

# Public Document Pack



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Date: 01-6-2012

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## **OVERVIEW AND SCRUTINY MANAGEMENT BOARD**

**Date:** Wednesday 13 June 2012

**Time:** 4pm

**Venue:** Council House (next to the Civic Centre)

**Members:**

Councillor Mrs Aspinall, Chair

Councillors Bowie, Bowyer, Casey, Philippa Davey, James, Monahan, Murphy, Mrs Nelder, Nicholson, Tuffin and Wiggins.

Members are invited to attend the above meeting to consider the items of business overleaf.

Members and officers are requested to sign the attendance list at the meeting.

Please note that unless the chair of the meeting agrees, mobile phones should be switched off and speech, video and photographic equipment should not be used in meetings.

**Bob Coomber**  
Interim Chief Executive

# OVERVIEW AND SCRUTINY MANAGEMENT BOARD

## AGENDA

### PART I – PUBLIC MEETING

#### 1. CHAIR AND VICE CHAIR

To note the appointment made at the Annual General Meeting on 18 May 2012 of Councillor Mrs Aspinall as Chair and to appoint a Vice Chair.

#### 2. APOLOGIES

To receive apologies for non-attendance submitted by Overview and Scrutiny Management Board Members.

#### 3. DECLARATIONS OF INTEREST

Members will be asked to make any declarations of interest in respect of items on this agenda.

#### 4. MINUTES

(Pages 1 - 6)

The Management Board will be asked to agree the minutes of the meeting held on 28 March 2012.

#### 5. CHAIR'S URGENT BUSINESS

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

#### 6. LEADER AND INTERIM CHIEF EXECUTIVE

To hear from the Councillor Evans, Leader and Bob Coomber, Interim Chief Executive on council and city issues.

#### 7. TERMS OF REFERENCE

(Pages 7 - 10)

To consider the terms of reference for the Overview and Scrutiny Management Board. *(Please can Members bring amendments to the meeting for consideration).*

#### 8. APPOINTMENT OF CO-OPTED REPRESENTATIVES

The Overview and Scrutiny Management Board will consider the appointment of co-opted representatives.

**9. URGENT KEY DECISION**

**(Pages 11 - 12)**

To receive an urgent key.

**10. FORWARD PLAN**

**(Pages 13 - 26)**

To receive new items from the Forward Plan with a view to identifying items for scrutiny.

**11. RECOMMENDATIONS**

To receive and consider recommendations from panels, Cabinet or Council.

**12. DRAFT WORK PROGRAMME**

**(Pages 27 - 28)**

To consider its draft work programme for the municipal year 2012-13.

**13. TASK AND FINISH UPDATE/REPORTS**

**(Pages 29 - 46)**

To receive for consideration any Task and Finish Group reports or updates currently in progress –

- Youth Unemployment

**14. EXEMPT BUSINESS**

To consider passing a resolution under Section 100A (4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item(s) of business on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in paragraph(s) ... of Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

**PART II (PRIVATE MEETING)**

**AGENDA**

**MEMBERS OF THE PUBLIC TO NOTE**

that under the law, the Panel is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

NIL.

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## Overview and Scrutiny Management Board

**Wednesday 28 March 2012**

### **PRESENT:**

Councillor James, in the Chair.

Councillor Nicholson, Vice-Chair.

Councillors Mrs Bowyer, Browne, Coker, Lowry, McDonald, Stark, Thompson and Wildy.

Co-opted Representative: Mr D Fletcher.

Apology for absence: Councillor Mrs Aspinall.

Also in attendance: Councillor Mrs Pengelly, Leader, Councillor Bowyer, Cabinet Member for Finance, Property and People, Councillor Ricketts, Cabinet Member for Transformation, Performance and Governance, Adam Broome, Director for Corporate Services, Malcolm Coe, Assistant Director for Finance, Efficiencies, Technology and Assets, David Northey, Head of Finance, Patrick Hartop, Senior Policy, Performance and Partnership Advisor; Tim Howes, Assistant Director for Democracy and Governance, Judith Shore, Democratic and Member Support Manager, Giles Perritt, Lead Officer, and Katey Johns, Democratic Support Officer.

The meeting started at 2 pm and finished at 4 pm.

*Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.*

### 106. **DECLARATIONS OF INTEREST**

The following declaration of interest was made in accordance with the code of conduct –

<b>Name</b>	<b>Minute No. and Subject Matter</b>	<b>Reason</b>	<b>Interest</b>
Councillor Coker	Minute No. 113 – Devonport Regeneration Company Partnership (DRCP) Succession Strategy – Review of Succession Arrangements	Board Member of the Neighbourhood Board for Devonport	Personal

### 107. **MINUTES**

Agreed the minutes of the meeting held on 29 February 2012.

108. **CHAIR'S URGENT BUSINESS**

**Vote of Thanks**

The Chair commented that, subject to receipt of any call-ins, this would be the last meeting of the Overview and Scrutiny Management Board for the municipal year. He therefore asked that a vote of thanks be recorded to all members for their commitment to scrutiny throughout the year and highlighted some of the key achievements. Particular thanks was paid to –

- Giles Perritt, Lead Officer, and Katey Johns, Democratic Support Officer for their continued support and professionalism; and
- Councillor Wildy, who was retiring as a councillor at the forthcoming elections, for her dedication to Children and Young People's scrutiny. The Chair wished her all the very best for the future.

(In accordance with Section 100(B)(4)(b) of the Local Government Act 1972, the Chair brought forward the above item of business in order to inform Members).

109. **LEADER AND CHIEF EXECUTIVE**

The Board welcomed the Leader and Director for Corporate Services who were in attendance to report on current City and Council issues. Members were advised that the Chief Executive had been unable to attend due to a conflicting engagement with the Prime Minister at Downing Street. Highlights of the verbal submission included –

- the recent opening of the Life Centre;
- amendment of the Capital Programme to include over £2.5m for waves three and four of the Basic Need Programme;
- commencement of a programme of building improvements to a number of primary schools in the City as well as increasing capacity in order to address the shortfall of places for reception age children;
- up to 80 per cent of the value of the £11.3m design and build contract for the All Saints Academy would be spent in Plymouth ensuring jobs for local trades as well as apprenticeship opportunities;
- establishment of growing relationships with colleagues in health through scrutiny work, including creation of a shadow Health and Wellbeing Board;
- approval of a Housing Plan based around the following four key housing themes –
  - growing the city
  - better homes – healthy lives
  - housing choices – smarter solutions
  - successful communities
- contributing £1m to the disabled facilities grant budget;
- adoption of a personal budget policy;
- investment in improving the customer experience.

The Board thanked the Leader and Director for Corporate Services for their attendance.

110. **CABINET RESPONSE TO SCRUTINY OF BUDGET PRIORITIES AND CORPORATE PLAN 2012/13**

Members considered Cabinet's response to the budget scrutiny recommendations and were pleased to note that out of the 62 recommendations submitted, only three had not been accepted.

111. **PERFORMANCE AND FINANCE REPORT**

The Board considered the third monitoring report for 2011/12 which outlined the performance and finance monitoring position of the Council, as at the end of December 2011, and included an update on the Capital Programme. The report advised that the Council was very close to its budget set for the year end and remained confident that the target would be achieved.

Members again voiced concerns about the delay in receiving the report and queried whether the information could be presented to them sooner. The Cabinet Member for Finance, Property and People suggested that it may be worthwhile considering changing the date of Board meetings so that they were more closely aligned to Cabinet meetings.

Agreed -

- (1) the threshold for the level of financial information contained in the report should remain at £250k;
- (2) future dates of the Overview and Scrutiny Management Board should be more closely aligned with those of Cabinet which are scheduled to consider the quarterly monitoring report.

112. **REVENUES AND BENEFITS ACTION PLAN**

Further to minute 97(7), the Assistant Director for Finance, Technology, Assets and Efficiencies was in attendance to report on the Revenues and Benefits Action Plan. Members were advised that –

- (a) the cost of the revenues and benefits service to the authority was unacceptable and the restructure of the service had been a major part of the change agenda;
- (b) the backlog for processing claims as at November 2011 had been over 2,000, however, this had now reduced to 300 and it was anticipated that it would be cleared entirely by the end of April 2012. In addition, staff were working hard to improve accuracy;
- (c) the number of days taken to process claims was currently 24 working towards a target of 15, compared to a unitary average of 12/13;
- (d) officers were confident that the right structure and framework were now in place to drive the service forward.

In response to questions raised, Members were advised that –

- (e) there would be another opportunity to review the plan and its progress in six months' time;
- (f) it had been hoped to clear the backlog by the end of March but, unfortunately, this had not been possible due to a number of staff being poached by other authorities. However, despite this, it had still managed to reduce the backlog from 2,000 to 300, in addition to successfully running a take-up campaign and dealing with the resulting increased take-up.

The Board noted the update with thanks.

113. **DEVONPORT REGENERATION COMPANY PARTNERSHIP (DRCP) SUCCESSION STRATEGY - REVIEW OF SUCCESSION ARRANGEMENTS**

The Board received a briefing paper outlining the succession arrangements in respect of the Devonport Regeneration Company. The report provided details of how the New Deal for Communities money was continuing to be delivered and supported in Devonport.

Members expressed concern that there appeared to be a lack of ownership to the strategy and queried how its progression would be monitored.

Agreed that the Director for Place be requested to nominate a responsible officer and that a further more detailed update be submitted to the Board in six months' time.

114. **CALL-INS**

There were no call-ins for consideration at this meeting.

115. **TRACKING DECISIONS**

The Board considered the schedule of decisions made and noted the latest position.

116. **FORWARD PLAN**

The Board noted that there had been four new additions to the Forward Plan as follows –

- North Prospect Library Proposed Relocation to Community Hub, North Prospect Road, North Prospect, Plymouth – Acquisition of Lease
- Schools Revenue Budget 2012/13
- Policy Framework Item: Housing Plan 2012-2017
- Policy Framework Item: Local Development Framework: Submission of the Derriford and Seaton Area Action Plan

117. **TASK AND FINISH UPDATES / REPORTS**

The Board considered the following Task and Finish Group reports –



- Safeguarding Vulnerable Adults
- Lord Mayoralty Function

Agreed –

- (1) the Safeguarding Vulnerable Adults Task and Finish Group report, subject to inclusion of the following to R12 –

“and that appropriate and proper resources are made available to enable the second part of this scrutiny to be carried out”;

- (2) the Lord Mayoralty Function Task and Finish Group Report, subject to the inclusion of two additional recommendations as follows –

**R6** that the relevant Lord Mayor pages on the Council’s website are updated so that the automated response to invitations submitted online advised that an acknowledgement receipt will be sent within 10 working days, followed by a final decision as soon as possible. Should anyone not hear after the 10 days, they should contact the Lord Mayor’s Parlour on the telephone number given;

**R7** that the report is submitted to a future meeting of the Constitutional Working Group for consideration prior to its consideration by Cabinet.

118. **RECOMMENDATIONS**

The Board endorsed and agreed the following recommendations –

Growth and Prosperity Overview and Scrutiny Panel

- (1) inclusion of ‘the relationship of Plymouth Community Homes with ward councillors’ on the work programme for 2012/13;

Children and Young People’s Overview and Scrutiny Panel

- (2) inclusion of the following items to the work programme for 2012/13 –
- Free schools;
  - Joint commissioning (transition into adulthood);
  - Children and Young People’s Trust;
  - Buy back of services and consequences;
  - Child poverty plan;

Health and Adult Social Care Overview and Scrutiny Panel

- (3) amendment of the Constitution to allow minutes to be considered at the start of the meeting;

Support Services Overview and Scrutiny Panel

- (4) Cabinet be requested to consider how future 'invest to save' schemes supported by robust business cases are to be financed;
- (5) inclusion of a review of the Shared Services programme to the work programme for 2012/13;
- (6) a task and finish group to undertake a review of the value for money ethos across the council.

119. **WORK PROGRAMMES**

The work programmes of the Overview and Scrutiny Management Board and scrutiny panels were noted and approved as submitted. With regard to the Children and Young People's Overview and Scrutiny Panel, Councillor Wildy expressed her sincere thanks to Amelia Boulter, Democratic Support Officer, for her support to the Panel and to Councillor Stark, Vice-Chair.

With regard to the Customers and Communities Overview and Scrutiny Panel, Councillor Thompson raised the issue of social media and expressed concern that it had now disappeared off the radar of both his panel and that of Support Services. He advised that he would be re-introducing the matter to the Customer and Communities Work Programme for 2012/13.

With regard to the Health and Adult Social Care Overview and Scrutiny Panel, the Chair thanked her Democratic Support Officer, Ross Jago, and Councillor McDonald, Vice-Chair.

120. **EXEMPT BUSINESS**

There were no items of exempt business.

## **THE OVERVIEW AND SCRUTINY MANAGEMENT BOARD**

### **TERMS OF REFERENCE**

#### **MEMBERSHIP OF THE MANAGEMENT BOARD**

The Overview and Scrutiny Management Board will be made up of the Chairs of the Panels plus two additional members from each political group plus two co-opted representative.

One substitute member may be nominated from each Panel provided they have received the required training.

#### **AIMS OF THE OVERVIEW AND SCRUTINY PROCESS**

- To add value to Council business and decision-making
- To hold the Cabinet to account
- To monitor the budget and performance of services
- To assist the Council in the development of policy and review the effectiveness of the implementation of Council policy
- Work to outcomes, which can be measured and have a positive impact on the community
- To improve the quality of the scrutiny process
- To exercise effective scrutiny

#### **ROLE OF THE MANAGEMENT BOARD**

- To oversee workloads, including approval of work programmes, allocate work (based on request from Panels and from the Forward Plan) and the approval of Task and Finish Groups\* and to monitor the performance of Panels and Chairs;
- To manage relationships between Panels, Cabinet Members, Theme Groups / Chairs and Partners and to produce relevant Protocols;
- To monitor performance against Inspection Action Plans, including Access to Services and Equality Standards, and to monitor performance of Partner Organisations through LAA targets and priorities;
- To monitor Call-ins, Councillor Call for Action and Petitions and to allocate work accordingly (Call-ins to be considered by a minimum of three Members to include the Chair of the Board and the Chair of the relevant Panel);
- To monitor performance against the relevant Corporate Improvement priorities,
- To receive quarterly Finance and Performance Reports and to carry out the Annual Budget Scrutiny;
- To agree recommendations to Cabinet / Council / LSP Board and to monitor progress, including presentation of a quarterly report to the Cabinet;
- To agree appointments of Co-optees to Panels and to approve an annual Scrutiny training programme;
- Responsible for publicity and communications

\*The purpose of Task and Finish Groups will be to undertake pieces of scrutiny work as required by the Management Board and will be time specific. These groups will be made up of Members who have expressed an interest in the particular issue. Once the Task and Finish Group has commenced work, no substitution for Members is allowed.

Overview & Scrutiny Management Board and Panels are subject to the rules of political proportionality. In the case of the Joint Health Panel, it is not, as agreed by the Council, subject to political proportionality relating to political groups.

### **Role of board members who do not chair panels**

Non-chair Overview and Scrutiny Management Board members will carry out a range of tasks to assist the development of the overview and scrutiny function. These tasks include, but are not limited to:

- Scrutiny improvement and development
- Research
- Best practice (including visits to other councils)
- How does the scrutiny process add value to the work of the council?
- Public relations - how to improve the profile of scrutiny with the media and other organizations
- Monitoring Councillor Calls for Action
- Production of a scrutiny handbook
- How the council consults and engages with local communities and local people and ward members

The Board will also have co-opted representatives whose tasks and duties will be determined by the Chair on a case by case basis.

### **Meetings of the Management Board**

The Overview and Scrutiny Management Board shall meet on a four-weekly basis with Shadow meetings on a two-weekly basis for the purpose of hearing call-ins. All meetings of the Management Board will be open to the public. Cabinet Members and directors will attend the Overview and Scrutiny Management Board when requested. The Leader and the Chief Executive will be asked to attend meetings on a quarterly basis.

### **Agenda Items**

Any Members or panels who would like to recommend an item for their work programme shall submit a completed Project Initiation Document (PID) for consideration by the Management Board.

### **Whipping**

In keeping with good practice, there will be no “whipping” of members exercising their responsibilities on the Overview and Scrutiny Management Board or its Panels.

## **Development and Training**

Every Member of the Management Board will be provided, where appropriate, with development and training in the areas that include but are not limited to:

- Overview and Scrutiny
- Role of chair/vice chair
- Performance Management Systems
- Partnership working
- Budget and finance
- The Corporate Plan

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## CAPITAL INVESTMENT DELIVERY FOR UNIVERSITY TECHNICAL COLLEGE

### Nature of the decision:

1. That cabinet recommend to council that a sum of £7.9m be placed into the capital programme for the delivery of the University Technical College on the former Parkside Site.
2. That Cabinet confirms the appointment of BAM Construction Ltd as the selected panel member to deliver the capital improvements to the University Technology College on the former Parkside site.
3. That the final approval to agree the scope and quality of works be delegated to the Director for Place.

Reasons for these recommendations are to comply with the Education Funding Agency (EFA) approval process that contractual decisions should be made with speed and efficiency. Also to fully comply with the Council's constitutional arrangements and to ensure that this centrally allocated investment is delivered through the EFA construction framework process and procedure.

### If a key decision has not been included in the Forward Plan it can still be taken if

–

- (a) it is not practical to put it in the next forward plan and wait until the start of the first month of that plan;

The next forward plan will be for the period commencing on 1 July 2012 and it is impracticable to defer the decision until the next Cabinet date on 10 July 2012 because the contractor needs certainty of commitment to complete development work and enabling works. If the contractor is not given this certainty they have confirmed that the works contract can not be completed by the September 2013 deadline when the University Technical College opens.

- (b) the Monitoring Officer has given written notice to the Chair of the Overview and Scrutiny Management Board;
- (c) the Monitoring Officer has made copies of that notice available to the public at the offices of the Council;
- (d) the decision cannot normally be taken until five clear working days after the notice is given.

**Who will make the decision?** Cabinet (on the recommendation of Councillor Evans)

**Timing of the decision?** 12 June 2012

**Who will be consulted and how?**

Persons to be consulted with:

Finance, Legal, and Property. Sponsors of the University Technical College and the Education Funding Agency. Decision based on the recommendations of the project board.

Process to be used:

Internal Officers are consulted through internal meetings, sponsors are consulted through joint meetings with the Education Funding Agency.

**Information to be considered by the decision makers:**

Report to Cabinet

**Documents to be considered when the decision is taken:**

Report to Cabinet

**Representations:** In writing by 11 June 2012 to the Director for Place

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents:

For further information contact: Gareth Simmons, Project Director for Buildings and the Learning Environments

Email: [gareth.simmons@plymouth.gov.uk](mailto:gareth.simmons@plymouth.gov.uk) Tel: 01752 307161



**PLYMOUTH PLAN****First included in plan: June 2012****Nature of the decision:**

To establish the parameters for the preparation of the Plymouth Plan as the new Local Plan for Plymouth, pursuant to the Localism Act.

**Who will make the decision?** Cabinet (on the recommendation of Councillor Evans)

**Timing of the decision?** Between 10 July 2012 and 24 September 2012

**Who will be consulted and how?**Persons to be consulted with:

A full programme of stakeholder and community engagement will be developed as part of the plan-preparation process

Process to be used:**Information to be considered by the decision makers:**

National guidance on local plans  
Localism Act

**Documents to be considered when the decision is taken**

Plymouth Corporate Plan  
Local Development Scheme / Framework  
National Planning Policy Framework and associated publications

**Representations:** In writing by 25 June 2012 to the Assistant Director for Planning

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Paul Barnard, Assistant Director for Planning Email: paul.barnard@plymouth.gov.uk Tel: 01752 304077

**DEVON FRAMEWORK FOR BATHROOM ADAPTATIONS**

**First included in plan: June 2012**

**Nature of the decision:**

To provide business case authorisation for Plymouth City Council to act as lead in procuring a Devon-wide framework of approved suppliers for bathroom adaptations.

**Who will make the decision?** Cabinet (on the recommendation of Councillor Lowry)

**Timing of the decision?** 12 June 2012

**Who will be consulted and how?**

Persons to be consulted with:

Council officers

Process to be used:

Business Case process to enable full OJEU Open tender to be completed

**Information to be considered by the decision makers:**

Outline business case

**Documents to be considered when the decision is taken**

Outline business case

**Representations:** In writing by 31 May 2012 to Malcolm Coe, Assistant Director for Finance, Efficiencies, Technology and Assets

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Stuart Palmer, Assistant Director for Homes and Communities Email: [stuart.palmer@plymouth.gov.uk](mailto:stuart.palmer@plymouth.gov.uk) Tel: 01752 306747

**HEALTH, SOCIAL CARE, WELLBEING AND FINANCIAL INCLUSION  
ADVICE AND INFORMATION SERVICE - CONTRACT AWARD**

**First included in plan: May 2012**

**Nature of the decision:**

The contract award for 'Health, Social Care, Wellbeing, and Financial Inclusion Advice and Information Service'

**Who will make the decision?** Cabinet (on the recommendation of Councillor Lowry)

**Timing of the decision?** 10 July 2012

**Who will be consulted and how?**

Persons to be consulted with:

City Council officers from strategic procurement, legal services and finance.

Process to be used:

Contract Award Report

**Information to be considered by the decision makers:**

The recommendation to award a contract for health, social care, wellbeing and financial inclusion advice and information services to the most economically advantageous tender

**Documents to be considered when the decision is taken**

Contract Award Report (confidential/exempt information)

**Representations:** In writing by 25 June 2012 to the Assistant Director for Joint Commissioning and Adult Social Care

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Katy Shorten, Commissioning Officer Email: [katy.shorten@plymouth.gov.uk](mailto:katy.shorten@plymouth.gov.uk) Tel: 01752 307078

**OLDER PERSONS CHARTER**

**First included in plan: June 2012**

**Nature of the decision:**

To consider and approve an Older Persons Charter for the citizens of Plymouth

**Who will make the decision?** Cabinet (on the recommendation of Councillor McDonald)

**Timing of the decision?** 11 September 2012

**Who will be consulted and how?**

Persons to be consulted with:

Statutory and non statutory partners  
Service users

Process to be used:

Through a range of activities and events including involvement with Plymouth Links and voluntary sectors partners

**Information to be considered by the decision makers:**

Older Persons Charter will be developed in an accessible format

**Documents to be considered when the decision is taken**

Written report detailing the process and prioritisation behind the Older Persons Charter

**Representations:** In writing by 27 August 2012 to the Director for People

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Pam Marsden, Assistant Director for Joint Commissioning and Adult Social Care Email: [pamela.marsden@plymouth.gov.uk](mailto:pamela.marsden@plymouth.gov.uk) Tel: 01752 307344

**PUBLIC HEALTH TRANSITION ARRANGEMENTS**

**First included in plan: June 2012**

**Nature of the decision:**

To confirm the transfer arrangements of public health responsibilities to the Local Authority

**Who will make the decision?** Cabinet (on the recommendation of Councillor McDonald)

**Timing of the decision?** 11 September 2012

**Who will be consulted and how?**

Persons to be consulted with:

Officers / Affected Staff / NHS Plymouth / Health and Wellbeing Board / Public Health Development Unit / Health and Adult Social Care Overview and Scrutiny Panel.

Process to be used:

Consultation documents, workshops with affected staff, briefing and awareness sessions

**Information to be considered by the decision makers:**

Cabinet report

**Documents to be considered when the decision is taken**

Cabinet report

**Representations:** In writing by 27 August 2012 to the Director for People

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Candice Sainsbury, Senior Policy, Performance and Partnerships Advisor Email: [candice.sainsbury@plymouth.gov.uk](mailto:candice.sainsbury@plymouth.gov.uk) Tel: 01752 307387

## **NEW COOPERATIVE MODELS FOR ENERGY SOLUTIONS**

**First included in plan: June 2012**

### **Nature of the decision:**

To establish the parameters for a detailed investigation into new co-operative models for energy solutions, including provision of infrastructure and energy management providing new levels of carbon savings and benefits for local communities.

**Who will make the decision?** Cabinet (on the recommendation of Councillor Penberthy)

**Timing of the decision?** Between 11 September 2012 and 11 December 2012

### **Who will be consulted and how?**

#### Persons to be consulted with:

Consultation on this work will include engagement with internal Plymouth City Council services, external partners and organisations already involved in this field.

#### Process to be used:

The process to engage relevant stakeholders will be developed as part of the investigations into new co-operative energy solutions and will be outlined within the Cabinet report.

### **Information to be considered by the decision makers:**

Localism Act

Government's Heat Strategy

### **Documents to be considered when the decision is taken**

Feasibility Study for an Energy Services Company (ESCo) in Plymouth

**Representations:** In writing by 27 August 2012 to the Assistant Director for Planning

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Jonathan Selman, Urban Planning Co-ordinator Email: [jonathan.selman@plymouth.gov.uk](mailto:jonathan.selman@plymouth.gov.uk) Tel: 01752 307814

## **COMMUNITY INFRASTRUCTURE LEVY: REVISED DRAFT CHARGING SCHEDULE**

**First included in plan: June 2012**

### **Nature of the decision:**

To approve the publication and submission of the Community Infrastructure Levy Revised Draft Charging Schedule.

**Who will make the decision?** Cabinet (on the recommendation of Councillor Vincent)

**Timing of the decision?** Between 1 June 2012 and 31 July 2012

### **Who will be consulted and how?**

#### Persons to be consulted with:

Key stakeholders, local communities and members were consulted as part of process of consulting on the draft charging schedule, as approved by the Cabinet on 17 January 2012.

#### Process to be used:

Draft consultation process involved meetings, briefings, use of newsletter and other publicity material.

### **Information to be considered by the decision makers:**

Consultation responses received in relation to the Draft Charging Schedule.

Evidence base reports.

Emerging case law / legal opinions

### **Documents to be considered when the decision is taken**

- Evidence base reports on development viability.
- Evidence base reports on funding gap analysis.
- Schedule of consultation responses received in relation to Draft Charging Schedule.
- Plymouth Core Strategy April 2007.
- Planning Obligations and Affordable Housing Supplementary Planning Document – First Review August 2010 and Second Review February 2012.
- Community Infrastructure Levy Regulations 2010 (as amended) and Department for Communities and Local Government guidance notes

**Representations:** In writing by 31 May 2012 to the Assistant Director for Planning

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Jonathan Bell, Head of Development Planning Email: [jonathan.bell@plymouth.gov.uk](mailto:jonathan.bell@plymouth.gov.uk) Tel: 01752 304353

**NEW MODELS FOR GREEN SPACE MANAGEMENT**

**First included in plan: June 2012**

**Nature of the decision:**

To establish the parameters for a detailed investigation into new models of green space management that will provide new levels of community ownership of natural assets.

**Who will make the decision?** Cabinet (on the recommendation of Councillor Penberthy)

**Timing of the decision?** Between 11 September 2012 and 11 December 2012

**Who will be consulted and how?**

Persons to be consulted with:

Consultation on this work will include engagement with internal Plymouth City Council services, community representatives, statutory agencies responsible for the natural environment and third sector organisations already involved in the maintenance of green spaces.

Process to be used:

The process to engage the community and stakeholder will be developed as part of the investigations into new models of green space management and will be outlined within the Cabinet Report.

**Information to be considered by the decision makers:**

Localism Act

Community Led Spaces - A Guide for Local Authorities and Community Groups.

**Documents to be considered when the decision is taken**

Plymouth Green Infrastructure Delivery Plan

**Representations:** In writing by 27 August 2012 to the Assistant Director for Planning

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Paul Barnard, Assistant Director for Planning Email: paul.barnard@plymouth.gov.uk Tel: 01752 304077



**SUPPORT FOR FAMILIES**

**First included in plan: June 2012**

**Nature of the decision:**

To consider signing up to the Government's 'Troubled Families' payment by results programme to support work with families

**Who will make the decision?** Cabinet (on the recommendation of Councillor Williams)

**Timing of the decision?** 12 June 2012

**Who will be consulted and how?**

Persons to be consulted with:

Council officers

Partners delivery services to children and families

Process to be used:

Meetings and circulation of documents

**Information to be considered by the decision makers:**

Government financial framework for payment by results

Data on families in Plymouth

**Documents to be considered when the decision is taken**

Cabinet Report

**Representations:** In writing by 31 May 2012 to the Director for People

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Peter Aley, Safer Communities Email: [peter.aley@plymouth.gov.uk](mailto:peter.aley@plymouth.gov.uk) Tel: 01752 304321

**POLICY FRAMEWORK ITEM: LOCAL DEVELOPMENT FRAMEWORK:  
ADOPTION OF SHOPPING CENTRES SUPPLEMENTARY PLANNING  
DOCUMENT**

**First included in plan: June 2012**

**Nature of the decision:**

To adopt the Shopping Centres Supplementary Planning Document, as part of the Local Development Framework

*(Note: this item is a voluntary addition to the Forward Plan. The decision is not a Key Decision)*

**Who will make the decision?** City Council (Cabinet Member: Councillor Vincent)

**Timing of the decision?** Between 10 July 2012 and 24 September 2012

**Who will be consulted and how?**

Persons to be consulted with:

Key stakeholders, local communities and members consulted as part of process of consulting on the draft Supplementary Planning Document, as approved by the Cabinet on 18 January 2011.

Process to be used:

Draft Supplementary Planning Document consultation process involved exhibitions, meetings, briefings, use of newsletter and other publicity material.

**Information to be considered by the decision makers:**

All consultations and evidence base reports relating to the Shopping Centres Supplementary Planning Document to date

**Documents to be considered when the decision is taken**

Local Development Scheme

Local Development Framework Core Strategy

Consultation responses on draft Supplementary Planning Document

Local Development Framework evidence base reports

**Representations:** In writing by 25 June 2012 to the Assistant Director for Planning

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Jonathan Bell, Head of Development Planning Email: [jonathan.bell@plymouth.gov.uk](mailto:jonathan.bell@plymouth.gov.uk) Tel: 01752 304353

**POLICY FRAMEWORK ITEM: LOCAL DEVELOPMENT FRAMEWORK:  
ADOPTION OF PLANNING OBLIGATIONS AND AFFORDABLE HOUSING  
SUPPLEMENTARY PLANNING DOCUMENT - SECOND REVIEW**

**First included in plan: June 2012**

**Nature of the decision:**

To adopt the Planning Obligations and Affordable Housing Supplementary Planning Document-Second Review, as part of the Local Development Framework

*(Note: this item is a voluntary addition to the Forward Plan. The decision is not a Key Decision)*

**Who will make the decision?** City Council (Cabinet Member: Councillor Vincent)

**Timing of the decision?** Between 10 July 2012 and 24 September 2012

**Who will be consulted and how?**

Persons to be consulted with:

Key stakeholders, local communities and members consulted as part of process of consulting on the draft Supplementary Planning Document, as approved by the Cabinet on 17 January 2012.

Process to be used:

Draft Supplementary Planning Document consultation process involved meetings, briefings, use of newsletter and other publicity material.

**Information to be considered by the decision makers:**

All consultations and evidence base reports relating to the Planning Obligations and Affordable Housing Supplementary Planning Document to date

**Documents to be considered when the decision is taken**

Local Development Scheme

Local Development Framework Core Strategy

Consultation responses on draft Supplementary Planning Document

Local Development Framework evidence base reports

**Representations:** In writing by 25 June 2012 to the Assistant Director for Planning

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Jonathan Bell, Head of Development Planning Email: [jonathan.bell@plymouth.gov.uk](mailto:jonathan.bell@plymouth.gov.uk) Tel: 01752 304353

**COMMUNITY COVENANT**

**First included in plan: June 2012**

**Nature of the decision:**

To agree the final Community Covenant between Plymouth City Council and representatives from the armed forces

*(Note: this item is a voluntary addition to the Forward Plane. The decision is not a Key Decision)*

**Who will make the decision?** City Council (Cabinet Member: Councillor Penberthy)

**Timing of the decision?** 25 June 2012

**Who will be consulted and how?**

Persons to be consulted with:

Council officers  
Cabinet on 12 June 2012

Process to be used:

Cabinet report

**Information to be considered by the decision makers:**

The recommendation to adopt the final Community Covenant

**Documents to be considered when the decision is taken**

Cabinet Report

**Representations:** In writing by 31 May 2012 to the Director for People

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Assistant Director for Homes and Communities, Darin Halifax, Community Cohesion Officer Email: [darin.halifax@plymouth.gov.uk](mailto:darin.halifax@plymouth.gov.uk) Tel: 01752 305446

**POLICE AND CRIME PANEL**

**First included in plan: June 2012**

**Nature of the decision:**

Whether to endorse proposals for a Police and Crime Panel for Devon and Cornwall and decide whether Plymouth City Council offers to be the host authority for this.

*(Note: this item is a voluntary addition to the Forward Plan. The decision is not a Key Decision)*

**Who will make the decision?** City Council (Cabinet Member: Councillor Penberthy)

**Timing of the decision?** 25 June 2012

**Who will be consulted and how?**

Persons to be consulted with:

Officers

Cabinet on 12 June 2012

Other local authorities in Devon and Cornwall

Process to be used:

Written information and face to face discussion

**Information to be considered by the decision makers:**

Report to Council

**Documents to be considered when the decision is taken**

S28 of the Police Reform and Social Responsibility Act 2011

Draft 'Panel Arrangements and Rules of Procedure'

**Representations:** In writing by 13 June 2012 to the Assistant Director for Homes and Communities

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact: Peter Aley, Safer Communities Email: [peter.aley@plymouth.gov.uk](mailto:peter.aley@plymouth.gov.uk) Tel: (01752) 304321

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**YOUTH UNEMPLOYMENT**

Growth and Prosperity Overview and Scrutiny Panel  
Task and Finish Group



## **CONTENTS**

1. Introduction
2. Executive Summary
3. Scrutiny Approach
4. Key Issues Arising from the Evidence
5. Findings
6. Recommendations

Appendix I - PID

## **I. INTRODUCTION**

The Growth and Prosperity Overview and Scrutiny Panel scrutinises matters relating to the Place Directorate and monitors performance against relevant city and council priorities.

The policy and business areas that relate to the above directorate which are of particular concern to the Growth and Prosperity Overview and Scrutiny Panel include:

- Development and Regeneration
- Planning
- Transport
- Strategic Housing
- Economic Development
- Sustainability and Climate Change

One of the issues considered by the panel is the increasing problem of youth unemployment in the City. This issue was prioritised by the panel following a motion on notice submitted to Full Council on 5 December 2011.

The Growth and Prosperity Overview and Scrutiny Panel received an update on the effects of the current economic climate on opportunities for young people at its meeting on 17 October 2011 and following approval from the Overview and Scrutiny Management Board a task and finish group was convened in March/ April 2012.

This report summarises the findings of the task and finish group review and makes recommendations for improvements.

## **2. EXECUTIVE SUMMARY**

The scope of this review encompassed the rising numbers of youth unemployment in Plymouth, between the ages of 16 – 24 years, which had reached a level of paramount concern to the Council and the local community. In undertaking the review it was important to the group to ensure that local strategies and plans currently in place to help Plymouth's young unemployed were reviewed to help identify any gaps or additional interventions that could be put in place to provide more opportunities.

The task and finish group worked to add value and avoid duplication by addressing the short to medium term rather than longer term plans and objectives. The panel were pleased with the majority of its findings and were of the opinion that youth unemployment was seen to be an important issue in Plymouth, in both the private and public sector, however considered that a nominated lead was required to drive forward the assessment of youth unemployment as there were considered to be too many groups duplicating work.

Following a thorough review and analysis of all the evidence provided, the panel identified a number of recommendations which were deemed to offer suggested improvements that would further benefit Plymouth in tackling youth unemployment.

### **3. SCRUTINY APPROACH**

The Overview and Scrutiny Management Board approved in principle on 14 December 2011, the establishment of a Task and Finish Group to review the issue of youth unemployment in Plymouth with a cross-party membership drawn from the Growth and Prosperity and Children and Young People's Overview and Scrutiny Panels.

#### **3.1 Task and Finish Group Objectives**

The group was asked to scrutinise the issue of youth unemployment in relation to reviewing the following:

- the latest youth unemployment figures and their location across the city;
- current employment or training programmes across the city and their take up (including barriers such as accessibility);
- leading employers currently engaged with existing programmes and what can be done to encourage more;
- the current apprenticeship schemes in place, and their occupational classification and whether they are leading to permanent employment opportunities;
- arrangements for encouraging and supporting quality apprenticeship placements;
- the Council's approach to employing apprentices and providing work experience placements;
- current provision by other public sector providers;
- business links with education and training providers with regard to employability skills;

With the overall aim to make recommendations to the Overview and Scrutiny Management Board regarding tackling youth unemployment figures in Plymouth.

The Project Initiation Document (PID) is attached as Appendix I.

#### **3.2 Task and Finish Group Membership**

The Task and Finish Group had cross party membership comprising the following members –

- Councillor Nicholson (Chair)
- Councillor Coker
- Councillor Ken Foster
- Councillor Stark
- Councillor Tuohy
- Councillor Williams
- Jacki Williams – Co-optee (Job Centre Plus)
- Ashley Beare –Co-optee (SW TUC & PABC)
- Richard Smith – Co-optee (Plymouth Chamber)

For the purposes of the review, the Task and Finish Group was supported by -

- Gill Peele, Business Manager for Development
- Mark Looker, Worklessness Co-ordinator
- Chris Grace, Head of Economic Development
- Helen Rickman, Democratic Support Officer

### **3.3 Task and Finish Group Methodology**

The Task and Finish Group convened over several days on 7 March 2012, 4 April 2012, 10 April 2012 and 12 April 2012 to consider evidence and hear from witnesses, review background information and undertake observations by way of an informal group discussion.

Witnesses invited:

- Eve Skuse (Head of Organisational Development, Plymouth City Council)
- Bob Harrison (Employer Accounts Manager, National Apprenticeship Service)
- Pete Nash (Headteacher Support Professional, Plymouth Association of Primary Headteachers)
- Ken Holder (Apprentice Co-ordinator, Plymouth City Council)
- A selection of young people

Background material and documentation:

- Project Initiation Document
- Written submission from the Principal of City College Plymouth
- Briefing report on youth unemployment

Information gathering sessions:

- At Devonport Welcome Hall – 10 April 2012

### **3.4 Contextual Overview**

In order to aid members of the task and finish group, Mark Looker, Worklessness Coordinator, provided the group with a briefing report on youth unemployment statistics in Plymouth. Officers were available at all meetings to provide verbal advice.

## **4. KEY ISSUES ARISING FROM THE EVIDENCE**

The task and finish group was presented with various forms of evidence and the key issues outlined, as separated by meeting date, are presented as follows:

### **4.1 Information from 7 March 2012 meeting included:**

In attendance at the first task and finish group meeting were Mark Looker (Worklessness Coordinator) and Chris Grace (Head of Economic Development).

The following key issues were raised –

- (a) a variety of opportunities for young people experiencing worklessness were available from a variety of sources including Plymouth City Council, JobCentrePlus, the Work Programme Providers, Enterprise Plymouth, YTKO amongst others; these included apprenticeships, work experience placements and training opportunities;

- (b) both the City College Plymouth and Plymouth University were praised as providing help for graduates and skills training to those in need of further development;
- (c) it was important for the Council to balance opportunities for young people and the needs of current members of staff facing possible redundancy;
- (d) an internal working group had been set up in the Council to assess worklessness and identify how the council itself can play a role in alleviating it.
- (e) it was considered that there was not a clear and concise approach to tackling youth unemployment as several working groups had been formulated across the city to assess this issue and sometimes therefore work was disjointed and often repetitive;
- (f) several businesses were focusing on staying 'afloat' rather than concentrating on employing people or offering work experience opportunities;
- (g) a supermarket in Plymouth was known to be sending some employees on a month's training regime to teach them basic numeracy/ literacy skills – this was considered to be a poor reflection of the current education system;
- (h) there were several graduates in Plymouth who were filling job positions that they were overqualified for and therefore not achieving their potential and also preventing other job seekers accessing those roles;
- (i) younger people were not getting the opportunity to gain experience from having weekend/ evening jobs as these positions were being filled by graduates and other job seekers; it was considered that the opportunities were no longer available
- (j) not all young people claiming Job Seekers Allowance with Jobcentre Plus are ready to experience work or work experience as basic skills were lacking;
- (k) employment advisors working for JobCentrePlus, work with employers to find skills/job opportunities. Young people aged 18-24 are supported by a dedicated team of advisers.;
- (l) the Council was only able to take on those undertaking work experience for an eight week period in line with the national DWP scheme – the scheme can be extended to 12 weeks if leading to an apprenticeship;
- (m) a lot of Government initiatives were published with very short notice; this left officers and partners unable to properly prepare and bid for initiatives tackling youth unemployment;
- (o) young people were provided with guidance from JobCentrePlus on how to prepare for an interview and to be punctual and of smart appearance;
- (p) there were a number of providers in the city that offered help to young people in writing CVs , applying for jobs and with employability skills;
- (q) education was considered to be target driven and children were taught to pass exams rather than learn about a diverse range of subjects and experiences that increase employability;

- (r) youth worklessness could also be exacerbated by generational worklessness in families; the culture of negative attitude towards working needed to be addressed;
- (s) it was important that tackling youth unemployment was done via a holistic approach to young people and families;
- (t) there was considered to be a 'knock-on effect' when graduates were under-skilling themselves by taking jobs that those without a degree would normally fill;

#### **4.2 Information from 4 April 2012 meeting included:**

The following witnesses were present at the 4 April 2012 task and finish group meeting -

- Eve Skuse
- Ken Holder
- Pete Nash
- Bob Harrison

The key issues that were raised included –

- (a) only 5% - 10% of employers were committed to taking on apprentices;
- (b) a grant of £1500 was made available to businesses that were committed to taking on an apprentice;
- (c) apprentices needed to meet the needs of an employer, they have the ability to grow with a company as it develops;
- (d) Plymouth City Council started to take on apprentices in 2009; the Council has a target of recruiting 100 apprentices however 33 apprentices have been through the process so far;
- (e) Bob Harrison was working with the Council's HR department as well as the Economic Development department to help with the apprenticeship scheme;
- (f) two sectors in the economy that are poor at keeping on apprentices were construction and hair dressing & beauty; an apprentice was unable to become self employed until the apprenticeship had been completed;
- (g) a web page was made available to publish apprenticeship vacancies; young people were required to access the site and register; approximately 7000 people had registered on the web page so far and 6% were under 16 years old;
- (h) of the £1500 grant to employers, £750 was paid in the first eight weeks; the final payment was made at the end of the 12 month period;
- (i) schools had a responsibility through legislation to promote apprenticeships as well as academic courses;

- (j) more Plymouth businesses needed to be encouraged to take on apprentices;
- (k) two separate events have been held across the city to advertise and promote apprenticeships; it was considered that the perception of apprenticeships was out of date and needed to be addressed;
- (l) some apprentices were forced to withdraw from the scheme as they were unable to afford to travel to work;
- (m) Bob Harrison was having to spend more time with some apprentices who had not gained basic qualifications at school;
- (n) schools were required to provide, as part of their core business, basic skills to children however it was important that aspirations were discussed in order to encourage children to think about their future and opportunities available to them;
- (o) schools could be used as a platform for creating apprenticeships;
- (p) a recent Ofsted report published stated that 20% of children were below average in their reading ability;
- (q) someone needed to drive forward the issue of raising opportunities at a primary school level; a coordinated approach was required from all;
- (r) it was noted that the Council was unable to alter the national curriculum or how it was taught in schools however there was an opportunity for the learning experience of children in Plymouth's schools to be enhanced in order to increase employability.

### **4.3 Informal Discussion Group Observations**

The task and finish group initiated an informal meeting on 10 April 2012 with a collection of young people that were either employed, on an apprenticeships scheme, unemployed or on work experience or with the work programme. The key issues observed during these site visits included –

- some of the young people present looked for jobs on smart phones and send their CVs to employers via this device;
- young people considered they didn't often receive any feedback from job applications/ interviews;
- only 40% of vacancies were actually advertised at Job Centre. Can we get all employers to at least advertise their job there even if they do not want the Job Centre to do the recruitment;
- can the Job Centre do more to help young people job search? Could they sieve the notified vacancies for those that are appropriate and send to them?
- If living independently, cannot work part time as will lose Housing Benefit etc.
- some young people tried circulating a CV but most employers said that they advertise their vacancies on-line if they have any and are not interested in speculative CVs
- there was a dis-connect between National Apprenticeships, Training providers and employers



- some Job Centre Advisers are better than others and are more proactive in providing support;
- it was considered that a lot of jobs don't get advertised and are filled by word of mouth;
- it was felt that better co-ordination between organisations in terms of information advice and guidance was necessary, as well as co-ordination of apprenticeships in the public sector (not just aimed at PCC).
- some of the young people felt that they were not prepared for work or looking for work when they leave education – employability module or skills should come into play at an earlier age.
- online job applications were often confusing and time consuming;
- feedback that two girls present at the meeting did not do well at GCSE level as they were not properly engaged by their teachers – they considered the focus to be upon the 'smarter' children and they were themselves side-lined;
- schools are driven by sending individuals to University – other options are not discussed
- schools don't provide the support needed; they are only interested in students passing exams

### Feedback on Apprenticeship Scheme at Plymouth City Council:

- when I first started my apprenticeship my manager didn't know what to expect;
- there wasn't clear guidance given, the manager thought that I would know what needs doing but instead I looked to my manager for guidance;
- guidance needs to be given to make sure Managers know what is required, there didn't seem to be any co-ordination – maybe more planning is required.

### **4.4 Information from 12 April 2012 meeting included:**

The task and finish group met on 12 April to discuss general findings and work towards formulating recommendations.

- (a) it was considered to be important for more job vacancies to be submitted to a central pool such as JobCentrePlus as they could then better co-ordinate advertisement and young people would know where to look for work opportunities. However, it was recognised that many young people use multiple (electronic) platforms to search for and apply for work.
- (b) there was a negative stigma connected with JobCentrePlus; some people stereotyped this organisation as being where you only go to collect your benefits/welfare payments;
- (c) there was a perception from young people that job vacancies were filled 'in-house' and were not advertised correctly;
- (d) some young people applied for jobs but were told they didn't get the job due to lack of experience; it was then questioned how young people could gain experience without being given an opportunity in the first place;

- (e) JobCentrePlus was the second biggest jobs bank in the world;
- (f) jobs should be better signposted on websites to allow people to navigate websites easier;
- (g) young people were getting demoralised when receiving no response from job applications;
- (h) looking for jobs and filling out job applications was considered to be very time consuming;
- (i) it was considered that the National Careers Service website was very good;
- (j) the Growth Board holds to account the Worklessness Sub Group;
- (k) the idea of a 'champion' for youth unemployment issues was considered to be important;
- (l) Members of Parliament needed to be better involved in this issue and promote the importance of youth employment opportunities;
- (m) employers and education establishments needed to be co-ordinated along with the Council and private sector organisations;
- (n) the schools forum needed to be involved in highlighting the issue of youth unemployment in Plymouth;
- (o) apprenticeships at Plymouth City Council needed to be better organised – the feedback from the young person discussion group highlighted that better direction was needed from managers;
- (p) apprenticeships were considered to be important however they were not the only option available for young people who wanted to get a job or further their training

## **5. FINDINGS**

In reviewing the evidence and analysing all of the data provided the panel identified a number of points of concern which included:

### **5.1 Duplication**

It was made clear at the first meeting of the task and finish group that the issue of youth unemployment was being discussed by a variety of organisations/sectors and that efforts to address and tackle this issue were being duplicated.

The group felt that a common consensus was required from all organisations involved in tackling this issue and that a 'lead' role should be formulated to drive this forward.

## 5.2 Opportunities and Initiatives

Several opportunities were made available for those between the ages of 18 – 24 experiencing unemployment. The following organisations provided the following opportunities:

### Jobcentre Plus

- ‘Get Britain Working’ involves Work Experience placements, sector based work academies, work and enterprise clubs, volunteering and job seeking assistance;
- Work Programme delivered by Working Links and Prospects (via Groundworks Trust and Tomorrows People) involves more in depth work with the long term unemployed for up to a period of 2 years;
- Youth Contract is targeted at young people and intends to increase the number of work experience placements and provide subsidies to employers who take on a young person from the work programme or a SME who takes on their first apprentice.

### City College Plymouth

- Range of qualifications from NVQ’s to Foundation Degrees across wide variety of Sectors
- Preparation for work programs for NEET’s (Not in Education, Employment or Training) and other young people;
- Provide work experience and volunteer opportunities
- One of the routes in to apprenticeships provided by the college’s Learning Warehouse, dealing with approximately half of Plymouth’s apprentices
- Theworkspace is an area set aside for self-employment learning and guidance, as well as careers guidance

### The Training Provider Network (Umbrella for a range of providers in the region)

- Range of training courses of NVQ standard
- Provide links with Jobcentre for Job Clubs
- Work experience placements and apprenticeships can be offered, dependent on the member organisation

### Community and Social Action Plymouth (CASAP) (umbrella for third sector organisations in Plymouth)

- Apprenticeships scheme in place for voluntary and social enterprise organisations
- Volunteer placements offered via Plymouth Guild Volunteer Centre

### Princes Trust

- Enterprise programme aimed at helping young people start a business
- Programmes involving a mix of personal development, basic skills qualifications and work experience

### Coastnet

- Offers basic skills qualifications
- Ongoing media project offering media skills to young people

Real Ideas Organisation

- Offers volunteering opportunities
- Skills training
- Social enterprise qualifications, all aimed at young people

Plymouth City Council

- Has an apprenticeship scheme in place, providing a range of apprenticeships
- Encourages contractors to provide apprenticeships at their own sites, for example at Weston Mill
- Provision of Work Experience placements in conjunction with JobCentrePlus
- Volunteer opportunities offered
- Graduate Placements and Internships offered
- Urban Enterprise Scheme
- Flexible Support Fund - with a scheme focusing on moving young people closer to work
- Commissioning work involving Information Advice and Guidance for young people via The Zone and Careers Southwest
- Commissioning work around Big Lottery Fund to improve young people's circumstance around tenancy and understanding finance to allow them to move closer to work
- Access to Information Technology for job search purposes
- Signposting to relevant organisations
- Worklessness support services mapping exercise in Whitleigh - being undertaken by UoP student
- Providing links into the community for partner organisations to enable work clubs
- Community partnership work via NRT in Housing Services

### **5.3 Education and Engagement**

The group heard from witnesses that some school leavers were leaving education without the required basic skills to give them a fair opportunity at gaining education, training or employment. Time then had to be spent bringing these individuals up to basic numeracy and literacy skills. It was considered that employers should do more to engage with young people from an early age, and particularly those in deprived or troubled circumstances, in order to increase employability skills and awareness of the requirements of the world of work. Better engagement between employers and education was needed.

## **6. RECOMMENDATIONS**

The task and finish group agreed that it is recommended that –

### **I. Citywide Leadership**

- (a) There are many groups that meet both internally within Plymouth City Council and externally with Partners regarding the skills or employability agenda. The panel wishes to strongly endorse the leadership role of the Plymouth Growth Board with its Worklessness sub group and requests that Cabinet asks the Assistant Director for Economic Development to review the membership to ensure it is relevant to youth unemployment, and to reiterate the primacy on employability matters rests here.

- (b) It is further recommended that future scrutiny arrangements include progress reports from the Worklessness Sub Group and that the scrutiny constitution continues to promote joint panels on this issue.
- (c) The panel wishes to recommend that a councillor not within cabinet be appointed to perform the role of Champion for Youth Employment in the city and to help ensure that recommendations in this report are delivered.

## **2. Improving support to Youth unemployed**

- (a) It is recommended that the Worklessness Sub-group should ensure improved communication of training and employment opportunities to young people by establishing how employers and agencies such as JobCentrePlus can work more closely together. This should include all organisations and businesses being encouraged, via the Chamber of Commerce, Federation of Small Business and Plymouth Area Business Council to place job and training advertisements with the Job Centre, as well as progressing their usual recruitment procedures. This can be in the form of a signposting notice and does not mean they have to use the Job Centre to undertake their recruitment.
- (b) There should be greater engagement between employers and schools to overcome the apparent gap in skills when young people move from education to work. It is recommended that the Worklessness sub group and the council's internal departments engage with the Schools Forum, Association of School Governors, employers and work programme providers to forge greater working relationships and understanding for the future. It is recommended that an interactive seminar be arranged to be hosted by the Council.

## **3. Plymouth City Council Apprenticeship Scheme**

- (a) Although significant progress has been made in the last year with the numbers of apprenticeship opportunities being offered by Plymouth City Council, there is a need to improve the coordination and governance of the scheme. This should include the HR department looking at increasing the scope of apprenticeships available within the organisation, and the identification of the support that both apprentices and managers require.
- (b) It is recommended that the Apprenticeship Co-ordinator post be extended beyond the current twelve month period. This will allow a central point of contact for all apprenticeships within the Council and allow existing development of good practice to continue.
- (c) The panel noted that the apprenticeships offered at the moment are supernumerary to the workforce establishment and do not currently offer permanent employment. It is recommended that the Assistant Director for HR and Organisational Development review this policy in accordance with organisational constraints.

#### **4. Initiatives**

The panel welcomed opportunities for proactive initiatives in support of the creation of employment and/or training opportunities for young people in Plymouth. The Worklessness Sub group should establish a task and finish group to implement a “1,000 jobs in 1,000 companies” initiative to get that many young people into employment and/or work experience over the next 2 years.

**Request for Scrutiny Work Programme Item**

<b>1</b>	<b>Title of Work Programme Item</b>	Youth Unemployment in Plymouth
<b>2</b>	<b>Responsible Director (s)</b>	Anthony Payne, Director for Place Carol Burgoyne, Director for People
<b>3</b>	<b>Responsible Officer Tel No.</b>	David Draffan, Assistant Director for Economic Development Colin Moore, Assistant Director for Lifelong Learning
<b>4</b>	<b>Relevant Cabinet Member(s)</b>	Cabinet Member for Planning, Strategic Housing and Economic Development/ Cabinet Member for Children and Young People
<b>5</b>	<b>Objectives</b>	<p>Youth unemployment has risen to over one million in the UK. Here in Plymouth, unemployment for 18 – 24 year olds has risen to a level which causes concern to the Council and local community.</p> <p>The task and finish will review local strategies and plans currently in place to help Plymouth's young unemployed and to help identify any gaps or additional interventions that can be put in place to provide more opportunities for them to gain places in work or training.</p> <p>The task and finish will acknowledge the Council's Worklessness Plan and the current workstreams of the city's Growth Board Worklessness Sub Group. It will seek to add value and avoid duplication by addressing the short to medium term rather than longer term plans and objectives</p> <p>To achieve this, the key objectives will be to;</p> <ul style="list-style-type: none"> <li>• Review the latest youth unemployment figures and their location across the city</li> <li>• Review current employment or training programmes across the city and their take up ( including barriers such as accessibility)</li> <li>• Review leading employers currently engaged with existing programmes and what can be done to encourage more</li> <li>• Review the current apprenticeship schemes in place, and their occupational classification and whether they are leading to permanent employment opportunities</li> <li>• Review arrangements for encouraging and supporting quality apprenticeship placements;</li> <li>• Review the Council's approach to employing apprentices</li> <li>• Review current provision by other public sector providers</li> <li>• Review business links with education and training providers with regard to employability skills</li> </ul>

6	<b>Who will benefit?</b>	Young people will have access to a wider range of opportunities. Businesses will benefit from the skills and engagement of young people. Councillors will be assured of a coherent framework in place between providers and organisations across the city to ensure the optimum potential for work and training opportunities for young people.
7	<b>Criteria for Choosing Topics (see table at end of document)</b>	THE TOPIC WAS RAISED AT FULL COUNCIL ON 5 <sup>TH</sup> DECEMBER 2011 MOTION ON NOTICE NO 15 (11/12)
8	<b>What will happen if we don't do this review?</b>	Plymouth has an above average youth employment rate and an over reliance on the public sector. The recession and threats to local jobs will only increase the pressure and competition for work. As Plymouth seeks to achieve its vision for growth we need to ensure that young people are engaged and have appropriate skills to match the needs of future employers. Apprenticeships are a strong option for the continued education and training of many young people in the city. The schemes offer viable opportunities for key industries to recruit and develop new talent. If this review isn't carried out, the council misses the opportunity to directly challenge local strategic decision makers and businesses to provide a good range of employment and training opportunities.
9	<b>What are we going to do?</b>	Task and finish group involving meetings to be completed by the end of March 2012.
10	<b>How are we going to do it? (witnesses, site visits, background information etc.)</b>	Background information, witnesses, review existing plans.
11	<b>What we won't do.</b>	This review will focus on the general issue of opportunities for young people 18 – 24 yrs. It will not consider adult unemployment above this age.
12	<b>Timetable &amp; Key Dates</b>	The first scoping meeting will take place early to mid January 2012. Further meetings will be arranged with a final report and recommendations to the Overview and Scrutiny Management Board by end March 2012
13	<b>Links to other projects or initiatives / plans</b>	Children and Young People's Plan Local Economic Strategy Worklessness Plan Growth Board and Worklessness Sub group
14	<b>Relevant Overview and Scrutiny Panel / Membership if Task and Finish Group (to be decided by OSP before submission to OMB)</b>	Growth and Prosperity Overview and Scrutiny Panel. Children and Young People Overview and Scrutiny Panel



<b>15</b>	<b>Where will the report go? Who will make the final decision</b>	Overview and Scrutiny Management Board, Cabinet , Growth Board and LSP.
<b>16</b>	<b>Resources (staffing, research, experts, sites visits and so on)</b>	Lead Officer, Growth & Prosperity OSP Lead Officer, Democratic Support Officer
<b>17</b>	<b>Is this part of a statutory responsibility on the panel?</b>	No
<b>18</b>	<b>Should any other panel be involved in this review? If so who and why?</b>	This requires a joint task and finish with Growth & Prosperity Overview and Scrutiny Panel and Childrens and Young People Overview and Scrutiny Panel
<b>19</b>	<b>Will the task and finish group benefit from co-opting any person(s) onto the panel.</b>	Yes. Representative members will be sought from key organisations and providers such as the Plymouth Chamber of Commerce, JobCentre Plus, National Apprenticeship Scheme, The Federation of Small Businesses
<b>20</b>	<b>How does this link to corporate priorities?</b>	By nurturing young talent, organizations and sectors develop a stronger local workforce. This will not only support the future Growth of the City and the Raising Aspiration agenda, but will improve inclusivity .

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