



Notice of Non-key Executive Decision

Subject Heading:	DWP GRANT FUNDING- <u>London Borough of Havering – Homeless</u>
Cabinet Member:	The Leader of the Council
SLT Lead:	Jane West – Chief Operating Officer
Report Author and contact details:	Amanda Montague Employment and Skills 01708 43 3394 amanda.montague@havering.gov.uk
Policy context:	<p>The Connections and Opportunities themes of the Corporate Plan both contain priorities relating to facilitating access to jobs and opportunities. The Plan commits the Council to ensuring that residents are able to access employment and training opportunities locally as well as ensuring that the borough maximises employment, high quality skills and career opportunities.</p> <p>There are specific commitments made to match employment opportunities to skills by developing a pilot employer brokerage service, using European funding and other matched funding opportunities such as the DWP Community Grant.</p> <p>The development and implementation of a jobs and skills brokerage service is a significant element of the Employment and Skills Plan, which was approved by the Cabinet in April 2018.</p>
Financial summary:	This decision is to accept a grant offer of £94,000.00 from the Department of Work & Pensions to support the delivery of advice and employment support to Havering residents who are homeless or at risk of becoming homeless. The grant

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	covers the period 29/3/19 to 28/3/20.
Relevant OSC:	<i>Towns and Communities</i>
Is this decision exempt from being called-in?	<i>N/A</i>

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The subject matter of this report deals with the following Council Objectives

Communities making Havering	<input type="checkbox"/>	
Places making Havering		<input type="checkbox"/>
Opportunities making Havering	<input checked="" type="checkbox"/>	
Connections making Havering	<input checked="" type="checkbox"/>	

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

That SLT Member is asked to:

- accept a grant of £94,000 from the Department of Works and Pensions Flexible Support Fund (FSF) Grant, and agree the identified allocation of grant funding to partners;
- approve that the Council acts as “Lead Accountable Body” for the administration of the grant funding for the FSF, to support a partnership which will help to improve employment outcomes or prospects of future employment outcomes for long term unemployed individuals and groups facing the most complex and intractable barriers to work.

AUTHORITY UNDER WHICH DECISION IS MADE

Under the Council’s Constitution Part 3 Responsibility of Actions, members of the Senior Leadership Team have delegated authority under paragraph 3.3 as follows:

Financial responsibilities

(c) In consultation with the relevant Cabinet Member to apply for, accept and manage external funding up to a limit of £500,000 per grant in support of any function within their Directorate provided that any financial contributions by the Council are made from within existing budgets.

STATEMENT OF THE REASONS FOR THE DECISION

The grant application to the DWP was made in January 2019 has been approved and the Grant Agreement is awaiting Council signature. This grant supports the objectives of the Homelessness Reduction team and contributes to the activities specified within Havering’s Employment and Skills Plan.

The Project, working with the Housing Officer for rough sleepers will raise awareness amongst our most vulnerable residents of the services available that promote the wellbeing and financial health of individuals to enable them to more confidently approach the employment market. The project will support individuals who have been supported through Housing Officer for Rough Sleepers, and individuals who have been identified as at risk of losing their tenancies.

The Council has a wealth of contacts through internal and external departments that it can call upon or refer to assist people with disabilities, mental health issues, drug, alcohol and substance misuse, ex-offenders, lone parents and people of pensionable age. In respect of employment and training support, the council will coordinate

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referrals and specialist provision to those residents experiencing multiple barriers to work via its own Havering Works team or more specialised ESF provision e.g. Work and Health, NEET, Over 50's support and Refugees.

In order to deliver a multiple agency approach, officers will liaise with relevant Support Workers and Social Workers and where necessary operate from satellite locations including Job Centre Plus, housing estates and community settings.

The Housing Officer for Rough Sleepers has a close working relationship with Housing Services and Homelessness and Advice to secure tenancies and prevent eviction. The officer will continue to engage and support rough sleepers and assist them with their housing needs and when they are ready will refer to the Employment and Skills Team (Havering Works) to support the residents into sustainable employment.

To ensure the best possible outcomes, links will be further developed with the Mental Health Service and the Drug and Alcohol Support Services within the council. Links will also be created with the support organisations like the Salvation Army, Havering Mind, Disability Association Barking and Dagenham Registered Social Landlords such as One Housing, Guinness Trust, Metropolitan, Riverside, Estuary, Peabody, Genesis, Family Mosaic (now part of Notting Hill Housing Association), A2dominion, L&Q to ensure the most vulnerable tenants are supported.

The service will be provided to residents throughout the Borough.

Project overview:

The Project proposes :

- Engage with 70 customers who are homeless or at risk of homelessness, in receipt of an out of work benefit not on the Work and Health programme, living in the London Borough of Havering;
- 25 customers who are homeless or at risk of homelessness, in receipt of an out of work benefit, not on the Work and Health programme, living in the London Borough of Havering to complete a programme of support;
- 12 customers who are homeless or at risk of homelessness, in receipt of an out of work benefit, not on the Work and Health programme, living in the London Borough of Havering to enter employment of more than 16 hours per week.

The project will start in March 2019 and run for 1 calendar year.

Employment and Skills Support – Havering Works

Residents will be referred to this service, here they will be given information, advice and guidance, action planning for sustainable employment and will be guided through this plan with employment and customised training, pre employment and interview preparation support and post placement support. This will be delivered either directly by the Havering Works team or through referrals to other provision where relevant for example to the Work and Health Programme which is equipped to support people with complex health conditions. Candidates will then be referred back into Havering Works on completion of activities they have been referred to ensure a consistent client management approach aimed at maintaining and developing

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economic sustainment.

Each participant will have an Initial Skills Assessment and initial Advice and Guidance session which will assess their employment and skills ambitions. These sessions will be used to develop an Individual Action Plan, which will set out specific activity for the participant to achieve their goals. This plan will be constantly reviewed throughout the lifetime of the project. Participants will be supported to take active ownership of their plan and will be referred to appropriate pathways on the programme to increase their chances of securing sustainable employment or further education. Project staff will liaise with the referral source and the JCP Work Coach / Adviser for the participant so that they are well informed and updated on the agreed action plan

Participating individuals will be able to access a range of support and the project will utilise the expertise across different council services including Havering Adult College and Housing. Aligning these services will ensure that participants access the most appropriate support from the most relevant service.

Project outputs:

The target outputs set out in the proposed funding agreement are as follows:

- Engage with 70 customers who are homeless or at risk of homelessness, in receipt of an out of work benefit not on the Work and Health programme, living in the London Borough of Havering;
- 25 customers who are homeless or at risk of homelessness, in receipt of an out of work benefit, not on the Work and Health programme, living in the London Borough of Havering to complete a programme of support;
- 12 customers who are homeless or at risk of homelessness, in receipt of an out of work benefit, not on the Work and Health programme, living in the London Borough of Havering to enter employment of more than 16 hours per week.

The project outputs will be monitored monthly and a claim form will be produced and submitted to LB Havering's finance department to be checked and approved before it is issued to the DWP. The funding is based on a Payment by Results model contingent on meeting the above targets.

This Payment by Results Grant for £94000 is to provide advice and customised support training for 30 Havering residents to prepare them for entry to the job market. The funding will be used to support the delivery of the advice and employment support. The project supports the council's activities specified within Havering's Employment and Skills Plan.

This project is being funded on a Payment by Results basis and as the LAB the council is required to show grant usage and expenditure. This project will be delivered by members of the Employment and Skills Team as set out.

This project will operate between 29/3/2019 and 28/3/2020 within the terms set out in the Grant Agreement at Appendix 1. Quarterly Claims of outcomes and a Statement of Grant Usage is required by the DWP before payment can be made.

This is a Grant and as it is made under a Payment By Results (PBR) basis, any grant

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surplus's that may occur will be further utilised to support Employment and Skills Activity, this will be done with the Agreement of the Funder.

Annexe B of the Grant agreement outlines Eligible Expenditure and the proposed use of grant falls within this guidance. The salaries and premises costs which largely make up this bid are fully reclaimable from the DWP.

It should be noted that the targets for this funding will contribute to the wider ESF project .

Start date	End date	Evidence for Payment to be released	Payments linked to Evidence
29/03/2019	29/03/2019	Upfront payment	£18,800.00
29/03/2019	28/06/2019	16 starts	£18,800.00
29/06/2019	28/09/2019	20 starts and 14 completions	£18,800.00
29/09/2019	28/12/2019	22 starts, 16 completions and 6 Job Outcomes	£18,800.00
29/12/2019	28/03/2019	12 starts , 20 completions and 6 Job Outcomes	£18,800.00
Total payment:			£94,000.00

OTHER OPTIONS CONSIDERED AND REJECTED

Declining to progress the project would be to decline an opportunity to help manage cost pressures on other Council services, as supporting those furthest away from the labour market to access sustained employment would go some way towards easing demand pressures on services such as Housing

The funding for this project will enable support and assistance to those residents who have been away from the labour market for some time and would therefore benefit from customised and tailored support.

Doing nothing would mean missing the opportunity to access vital funding from DWP to support residents in the borough who may need additional support to enter and sustain employment.

PRE-DECISION CONSULTATION

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

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Name: Amanda Montague

Designation: Employment and Skills

Signature:

Date:10/4/2019

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The client department is seeking approval from the SLT Member for the following:

That SLT Member is asked to:

- accept a grant of £94,000 from the Department of Works and Pensions Flexible Support Fund (FSF) Grant, and agree the identified allocation of grant funding to partners;
- approve that the Council acts as “Lead Accountable Body” for the administration of the grant funding for the FSF, to support a partnership which will help to improve employment outcomes or prospects of future employment outcomes for long term unemployed individuals and groups facing the most complex and intractable barriers to work.

The Local Government Act 2003 gives the Secretary of State power to provide grants to Local Authorities and more specifically the grant award document states that the Secretary of State for Work and Pension is exercising its powers conferred on him under section 2 of the Employment and Training Act 1973.

Section 1 of the Localism Act 2011 permits a Council to do anything that an individual may do whether or not normally undertaken by a local authority.

The Homelessness Reduction Act 2017 places a new duty on Local Authorities to intervene earlier to help prevent homelessness and take reasonable steps to relieve homelessness for all eligible applicants, not just those in priority need.

The purpose of the £94,000 FSF Grant is to provide funding to **London Borough of Havering** (“the Lead Accountable Body”) to support the creation of a partnership which will help to improve employment outcomes or prospects of future employment outcomes for long-term unemployed individuals and groups facing the most complex and intractable barriers to work and to help individuals access and/or re-integrate into the labour market. Specifically, to deliver the Minimum Requirements of the partnership, in line with the proposals contained in the Council’s application document.

The Flexible Support Fund (FSF) is money administered by Job Centre Plus (JCP) to help reduce barriers to people accessing employment. While this can be applied for by individual JCP customers for help with costs such as travel to interviews, a ‘partnerships’ element can be awarded to organisations who want to run programmes in partnership with JCP to support Jobcentre customers either into work or closer to the labour market.

The terms of the Grant Agreement are set out in the attached document Appendix 1. The Grant will only be paid to the Council from **29th March 2019 to 28th March 2020** in respect of Eligible Expenditure (as defined by the Grant terms and conditions).

The Grant is allowable under the Council’s Contract Procedure Rules 25.1 and 4 which states:

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“25.1 Where the council receives Grant Funding and is named as the accountable body for the expenditure of monies, and where the terms of the grant permits the council to directly carry out Works, or buy Services or Supplies, any procurement will be conducted in line with CPR.

25.4 Where the funding is for use by a third party the obligation to account for the funding contained in the grant terms will be included in the agreement with the third party. Further, the terms of making the grant shall include a clause to competitively tender for Services, Supplies or Works and reflect the Council’s strategies, policies and objectives in so much as they apply to, or are compatible with, the funding objectives as set out in the grant terms imposed on the Council and CPR.”

The SLT Member will be aware of the Public Sector Equality Duty (PSED) set out in section 149 of the Equality Act 2010. At each stage, in exercising its function (and in its decision making processes) the council must have due regard to the need to:

- a) eliminate discrimination, harassment, victimisation or other prohibited conduct;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it;
- c) foster good relations between person who share a relevant protected characteristic and those who do not share it.

The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Legal and Governance officers are available to provide ongoing legal advice, and to assist the client department in finalising any terms and conditions of the proposed draft FSF Grant and/or associated procurement documents if required.

FINANCIAL IMPLICATIONS AND RISKS

The Council is the Lead Accountable Body (LAB) and the project originally applied for under the DWP’s Flexible Support Fund which is the umbrella programme within which the Community Budget sits. The terms of the Grant Agreement are set out in the attached document Appendix 1.

Estimated Cost:

Employment & Skills Advisor & management overhead	£78,000
Laptops	£1,000
Participant Training	£10,000
Venue Hire	£5000
Total Costs	£94,000

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Funding:

Flexible Support Fund Grant from DWP

£94,000

Payments will be made following submission of quarterly grant claims evidencing that the required outputs and relevant terms and conditions have been met.

Risks

Should the required outputs or terms and conditions not be met there is a risk that grant funding will be lost and the Council will need to identify alternative funding to meet the costs incurred. This risk can be partly mitigated by careful project management and regular monitoring of outputs.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

This project will require the recruitment of 1 temporary / contract members of staff, existing staff will contribute to the project in both the Housing team and the Employment and Skills team. .

There are no implications and risks arising that impact on the Council's permanent workforce as a result of this report.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

The Employment and Skills Plan has been developed to support the economic well-being and social inclusion of residents of the borough, with a particular focus on those who are at the margins of economic wellbeing.

The Public Sector Equality Duty ("PSED") set out within section 149 of the Equality Act 2010 requires the Council to have due regard to (i) the need to eliminate unlawful discrimination, harassment, victimisation and other conduct that is prohibited by or under the Equality Act 2010; (ii) the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it, and (iii) the need to foster good relations between people who share a protected characteristic and those who do not. The Council is committed to improving quality of life for all, and supports wider social and economic growth through social and physical regeneration which includes employment and skills activity.

A detailed Equalities Impact Assessment has been undertaken of the Employment and Skills Plan. The Assessment takes into account the accessibility of services and support by all residents of the borough and sets out how people who share "protected characteristics" will be supported to access this and to provide feedback on their

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experience to better represent their needs.

BACKGROUND PAPERS

None

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Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

~~Proposal NOT agreed because~~

Details of decision maker

Signed 

Name: Jane West

Cabinet Portfolio held:
CMT Member title: Chief Operating Officer
Head of Service title
Other manager title:

Date: 5/6/19

Lodging this notice

The signed decision notice must be delivered to the proper officer, Debra Marlow, Principal Democratic Services Officer in Democratic Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on 5/6/2019

Signed 

