

The defined project stages include:

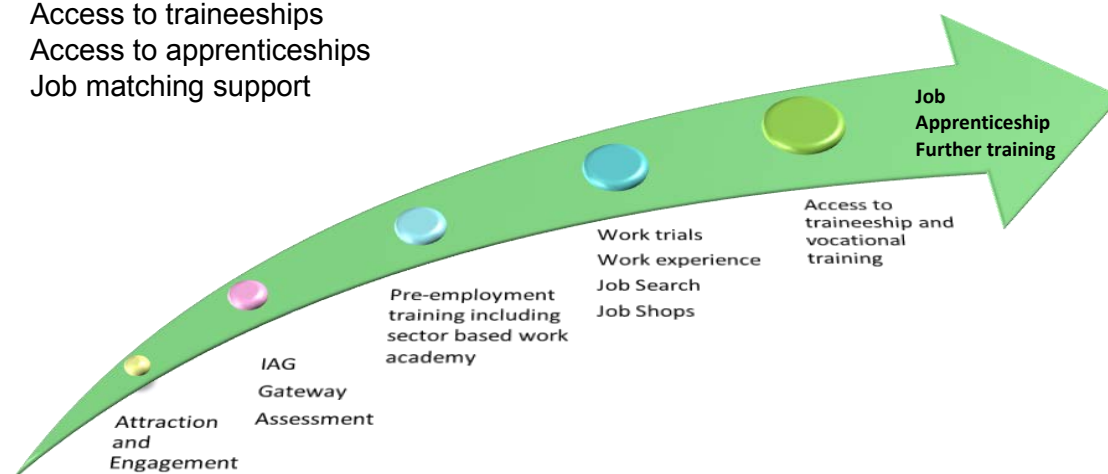
Progression Stage 1: Attraction/Outreach

Progression Stage 2: Referral/Engagement

Progression Stage 3: On Programme – Training and Job Matching

The following key elements across Stages 1 to 3 include:

- Attraction and outreach activities
- Initial information, advice provision appropriate to the needs of the client group
- Engagement including registration
- Gateway assessment to access appropriate employability training and pathways
- Sector based employer-led industry awareness events focused on growth sectors (employers include for example, HS2 Ltd and their supply chain Laing Murphy Joint Venture (LM JV) and Balfour Beatty Vinci Joint Venture (BBV JV) along with their respective tier 2 supply chains, Hydraforce, Serco, Galliford Try, Extra Energy)
- Pre-employment training delivered by Further Education colleges, private sector training providers and directly commissioned training
- Sector based work academies
- Work trials, work experience, job search and job shops, volunteering
- Access to traineeships
- Access to apprenticeships
- Job matching support



Progression Pathways has been informed by knowledge, experience and evidence developed within the work of the Employment Service of what works to deliver inclusive employment growth and widen participation. The following design features will be used as a basis for moving participants into training, apprenticeships and jobs:

- A clear line of sight for learners to learning and work related opportunities so that they understand and can aspire to job roles available to them.
- Appropriate outreach, promotion and engagement in communities and for priority groups such as lone parents, BME, women and 50+.
- Partnership co-ordination to bring forward industry relevant training including IT and digital skills, construction related qualifications (CSCS, NRSWA etc.) and social care; connecting with but not limited to Birmingham Adult Education Service (BAES), FE providers such as Birmingham Metropolitan College, South and City College Birmingham

and Solihull College as well as private training providers for example through the Work Based Learning Provider Network.

- Tailored and targeted provision in line with needs of growth sectors including a “fun” element that supports development of relationships with other participants.
- A holistic approach to meet the needs of the individual, including lack of basic skills, childcare, cultural issues, lack of confidence, knowledge of labour market and opportunities and interview and CV writing skills.
- The voice, influence and contribution of employers are a central tenet of the project and employer involvement at pre-employment stage through sector representative organisations including ICE, EEF, NCHSR, CITB and employers is key to bring forward sector specific pathways. Employers can feed into the content of the training model, engaging in taster sessions and employer sessions as part of the training, as well as provision of work experience and job opportunities at the end of the training programme.
- Peer support identified through previous successful beneficiaries to motivate and inspire new participants to engage in training pathways; identify career pathways and opportunities and offer support and guidance throughout training and move into employment, particular for those furthest away from the labour market.
- Industry role models identified through employers to promote sectors and career pathways, inspire and motivate participants through engagement and training phase.

Duration of participation will be determined, assessed and monitored using an individual's current circumstances, knowledge and skill levels as the baseline. Those that are further along the Pathway may act as advocates in their own communities to promote entry opportunities onto activity related to accessing jobs and training in growth sectors.

PROJECT GOVERNANCE & MANAGEMENT

BCC will be the lead partner directing and co-ordinating all aspects of delivery. BCC will also be the accountable body and manage the overall delivery of the project. A Project Steering Group will be established including representation from BCC (accountable body) and delivery partner Solihull MBC which will meet on an agreed basis to oversee delivery, quality and consistency of provision. Where it is felt appropriate and beneficial, aligned partners, such as National Careers Service (NCS), Jobcentre Plus, FE training providers and sector representatives will also be invited to attend.

BCC has extensive experience of managing European projects and resources. In addition to the successful current running of ERDF, ESF ITM TA and YEI projects, BCC has vast experience of being a Co-Financing organisation and managing a complex network of delivery partners. BCC has experience of assisting project partners and coordinating them to ensure that they are able to learn from the delivery, capacity building, compliance, eligibility, feasibility work that BCC will undertake.

All partners will be trained on project systems and monitoring frameworks to ensure all relevant staff are aware of expectations and audit requirements. Written guidance will be produced to back up this training.

A dedicated project manager and team within BCC's Employment Team (see Appendix D for Project Organogram) will be responsible for day to day management and effective delivery of the project, across all delivery partners, overseeing compliance, delivery of outcomes, financial monitoring, internal audit, data returns/claims and quality assurance. Upon notification of project funding a full risk assessment will be produced and appropriate mitigations put in place and monitored.

Solihull MBC have extensive experience of managing and delivering European projects and resources including on the current YEI project and are current delivery partner/contractor on

the Solihull & Youth Promise Plus project, therefore, have a good understanding and in depth knowledge of EU funded projects.

The project delivery requirements will be built around the ESF eligibility rules and regulations with robust IT and monitoring systems put in place to monitor eligibility of beneficiaries and activity delivered as part of the project. Programme guidance will be available and shared with delivery partners to communicate compliance and eligibility.

An internal audit schedule will be implemented to review compliance and raise potential issues early on in delivery.

Input into systems and processes will be sought internally through European Team, finance, audit and legal services from the outset ensure compliance to regulations and procedures.

The project team will also ensure it is maintaining compliance with eligibility rules during project delivery by using management control mechanisms, including:

- Regular management meetings for project
- Risk register
- Regular review meetings with delivery partners to ensure compliance with SLA, including paperwork checks
- Claim submission, defrayal, verification of evidence and reimbursement of delivery costs
- Quarterly progress report for steering group
- End of project evaluation
- Support from BCC expert advisors and GBSLEP Technical Assistance team – for specific compliance procedures (procurement, state aid, financial defrayal evidence, document retention etc)

Stakeholder	Stake in Project	Potential Impact on Project	What does the Project expect from Stakeholder	Perceived attitudes and/or risks	Stakeholder management strategy	Responsibility
Cabinet Member	Councillor Jayne Francis, Cabinet Member for Education, Skills and Culture Councillor Tahir Ali, Economy and Skills Previously: Councillor Brett O'Reilly Cabinet Member for Jobs & Skills Overview & Scrutiny Chair Councillor Zafar Iqbal, Economy, Skills and Transport	High	Political support for project.	Supportive	Ongoing involvement through consultation	Portfolio holder
Solihull Metropolitan Borough Council	Contribution to project monitoring and implementation	High	Responsible for leading engagement and delivery within Solihull geography. Contribution to project delivery framework and ownership of outputs and results proportionally.	Ownership and responsibility of key deliverables within project.	Ongoing involvement through Project Board.	Delivery Partner
DWP (National)	Head contract holder and funder on behalf of EU Commission	High	Funding, monitoring and audit framework.	Awaiting DWP formal approval on full application.	Establish regular dialogue around contract management and compliance.	Funder
DWP (District) and Jobcentre Plus	Key strategic partner in delivering interventions focussed on the Claimant Register.	High	Active support and referral route into the project.	Supportive and proactive relationship.	Continue regular dialogue as the project progresses to ensure connectivity to	Referral partner

					project deliverables.	
National Careers Service (local)	Local National Careers Service contract delivered through Prospects	Medium	Marketing of available pathways through their existing mechanisms and advisor network to generate referrals onto the project.	Supportive and proactive relationship.	Continue regular dialogue as the project progresses to ensure connectivity to project deliverables.	Referral partner
FE Providers	Project link to funded training provision	Medium	Expertise and knowledge in implementation phase and direct input into delivery from the Birmingham Metropolitan College, South & City College Birmingham and Solihull College.	Supportive and proactive relationship.	Continue regular dialogue as the project progresses to ensure connectivity to project deliverables.	Training Provision
Birmingham & Solihull Youth Promise Plus (YEI) Project Board	Youth Promise Plus Project has been developed and will support the project through ESF monitoring and process management systems set up as part of its delivery	High	<p>Expertise and knowledge to inform development of project delivery plan and required monitoring systems and processes to evidence in accordance with ESF requirements.</p> <p>Currently delivering through Birmingham and Solihull. Due to end delivery in July however awaiting DWP response to request for extension.</p> <p>Current YPP Project Board consists of representation from the following:</p> <ul style="list-style-type: none"> • Birmingham City Council (Employment & Skills, Housing infrastructure, Birmingham Careers and Youth Services) • Solihull MBC • The Prince's Trust • University Hospital UHB • The Best Network 	Supportive	To inform the setting up of the project's ongoing governance structure involving.	Project support

			<ul style="list-style-type: none"> • BVSC • Centro • Police Commissioner's Office • West Midlands Learning Provider Network • Birmingham & Solihull FE Consortium • People Plus • Ahead Partnership (CSR City) • St Basil's • DWP Birmingham & Solihull District Office 			
Greater Birmingham and Solihull Local Enterprise Partnership	Strategic ownership of project	High	Regular briefing and directional steer	Supportive.	Through reporting line to Birmingham and Solihull LEP Employment & Skills Boards Strategy team.	Project Sponsor
Birmingham and Solihull Business community	Employers providing job opportunities and work experience placements for Young People	Medium	<p>Direct links to recruitment and vacancies.</p> <p>Feedback on Employer perceptions and needs to inform service delivery</p>	Delivery partners already have significant relationships established with key employers around recruitment	<p>Continuation and deepening of existing employer relationships through Prince's Trust , UHB, Birmingham City Council and Solihull MBC</p> <p>Development of strategic relationships with employer representative bodies such as Chambers of Commerce.</p>	Direct Employers and representatives of Employer perceptions and needs

Project Timetable & Milestones		
Start date (date from which eligible expenditure will be incurred)	1 July 2018	
Financial completion date (date by which eligible costs will have been defrayed (European Social Fund – contractual completion date))	31 October 2020 (NB applicant is willing to extend this to allow 3 years project timescale)	
Practical completion date (date by which all outputs will be achieved. European Regional Development Fund only)	N/A	
Activity end date (date by which all the activities described in the funding agreement will be completed)	31 October 2020	
Milestone	Start date	Completion date
Project Steering Group established	Mar 18	Ongoing
Procurement plan finalised	Mar 18	Jun 18
Timeline and project approval phase – including establishment of necessary processes, guidance, monitoring system to include collation of participant details, interventions, financial monitoring and evidence collation in line with Management and Control Requirements for ESIF Projects	Apr 18	Sep 2018
SLA's agreed with Delivery partners	Jan 18	Mar 18
Procurement framework implemented – tenders started to secure relevant external providers (4-6 month process)	Apr 18	Sep 18
Project start – Mobilisation phase to start as soon as approval granted (if funding agreed)	1 Jul 18	1 Jul 18
Project delivery team in place	July 18	Oct 18
Referral mechanism between JCP, NCS and delivery partners/procured provision in place	Apr 2018	Dec 18
Performance Review meetings	Sep 18	Jun 20
Required providers appointed	Sep 18	Mar 19
Promotions and marketing strategy implemented	Oct 18	Ongoing
Review project outputs, results and outcomes	Oct 18	Dec 20
Project engagement activity ceases for new referrals	Aug 20	Aug 20
Project closure report	Oct 20	Oct 20
<i>Achievement of milestones is dependent upon the approval of funding and the receipt of an offer letter.</i>		

1.1 ESF PROGRESSION PATHWAYS FOR ADULTS PROJECT ORGANOGRAM

BIRMINGHAM CITY COUNCIL – Lead Partner and Accountable Body

ECONOMY DIRECTORATE

Employment Service

1 FTE Employment Manager
Grade 6 (1 Post) (ESS3r)

1 FTE Principal Employment
Officer Grade 5 (1 Post) (ESS5r)

1 FTE Principal Employment Officer
(Contracts) Grade 5 (1 Post) (ESS4r)

2 FTE Senior Employment Officer
Grade 4 (2 Posts) (ESS6r)

1 FTE PSS Officer
Grade 3 (1 Post) (ESS10)

European & International Affairs

0.2 FTE Senior European Funding
Manager Grade 6 (1 Post) (EAI1r)

0.4 FTE Funding Adviser Grade 5
(1 Post) (EAI4)

Finance

0.3 FTE Senior Business Analyst
Finance Grade 5 (1 Post) (BCCF1r)

1 FTE Senior Grant Claim, Comp &
Mon Officer Grade 4 (1 Post) ESS7

1 FTE Business Project Assistant
Grade 2 (1 Post) ESS11



European Union

European
Social Fund

SOLIHULL METROPOLITAN BOROUGH COUNCIL – Delivery Partner

Employment and Skills

0.1 FTE Head of Learning & Skills
Grade HoS2 (1 Post) (SMBC1)

0.3 FTE Employment & Skills Mgr
Grade G (1 Post) (SMBC2)

0.5 FTE Lead Officer Grade F (1
Post) (SMBC4)

1.1 FTE Project Officer
Grade E (2 Posts) (SMBC3)

3 FTE Employer Engagement Off
Grade E (3 Posts) (SMBC7)

1.5 FTE Outreach Officer
Grade D (2 Posts) (SMBC5)

1 FTE Training Coordinator / Tutor
Grade D (1 Posts) (SMBC6)

Adult Social Care Recruitment

0.1 FTE Commissioning Officer
Grade F (1 Post) (SMBC8)

1 FTE WDO / Social Care Ass Ctre Mgr
Grade F (1 Post) (SMBC9)

0.2 FTE OWD Administrator
Grade D (1 Post) (SMBC10)

Catering Recruitment

0.2 FTE Business Support Mgr
Grade E (1 Post) (SMBC11)

1 FTE Administrative Assistant
Grade C (1 Post) (SMBC12)

Accountancy

0.1 FTE Senior Accountant
Grade G (1 Post) (SMBC13)

0.1 FTE Accountancy Technician
Grade D (1 Post) (SMBC14)



European Union
European
Social Fund

CONTRACTS TO BE PROCURED

Details of all contracts that will need to be awarded to deliver the Project but which have not been awarded prior to this application.

	Anticipated value of the contract (Highest value first)	Will the contract only be used to provide works, supplies or services to the Project?	Description of works, supplies or services that will be provided under the contract	What procurement process do you anticipate using to select the supplier?	Where will the contract opportunity be advertised?	What processes will be put in place to collect appropriate records to demonstrate compliance in the event of an audit or other investigation
1	£754,384 (will be split down to meet sector specific requirements)	yes	Specialist recruitment pathway and training support tailored to key sectors. Let across a number of contracts for sector specific training. Birmingham focused.	Open competitive framework tender Followed by mini competition with appointed providers	Find it in Birmingham website, OJEU journal site and Intend webportal	Oversight and support via BCC Corporate Procurement Division – use of In-tend web system to recorded and store documents and data to auditable standard.
2	£200,000	yes	Specialist basic skills provision. Birmingham focused.	Open competitive tender	Find it in Birmingham website, OJEU journal site and Intend webportal	Oversight and support via BCC Corporate Procurement Division – use of In-tend web system to recorded and store documents and data to auditable standard.
3	£75,000 (will be split down to meet specific demand)	yes	Community outreach and engagement of disadvantaged clients.	Open quotation	Find it in Birmingham website and Intend webportal	Oversight and support via BCC Corporate Procurement Division – use of In-tend web system to recorded and store documents and data to auditable standard.
6	£20,000	Yes	Project Evaluation	Open quotation	Find it in Birmingham website and Intend webportal	Oversight and support via BCC Corporate Procurement Division – use of In-tend web system to recorded and store documents and data to auditable standard.

Delivery Model Chart (DRAFT)

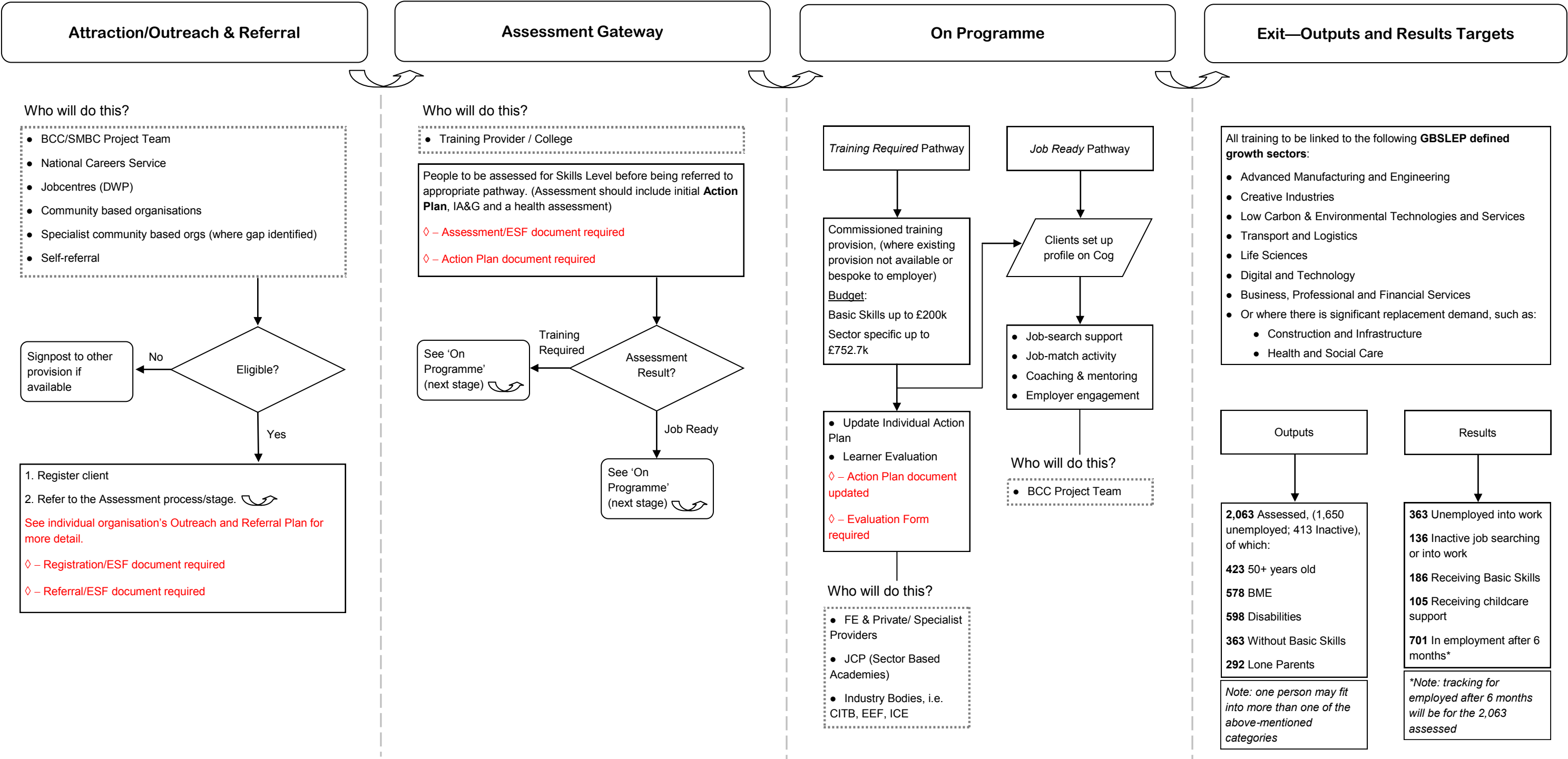
Project: Adult Progression Pathway (ESF 1.1)

Timeline: July 2018 to October 2020

Appendix F

Key:

◊ – Workflow document required



Development phase: preparatory work required

- Map outreach activity with each agency
- Agree and develop referral process plan with each agency
- Create target list of and engage with 'Community' orgs
- ◊ - Develop Registration/ESF document
- ◊ - Develop Referral/ESF document

- Develop Assessment Gateway process
- ◊ - Develop Assessment/ESF document
- ◊ - Develop Action Plan document

- Agree childcare provision and cascade information to all
- Engage with YPP specialist providers
- ◊ - Develop Evaluation Form document

Implementation: Things to ensure across all agencies during delivery

- Co-ordination of Outreach and Referral activity
- Follow an agreed referral process

- Co-ordination of Outreach and Referral activity
- Follow an agreed referral process

- Childcare provision to be in-hand, (everyone informed about it)
- Support and outcome to be recorded on Insight CRM , (BCC specific)
- Agencies to share Apprenticeship/Jobs/Work Experience opportunities

- Capturing good news stories
- Organizing celebration events
- Results recorded on CRM

OUTPUTS & RESULTS

The project will engage with 2,063 long term unemployed and inactive participants providing support into basic skills provision, training and employment supporting a total of 499 participants into job search and employment. It will target those with no/low basic skills, people from black and minority ethnic backgrounds (BME) women, lone parents, people with disabilities and health conditions, those over the age of 50 and those living in areas of high unemployment.

The outputs and results have been extrapolated from a full analysis of detailed costs and outputs profiles of proposed match activity and past experience of delivering similar type of provision to the cohorts mentioned. We are confident that we can achieve the outputs & results at a unit cost of approx. £1585 per participant. We can also comfortably state that out of the 2,063 participants we can achieve 22% of unemployed participants into employment and 33% of inactive participants into employment or job search.

The project will be working closely with JCP and NCS to engage with participants and make referrals directly into the programme of delivery, which proved to be a successful model of delivery in projects such as Youth Promise Plus, Flexible Support Fund, CITB and Grand Central pre-employment pathways programme in engaging with unemployed residents from target groups and geographical areas.

The following rationale and assumptions have been made in establishing each deliverable. The delivery area has high levels of unemployment, the latest ILO unemployment figures for December 2016 show there are over 50,000 working age residents who are unemployed, an unemployment rate of 8.5% compared to the UK unemployment rate of 5.0%.

ILO Unemployment Dec 2016		
	Number	Rate
Birmingham	44,400	9.0
Solihull	6,300	6.3
Birmingham & Solihull	50,700	8.5
UK	1,588,200	5.0

Source: ONS/APS

Economic Inactivity

There are a large number of residents of working age who are not in employment or actively seeking work. This cohort is termed economically inactive and includes the long term sick, those in full time study, those looking after family and the retired. The area has higher rates of economic inactivity (30.4%) than the UK (22.3%) and economic inactivity rates are also higher for the disabled (53.6%) and BME groups (37.0%).

Economic Inactivity by Group Dec 2016								
Area	Economically Inactive Total		Economically inactive - Disabled		Economically Inactive -White		Economically Inactive -BME	
	Number	%	Number	%	Number	%	Number	%

Birmingham	214,700	30.4	69,200	55.6	87,600	23.8	127,100	37.5
Solihull	27,400	21.3	9,500	42.6	23,600	20.8	3,800	24.5
Bham & Sol	242,100	29.0	78,700	53.6	111,200	23.1	130,900	37.0
UK	9,132,000	22.3	3,612,000	44.5	7,386,100	20.9	1,734,400	30.3

Source: ONS/APS

There are high rates of worklessness and benefit dependency in the local area with nearly 110,000 working age resident defined as workless, meaning the area has a much higher worklessness rate (12.8%) compared to England (9.1%).

Workless Benefits Nov 2016						
Benefit Groups					Total Workless Benefits	
Area	job seeker	ESA and incapacity benefits	lone parent	others on income related benefit	Number	%
Birmingham	30,520	53,660	12,560	2,130	98,870	13.7%
Solihull	2,230	6,290	1,420	180	10,120	8.0%
Bham & Sol	32,755	59,950	13,980	2,310	108,995	12.8%
England	759,920	2,012,680	346,900	61,980	3,181,480	9.1%

Source: ONS/DWP

There are particular concentrations of worklessness in the inner city wards of Birmingham and in some of the more deprived outer city wards and in North Solihull. The worklessness rate in 3 of Birmingham's wards Lozells & East Handsworth, Kingstanding and Shard End are over 20%, more than twice the national rate.

Out of work benefit claimants – estimates for Birmingham wards August 2016						
Top 10 Wards	Claimant Count	ESA and incapacity benefits	Lone parents	Others on income related benefits	Out-of-work benefits	Rate
Lozells & East Handsworth	1,990	2,031	452	101	4,574	22.3%
Kingstanding	870	1,947	560	74	3,452	21.6%
Shard End	890	1,873	599	55	3,418	20.3%
Sparkbrook	1,385	2,224	358	134	4,101	19.7%
Aston	1,875	1,735	417	108	4,135	19.2%

Tyburn	830	1,736	391	43	3,000	18.9%
Bartley Green	785	1,639	493	67	2,983	18.7%
Stockland Green	1,020	1,737	291	70	3,118	18.1%
Weoley	780	1,477	509	50	2,817	17.5%
Washwood Heath	1,380	1,687	391	104	3,563	16.8%

Source: ONS/DWP

OUTPUTS:

	Total participants	2,063
ESF COO1	Unemployed	1,650
ESF CO03	Inactive	413
ESF 04	50+	423
ESF CO5	BME	578
ESF CO16	Disabilities and health conditions	598
ESF O6	without basic skills	363
ESF CO14	lone parents	292

The target groups of beneficiaries have been identified based on those identified in the call and on past delivery of similar programmes and data on the most disadvantaged groups in Birmingham and Solihull.

There are particular groups who have disproportionately high levels of unemployment. Those with a disability have a much higher rate of unemployment (12.1%) than for the non-disabled (8.1%). The disabled unemployment rate in the Birmingham and Solihull area is also well above the corresponding rate for the UK (9.0%). Unemployment levels are also much higher for residents from BME groups. The BME unemployment rate for the area is 15.0% compared to an unemployment rate of 4.6% for white residents, a BME unemployment gap of over 10 percentage points.

ILO Unemployment by Group Dec 2016						
Area	Unemployment - Disabled		Unemployment - White		Unemployment – BME	
	Number	Rate	Number	Rate	Number	Rate
Birmingham	7,100	12.9	11,600	4.0	32,800	15.5
Solihull	1,100	8.8	5,800	6.2	700	5.9
Bham & Solihull	8,300	12.1	17,400	4.6	33,500	15.0
UK	406,300	9.0	1,268,200	4.4	337,000	8.3

Source: ONS/APS

There are significant concentrations of unemployment in particular local areas mainly located in inner city Birmingham and in North Solihull. The table below shows the wards with the highest claimant count unemployment proportions. Lozells & East Handsworth in Birmingham has the highest unemployment proportion at 10.1% over 5 times the national rate of 2.0%. Engagement activity will be focused on the areas with the highest levels of unemployment.

Claimant Count Unemployment May 2017		
Area	Claimant count	Claimants as a proportion of residents aged 16-64
Lozells & East Handsworth	2,080	10.1
Aston	1,955	9.1
Sparkbrook	1,405	6.8
Soho	1,385	6.6
Chelmsley Wood	480	6.4
Nechells	1,600	6.2
Washwood Heath	1,315	6.2
Stockland Green	1,005	5.8
Shard End	945	5.6
Kingstanding	885	5.5
Tyburn	870	5.5
Bartley Green	855	5.4
Kingshurst and Fordbridge	410	5.2
Weoley	805	5.0
Birmingham	32,210	4.5
Solihull	2,315	1.8
Birmingham & Solihull	34,520	4.1
UK	817,085	2.0

Source: ONS/NOMIS

Skills

The area has a poorer skills profile than the national average with fewer residents with high level qualifications and more with low or no qualifications. The latest qualifications data for 2016 shown in the table below shows that there are 112,400 working age residents with no qualifications in Birmingham and Solihull. This accounts for 13.5% of the working age population having no formal

qualifications, well above the UK rate of 8.3%. For the area to have the same rate of unqualified residents as the UK over 43,000 residents would need to gain a qualification.

No Qualifications Dec 2016		
	Number	Rate
Birmingham	100,600	14.3
Solihull	11,800	9.2
Birmingham & Solihull	112,400	13.5
UK	3,378,500	8.3

Source: ONS/APS

As with unemployment and economic inactivity there are areas within Birmingham and Solihull where there are particularly high rates of working age residents with no qualifications, The chart below uses 2011 Census data (latest available) to show the wards with the highest levels of no qualifications. The main concentrations are again to be found in the inner city wards of Birmingham and in some of the more deprived outer city wards and in North Solihull. Engagement activity will be focused on areas with the lowest qualification levels.

16+ No Qualifications		
Wards	Number	%
Washwood Heath	8,989	41.3
Shard End	8,379	41.0
Chelmsley Wood	3,827	39.7
Kingstanding	7,507	39.6
Bordesley Green	8,682	38.6
Tyburn	7,309	37.7
Smith's Wood	3,593	37.6
Kingshurst & Fordbridge	3,661	37.2
Sparkbrook	8,272	36.9
Hodge Hill	7,159	35.8
Stechford & Yardley North	6,955	35.6
Lozells & East Handsworth	7,613	34.3
Sheldon	5,867	33.6
Aston	7,664	33.2
Bartley Green	6,456	33.1

Source: ONS 2011 Census

Therefore in response to these facts, the project targets the highest need groups with tailored support for progression pathways in growth sectors to enable sustainable improvements to individual and area economic success.

RESULTS

R1	Unemployed into employment	363
R2	Inactive into employment or job search	136
R3	Participants gaining basic skills	186
R4	Participants receiving childcare support	105
ESF CR06	Participants in employment 6 months after leaving	*701

*To be counted from total engagements group

Unemployed participants into employment (R1)

22% of the total unemployed participants will be supported into employment - 363 participants. This is an achievable conversion rate based on experience of recent programmes delivered by BCC including YPP and FSF (final conversion rate of 60%). The project has a work first approach which will ensure that participants are quickly progressing into work and receive the appropriate training, guidance and support to do this. The employer engagement function of the project will generate opportunities (including jobs, apprenticeships, traineeships and work experience) and pre-employment pathways will be developed to move people into employment, receiving relevant skills and qualifications enhancing employment prospects and reducing individual barriers.

Inactive participants into employment or job search (R2)

33% of the total inactive participants will be supported into employment or job search – 136 participants. Again this is based on the outcomes outlined above from previous delivery of recent programmes and the model of delivery towards a work first approach with all participants supported in job search whilst they are engaged on the programme.

Participants gaining basic skills (R3)

9% of total participants will receive basic skills training through the project, this is based on an allocation of £200,000 of the project budget to deliver basic skills training with an average cost of £653, providing training spaces for 306 participants. With an anticipated drop-out rate of up to 40% this will result in 186 participants receiving basic skills training.

Participants with childcare needs receiving childcare support (R4)

36% (105) of the lone parent participants will be supported with childcare needs, with childcare being identified as a significant barrier to engaging in training and employment for this client group. This includes a financial contribution towards the cost of childcare whilst participants are undertaking training.

Participants in employment 6 months after leaving (ESF CR06)

34% of total participants will be in work 6 months after the end of the programme (701). This will be collected through the 6 month leavers survey run by ESF Evaluation Team DWP. Participants will be adequately prepared for employment, with training provision linked to sectors and job roles, with an element of employability and health and wellbeing, preparing people for the transition into sustainable employment. Participants will receive personalised, holistic support to reduce barriers and match to appropriate job opportunities.

Progression Pathways Risk Register

Data entry:
Impact - 1 = low risk; 2 = medium risk; 3 = high risk
Score = Impact x Probability



APPENDIX H

Risk: Something which may occur and for which mitigation can/should be put in place to reduce the impact or probability of it happening.

Date Last Updated:		28/11/2017						
Ref No.	Date Risk Logged	Risk	Impact 1, 2 or 3	Probability %	Score	Owner	Target Date	Mitigation
1	15/11/2017	Lack of demand – difficulty accessing and engaging eligible participants	2	33	66.00	Lead Partner Delivery Partner	ongoing	1) Marketing costs included 2) PR & Publicity Plan 3) aligned partners include JCP and NCS who will refer eligible candidates 4) Engagement of community groups and community organisations to engage target groups and refer into project 5) Budget allocated to specialist engagement where gap is identified
2	15/11/2017	Over demand – too many eligible participants, or too many participants in specific target groups	2	33	66.00	Lead Partner Delivery Partner	ongoing	1) regular review of engagement activity to assess demand and review of engagement activity to ensure all target groups are engaging in project 2) Further commissioning available to engage with specific groups where gaps identified
3	15/11/2017	Difficulty progressing participants into employment	2	33	66.00	Lead Partner Delivery Partner	ongoing	1) Programme based on previous good practice 2) 1-1 support, bespoke interventions with employer links will offer a comprehensive programme in to a positive outcome 3) targeted training provision linked to employer demand 4) Employer engagement function key role of EDWs working on project
4	15/11/2017	Difficulty commissioning suitably experience training providers that can meet the flexible demands of the project	3	66	198.00	Lead Partner	ongoing	1) Tender process previously tested 2) raise awareness of opportunity through market awareness events and advertising on FIIB. 3) market research carried out by Lead Partner to understand market and what will be deliverable 4) smaller lots commissioned with focus on specific sectors
5	15/11/2017	Difficulty linking with employers	3	33	99.00	Lead Partner Delivery Partner	ongoing	1) Both lead and delivery partner have existing employer links 2) Based on past delivery and existing employer links with Lead partner 3) Link with sector representatives already engaged with employers in growth sectors 4) Employment Access Team with extensive experience of employer engagement and demonstrated success 5) Links with GBSLEP Growth Hub, BCC Business, Development & Innovation Service and other business engagement programmes to raise awareness of Progression Pathways and make referrals
6	15/11/2017	Delay in confirmation of funding	3	50	150.00	Lead Partner Delivery Partner	01/07/2018	1) Processes and structures in place to assist with retrospection
7	01/09/2015	Associated match funding not available	3	10	30.00	Lead Partner	01/07/2016	1) Match funding confirmation provided
		N.B. click on this row to add new rows - this will ensure graph lines still line up	0	0%	0.00			

Risk Management Process:

Risk Register to be reviewed at each Project Steering Group

Full Business Case Financial Detail

Appendix I

ESF 1.1 Progression Pathways

FUNDING			2018 / 19				2019 / 20					2020 / 21				Total All Years	
			Partner	Cost Category	July -Sep	Oct - Dec	Jan-Mar	Total	Apr-Jun	July -Sep	Oct - Dec	Jan-Mar	Total	Apr-Jun	July -Sep		Oct - Dec
BCC	Employment Service	Salaries			33,952	37,762	37,762	109,476	37,762	37,762	37,762	37,762	151,048	37,762	37,762	12,587	88,111
BCC	Employment Service	Overheads	5,093	5,664	5,664	16,421	5,664	5,664		5,663	5,663	22,653	5,664	5,664	1,886	13,215	52,289
BCC	Employment Service	Budget	20,881	34,119		55,000						-				-	55,000
BCC	Adult Education	Budget		16,055	86,510	102,565	94,010	100,510	116,187	132,510	443,217	118,510	120,010	15,698	254,218	800,000	
BCC	Total Match Funding		59,926	93,600	129,936	283,462	137,436	143,936	159,612	175,935	616,919	161,936	163,436	30,171	355,544	1,255,925	
SMBC	Total Match Funding		34,698	38,282	42,734	115,714	41,284	41,284	41,334	43,004	166,906	41,504	41,277	13,378	96,159	378,779	
TOTAL MATCH FUNDING			94,624	131,882	172,670	399,176	178,720	185,220	200,946	218,940	783,826	203,440	204,713	43,549	451,702	1,634,704	
TOTAL ESF FUNDING			94,624	131,882	172,670	399,176	178,720	185,220	200,946	218,940	783,826	203,440	204,713	43,549	451,702	1,634,704	
TOTAL PROJECT FUNDING			189,248	263,764	345,340	798,352	357,440	370,440	401,892	437,880	1,567,652	406,880	409,426	87,098	903,404	3,269,408	

EXPENDITURE			2018 / 19				2019 / 20					2020 / 21				Total All Years
			July -Sep	Oct - Dec	Jan-Mar	Total	Apr-Jun	July -Sep	Oct - Dec	Jan-Mar	Total	Apr-Jun	July -Sep	Oct - Dec	Total	
Partner	Cost Category		July -Sep	Oct - Dec	Jan-Mar	Total	Apr-Jun	July -Sep	Oct - Dec	Jan-Mar	Total	Apr-Jun	July -Sep	Oct - Dec	Total	Total All Years
BCC	Employment Service	Salaries	83,664	101,890	101,890	287,444	101,890	101,890	101,890	101,890	407,560	101,890	101,890	33,964	237,744	932,748
BCC	Employment Service	Overheads	12,550	15,284	15,284	43,118	15,284	15,284	15,284	15,284	61,135	15,284	15,284	5,093	35,661	139,914
BCC	Employment Service	Contract -Basic Skills		10,000	15,000	25,000	20,000	25,000	25,000	35,000	105,000	35,000	35,000		70,000	200,000
BCC	Employment Service	Contract -Sector Specific		20,210	84,882	105,092	84,882	84,882	103,236	124,882	397,882	124,882	124,882		249,764	752,738
BCC	Employment Service	Contract -Specialist Engagement				-	10,000	15,000	25,000	25,000	75,000				-	75,000
BCC	Employment Service	Participant Costs		2,000	5,000	7,000	6,000	9,000	9,000	9,000	33,000	9,000	9,000	1,350	19,350	59,350
BCC	Employment Service	Evaluation				-			3,000	4,000	7,000	1,000	4,000	8,000	13,000	20,000
BCC	Employment Service	Marketing & Publicity		2,000	2,000	4,000	1,000	1,000	1,000	1,000	4,000	1,000	1,000		2,000	10,000
BCC	Total Expenditure		96,214	151,384	224,056	471,654	239,056	252,056	283,410	316,056	1,090,578	288,056	291,056	48,407	627,519	2,189,751
SMBC		Salaries*	79,160	95,896	100,942	275,998	100,942	100,942	100,942	100,942	403,768	100,942	100,942	33,648	235,532	915,298
SMBC		Overheads**	11,874	14,384	15,142	41,400	15,142	15,142	15,142	15,142	60,565	15,142	15,141	5,043	35,326	137,291
SMBC		Participant Costs	1,000	1,100	1,200	3,300	1,300	1,300	1,400	1,740	5,740	1,740	1,740		3,480	12,520
SMBC		Engagement			3,000	3,000				3,000	3,000				-	6,000
SMBC		Marketing & Publicity	1,000	1,000	1,000	3,000	1,000	1,000	1,000	1,000	4,000	1,000	547		1,547	8,547
SMBC	Total Expenditure		93,034	112,380	121,284	326,698	118,384	118,384	118,482	121,824	477,074	118,824	118,370	38,691	275,885	1,079,657
TOTAL PROJECT EXPENDITURE			189,248	263,764	345,340	798,352	357,440	370,440	401,892	437,880	1,567,652	406,880	409,426	87,098	903,404	3,269,408

* Includes £280,086 Salary costs for 3 Staff employed by SMBC on behalf of BCC

** Includes £42,013 Overhead costs for the 3 Staff employed by SMBC on behalf of BCC

This results in additional ESF grant to SMBC of £.161M above the 50% intervention rate and a corresponding decrease in the BCC ESF grant

Equality Analysis

Birmingham City Council Analysis Report

EA Name	Progression Pathways For Adults
Directorate	Economy
Service Area	Economy - STP Employment
Type	New/Proposed Policy
EA Summary	The policy proposes to engage with 2,063 long term unemployed and inactive participants providing support into basic skills provision, training and employment supporting 499 participants into job search and employment. It will target those with no/low basic skills, people from black and minority ethnic backgrounds (BME) women, lone parents, people with disabilities and health conditions including those living in areas of high unemployment. In partnership with employers and sector representatives, training pathways will be available for participants linked to GBSLEP defined growth sectors, in conjunction with FE colleges and training providers providing a framework of training provision that will ensure participants gain basic skills qualifications, sector specific skills, experience and knowledge that will enable them to engage more effectively in the labour market and progress to sustainable employment.
Reference Number	EA002811
Task Group Manager	julie-ann.wright@birmingham.gov.uk
Task Group Member	alison.fiddes@birmingham.gov.uk
Date Approved	2018-06-14 00:00:00 +0100
Senior Officer	lloyd.broad@birmingham.gov.uk
Quality Control Officer	janet.l.hinks@birmingham.gov.uk

Introduction

The report records the information that has been submitted for this equality analysis in the following format.

Initial Assessment

This section identifies the purpose of the Policy and which types of individual it affects. It also identifies which equality strands are affected by either a positive or negative differential impact.

Relevant Protected Characteristics

For each of the identified relevant protected characteristics there are three sections which will have been completed.

- Impact
- Consultation
- Additional Work

If the assessment has raised any issues to be addressed there will also be an action planning section.

The following pages record the answers to the assessment questions with optional comments included by the assessor to clarify or explain any of the answers given or relevant issues.

1 Activity Type

The activity has been identified as a New/Proposed Policy.

2 Initial Assessment

2.1 Purpose and Link to Strategic Themes

What is the purpose of this Policy and expected outcomes?

The project will engage with 2,063 long term unemployed and inactive participants across Birmingham and Solihull providing support into basic skills provision, training and employment, supporting 499 participants into job search and employment. It will target those aged 25 and over with no/low basic skills, people from black and minority ethnic backgrounds (BME) women, lone parents, people with disabilities and health conditions including those living in areas of high unemployment.

In summary, the activity stages relating to the pathway (to employment) for participants will consist of the following:

- . Attract and engage
- . Initial information and advice provision, appropriate to the client
- . Registration
- . Gateway assessment, to access appropriate training and pathway
- . Growth Sectors based and employer led industry awareness events/sessions
- . Pre-employment training (via FE colleges and Training Providers), including Sector Based Work Academies
- . Matching to, work trials/ work experience/ volunteering/ traineeships/ apprenticeships/ jobs

The training provided by FE colleges and Training Providers will ensure participants gain Basic Skills Qualifications to Level 1 and 2, sector specific skills and the knowledge and experience required to succeed in the workplace.

For each strategy, please decide whether it is going to be significantly aided by the Function.

Children: A Safe And Secure City In Which To Learn And Grow	No
Health: Helping People Become More Physically Active And Well	Yes
Housing : To Meet The Needs Of All Current And Future Citizens	No
Jobs And Skills: For An Enterprising, Innovative And Green City	Yes

2.2 Individuals affected by the policy

Will the policy have an impact on service users/stakeholders?	Yes
Will the policy have an impact on employees?	Yes
Will the policy have an impact on wider community?	Yes

2.3 Relevance Test

Protected Characteristics	Relevant	Full Assessment Required
Age	Relevant	Yes
Disability	Relevant	Yes
Gender	Not Relevant	No

Gender Reassignment	Not Relevant	No
Marriage Civil Partnership	Not Relevant	No
Pregnancy And Maternity	Not Relevant	No
Race	Relevant	Yes
Religion or Belief	Not Relevant	No
Sexual Orientation	Not Relevant	No

2.4 Analysis on Initial Assessment

The proposed policy aims to improve the employability of long term unemployed residents aged 25 plus, particularly those facing particular disadvantage from the labour market, to access and effectively move into sustainable employment.

Funding partners will be Birmingham City Council and Solihull Metropolitan Borough Council, whilst the planned delivery agencies will include, DWP (Jobcentres), National Careers Service and community and voluntary sectors.

The target audience for the project will be:

- . Aged 25 and over.
- . No/low basic skills
- . BME
- . Women
- . Lone Parents
- . People with disabilities and/or health conditions
- . Geography areas of high unemployment

2,063 participants will be assessed via an assessment gateway process

The proposed policy aims to have a positive impact on the following protected characteristics: Age Race, and Disability through providing specific progression pathway support that is person-centred and flexible enough to include employment and training outcomes. Therefore, a full assessment will be undertaken

Other protected characteristics are not relevant to this policy for the following reasons:

GENDER: There should be no negative impact on individuals as the proposed revised Policy gives equal access to both genders.

RELIGION OR BELIEF: All assessment, planning and outcomes related to the implementation of the policy will be individualised and address issues specific to the individual, which will include issues related to religion or belief. The service will be non-discriminatory, irrespective of an individual's religion or belief. There should be no negative impact on individuals. No data is available on the religion or faith of people who will be eligible for this programme. All individuals accessing the project provision will continue to be treated fairly, irrespective of their religion or beliefs. They will not be asked to undertake any activity which goes against their beliefs, and allowances will be made to reflect religious holidays and practices. It is not anticipated, based on knowledge of policy and provision design, that the religion or belief of individuals will affect their eligibility or take-up as providers will continue to offer support tailored to individual circumstances;

SEXUAL ORIENTATION: All assessment planning and outcomes related to the implementation of the policy are individualised and address issues specific to the individual which will include issues related to sexual orientation. The policy is sensitive to the needs of a wide range of people and ensures compliance with data protection policies and procedures. There should be no negative impact on individuals;

PREGNANCY OR MATERNITY: No data is available to assess if proposed policy has an equality impact relating to pregnancy or maternity. Pregnancy or maternity will not affect people's eligibility or take-up because the programme is holistic and will continue to offer support tailored to an individual's needs.

TRANSGENDER: All assessment planning and outcomes related to the implementation of the policy are individualised and address issues specific to the individual which will include transgender issues. The service will be sensitive to the needs of a wide range of people and ensure compliance with data protection policies and procedures. There should be no negative impact on individuals;

The policy does not disadvantage people (25+ years) who are not eligible for support through the project, as they will be signposted to access work, training or education and other support needs.

3 Full Assessment

The assessment questions below are completed for all characteristics identified for full assessment in the initial assessment phase.

3.1 Age - Assessment Questions

3.1.1 Age - Relevance

Age	Relevant
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3.1.2 Age - Impact

Describe how the Policy meets the needs of Individuals of different ages?

The policy aims to support people (25+ years) who are unemployed and claiming Job Seekers Allowance or other work related benefits or Inactive. The policy will continue to have a positive direct impact upon this group of people and indirectly, people of all ages. Communities will benefit both economically and socially by helping to tackle unemployment and foster good relations by actively engaging with 'inactive' people.

Do you have evidence to support the assessment?	Yes
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Please record the type of evidence and where it is from?

The longstanding statistical inequality in unemployment rates for Birmingham's people is evidenced through the Office for National Statistics and regular local Unemployment Bulletins produced by Birmingham City Council for internal and external staff and partners. Key and relevant findings from the April 2018 Report included:

- . Birmingham's seasonally adjusted claimant unemployment rate stands at 6.4%; above both the West Midlands (3.3%) and the UK (2.6%) rates.
- . The number of working age Birmingham residents in employment decreased by 1,800 between Q3 and Q4 2017, the employment rate decreased by 0.3 percentage points to 63.6%
- . The 16-64 years of age Economic Inactivity at December 2017 was 220,600 (30.6%). The latest APS data for Q4 2017 shows that there are 721,600 16-64 year old residents in Birmingham. Of these 69.4% are economically active (in work or seeking work) and 30.6% are economically inactive. This compares to a corresponding figure of 78% and 22% for the UK and 73% and 27% across the core cities as a whole.

Progression Pathways builds on models of delivery implemented in recent programmes delivered by BCC's Employment Team; amongst a range of successful programmes this includes: The Flexible Support Fund (Project 20,000) which resulted in the upskilling and qualifications for participants and included bespoke targeted training for lone parents and the CITB Joint Investment Strategy Construction project which completed in March 2017. This project developed as part of a national Construction Industry Training Board (CITB) programme to deliver joint investment plans supporting the construction industry within key cities. The project focused on delivering construction industry training to 545 unemployed participants, addressing local skills gaps and creating employment and skills opportunities leading to jobs with construction employers.

You may have evidence from more than one source. If so, does it present a consistent view?	Yes
--	-----

3.1.3 Age - Consultation

Have you obtained the views of Individuals of different ages on the impact of the Policy?	No
If not, why not?	Consultation not required at this time
Have you obtained the views of relevant stakeholders on the impact of the Policy on Individuals of different ages?	Yes

If so, how did you obtain these views?

Since the project proposal was set out in a report outlining ESF funding opportunities on 6 March 2018 the Cabinet Member for Jobs & Skills has been briefed on the development of the project proposal and fully supports the submission. Officers in Legal and Governance, Procurement and City Finance continue to be involved and have input to the preparation of this report. Lead Officers from Place Directorate including Birmingham Adult Education Service, 14-19 Skills Service, Careers Service, and Youth Service have also been involved in the development of the project and have agreed proposed delivery model. The project has been developed with input and support from Solihull Metropolitan Borough Council (MBC). Dialogue has taken place with Birmingham Metropolitan College and South and City College Birmingham, the Construction Industry Training Board and Auctus (rail training provider) in the development of the project. The proposal has further been discussed with the local Birmingham Employment and Skills Boards which are made up of voluntary groups, Employers, training providers and private sector representatives

Is a further action plan required?	No
------------------------------------	----

3.1.4 Age - Additional Work

Do you need any more information or to do any more work to complete the assessment?	No
Do you think that the Policy has a role in preventing Individuals of different ages being treated differently, in an unfair or inappropriate way, just because of their age?	No
Do you think that the Policy could help foster good relations between persons who share the relevant protected characteristic and persons who do not share it?	Yes

Please explain how.

The policy aims to improve the employability of long term unemployed residents particularly those facing particular disadvantage from the labour market to and will engage those residents with no/low basic skills.. The policy will promote activities within communities and lead to sustainable employment for some of the most disadvantaged individuals. There will be a sharing of work/knowledge and skills between different age groups and the potential for mentoring.

3.2 Disability - Assessment Questions

3.2.1 Disability - Relevance

Disability	Relevant
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3.2.2 Disability - Impact

Describe how the Policy meets the needs of Individuals with a disability?

The project policy includes specifically targeted support for people with significant barriers to employment, including those who experience Mental Ill Health and Learning Disabilities. These people will be supported by specialist workers offering a holistic and tailored service to meet their needs. The employment strand of the project will seek to improve the employment opportunities available to these individuals

Do you have evidence to support the assessment?	Yes
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Please record the type of evidence and where it is from?

There are particular groups who have disproportionately high levels of unemployment. Those with a disability have a much higher rate of unemployment (12.1%) than for the non-disabled (8.1%). The disabled unemployment rate in the Birmingham and Solihull area is also well above the corresponding rate for the UK (9.0%). The source for this data is The Office for National Statistics Dec 2016.

You may have evidence from more than one source. If so, does it present a consistent view?	Yes
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3.2.3 Disability - Consultation

Have you obtained the views of Individuals with a disability on the impact of the Policy?	No
If not, why not?	Consultation not required at this time
Have you obtained the views of relevant stakeholders on the impact of the Policy on Individuals with a disability?	Yes

If so, how did you obtain these views?

Since the project proposal was set out in a report outlining ESF funding opportunities on 6 March 2018 the Cabinet Member for Jobs & Skills has been briefed on the development of the project proposal and fully supports the submission. Officers in Legal and Governance, Procurement and City Finance continue to be involved and have input to the preparation of this report. Lead Officers from Place Directorate including Birmingham Adult Education Service, 14-19 Skills Service, Careers Service, and Youth Service have also been involved in the development of the project and have agreed proposed delivery model. The project has been developed with input and support from Solihull Metropolitan Borough Council (MBC). Dialogue has taken place with Birmingham Metropolitan College and South and City College Birmingham, the Construction Industry Training Board and Auctus (rail training provider) in the development of the project. The proposal has further discussed with the local Birmingham Employment and Skills Boards which are made voluntary groups, employers, training providers and private sector representatives.

Is a further action plan required?	No
------------------------------------	----

3.2.4 Disability - Additional Work

Do you need any more information or to do any more work to complete the assessment?	No
Do you think that the Policy has a role in preventing Individuals with a disability being treated differently, in an unfair or inappropriate way, just because of their disability?	No
Do you think that the Policy could help foster good relations between persons who share the relevant protected characteristic and persons who do not share it?	Yes
Do you think that the Policy will take account of disabilities even if it means treating Individuals with a disability more favourably?	Yes
Do you think that the Policy could assist Individuals with a disability to participate more?	Yes
Do you think that the Policy could assist in promoting positive attitudes to Individuals with a disability?	Yes

Please explain how.

The policy aims to improve the employability of long term unemployed residents particularly those facing particular disadvantage from the labour market to and will engage those residents with no/low basic skills.. The policy will promote activities within communities and lead to sustainable employment for some of the most disadvantaged individuals. There will be a sharing of work/knowledge and skills between different age groups and the potential for mentoring. The policy supports the creation of a more diverse workforce and raising the visibility of individuals with disabilities in the work place, thereby fostering good relations

3.3 Race - Assessment Questions

3.3.1 Race - Relevance

Race	Relevant
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3.3.2 Race - Impact

Describe how the Policy meets the needs of Individuals from different ethnic backgrounds?

This project will address the needs of residents from socially and economically excluded geographical areas and communities by:

- . Improving awareness of employment opportunities.
- . Improving access to sector-specific vocational guidance and information.
- . Improving access to vocational training.
- . Providing information on job opportunities.
- . Encouraging employers to provide work experience and employment opportunities for people from these priority groups and advocate on their behalf.
- . Working directly with the Jobcentre Plus Work Coaches and NCS Advisors to deliver information, advice and guidance within specific communities of need.

By improving the skills and employability of these beneficiaries, this project will enhance their capacity to contribute economically to their local areas.

Do you have evidence to support the assessment?	Yes
---	-----

Please record the type of evidence and where it is from?

Unemployment levels are above national averages for Birmingham and Solihull residents from BME groups. The BME unemployment rate for the area is 15.0% compared to an unemployment rate of 4.6% for white residents, a BME unemployment gap of over 10 percentage points.

(Source: ONS/APS April 2018). There

There are significant concentrations of unemployment in particular local areas mainly located in inner city Birmingham and in North Solihull. In May 2017, Lozells & East Handsworth in Birmingham has the highest unemployment proportion at 10.1% over 5 times the national rate of 2.0%. (source ONS/NOMIS)

You may have evidence from more than one source. If so, does it present a consistent view?	Yes
--	-----

3.3.3 Race - Consultation

Have you obtained the views of Individuals from different ethnic backgrounds on the impact of the Policy?	No
If not, why not?	Consultation not required at this time
Have you obtained the views of relevant stakeholders on the impact of the Policy on Individuals from different ethnic backgrounds?	Yes

If so, how did you obtain these views?

Since the project proposal was set out in a report outlining ESF funding opportunities on 6 March 2018 the Cabinet Member for Jobs & Skills has been briefed on the development of the project proposal and fully supports the submission. Officers in Legal and Governance, Procurement and City Finance continue to be involved and have input to the preparation of this report. Lead

Officers from Place Directorate including Birmingham Adult Education Service, 14-19 Skills Service, Careers Service, and Youth Service have also been involved in the development of the project and have agreed proposed delivery model. The project has been developed with input and support from Solihull Metropolitan Borough Council (MBC). Dialogue has taken place with Birmingham Metropolitan College and South and City College Birmingham, the Construction Industry Training Board and Auctus (rail training provider) in the development of the project. The proposal has further discussed with the local Birmingham Employment and Skills Boards which are made voluntary groups, employers, training providers and private sector representatives.

Is a further action plan required?	No
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3.3.4 Race - Additional Work

Do you need any more information or to do any more work to complete the assessment?	No
Do you think that the Policy has a role in preventing Individuals from different ethnic backgrounds being treated differently, in an unfair or inappropriate way, just because of their ethnicity?	No
Do you think that the Policy could help foster good relations between persons who share the relevant protected characteristic and persons who do not share it?	Yes

Please explain how.

The policy will promote activities within communities and lead to sustainable employment for some of the most disadvantaged individuals. There will be a sharing of work/knowledge and skills between different age groups and the potential for mentoring with increased capabilities and knowledge.

3.4 Concluding Statement on Full Assessment

The policy aims to improve the employability of long term unemployed residents aged 25 and over, particularly those facing particular disadvantage from the labour market, to access and effectively move into sustainable employment. Employment has a direct positive impact on quality of life and health outcomes for people moving into employment. The equality assessment has identified that the project should continue to have a positive impact on the following protected characteristics: Age, Race and Disability, through providing specific progression pathways that is person-centred and flexible enough to include employment, education and training outcomes. For example, individuals will be able to access industry led upskilling programmes in local community-based venues. The policy will contribute towards inclusive economic growth by improving economic activity rates in those areas of Solihull and Birmingham where there are enduring and structural issues related to unemployment and low skill levels and inactive participation in the labour market. The policy will continue to have a positive direct impact upon this group of people and indirectly for people of all ages. Communities will benefit both economically and socially by helping to tackle unemployment and foster good relations by actively engaging with 'inactive' people. The Equality Assessment has demonstrated that consultation has been undertaken with relevant internal and external stakeholders and no equality adverse impacts have been identified. The proposed policy has ongoing equality monitoring arrangements as a requirement of its EU funding. This includes statistical equality monitoring and the production of a Gender Equality and Equal Opportunities Policy and Implementation Plan.

4 Review Date

18/06/18

5 Action Plan

There are no relevant issues, so no action plans are currently required.