

Agenda No

AGENDA MANAGEMENT SHEET

Name of Committee	North Warwickshire Area Committee	
Date of Committee	20 July 2005	
Report Title	North Warwickshire Well-being Fund – Mid-term report and New commission	
Summary	<p>This report details progress after 6 months of a Well-being commission agreed by Members at November 2004 Area Committee.</p> <p>Transport theme group:</p> <ul style="list-style-type: none">• Improved access to health information <p>This report also details a new commission for approval.</p> <p>Local Economy Theme group:</p> <ul style="list-style-type: none">• PEP (People in Employment) <p>A date has also been suggested for the next meeting of the Area Committee's Funding sub-group.</p>	
For further information please contact:	<p>Alistair Rigby Community Partnership Officer Tel: 01827 715646 alistairrigby@warwickshire.gov.uk</p>	<p>Susan Gooding Area Manager Tel: 01827 721084 susangooding@warwickshire.gov.uk</p>
Would the recommended decision be contrary to the Budget and Policy Framework?	No	
Background papers	Report to North Warwickshire Area Committee 10 th November 2004 ' North Warwickshire Well-being Fund – Commissions'	

CONSULTATION ALREADY UNDERTAKEN:-

Details to be specified

Other Committees	<input type="checkbox"/>
Local Member(s)	<input type="checkbox"/>
Other Elected Members	<input type="checkbox"/>	

- | | | |
|----------------------------|-------------------------------------|-------------------|
| Cabinet Member | <input type="checkbox"/> | |
| Chief Executive | <input checked="" type="checkbox"/> | David Carter..... |
| Legal | <input checked="" type="checkbox"/> | Kathryn Scales |
| Finance | <input type="checkbox"/> | |
| Other Chief Officers | <input type="checkbox"/> | |
| District Councils | <input type="checkbox"/> | |
| Health Authority | <input type="checkbox"/> | |
| Police | <input type="checkbox"/> | |
| X Other Bodies/Individuals | <input type="checkbox"/> | |

FINAL DECISION YES

SUGGESTED NEXT STEPS:

Details to be specified

- | | | |
|---|--------------------------|-------|
| Further consideration by this Committee | <input type="checkbox"/> | |
| To Council | <input type="checkbox"/> | |
| To Cabinet | <input type="checkbox"/> | |
| To an O & S Committee | <input type="checkbox"/> | |
| To an Area Committee | <input type="checkbox"/> | |
| Further Consultation | <input type="checkbox"/> | |

Agenda No

North Warwickshire Area Committee – 8 June 2005

North Warwickshire Well-being Fund – mid-term report and new commission

Report of the County Solicitor and Assistant Chief Executive

Recommendation

That members:

- 1) Note and comment upon the six months progress of the Well-being commission 'Improved access to Health information' which received Well-being funding 2004/5
- 2) Approve a new commission to the Well-being Fund from Local Economy Theme group of the North Warwickshire Community Partnership for 'PEP - project'
- 3) Agree to hold a funding sub-group meeting on 11 October (10am – 12noon) to review investments and commissions for the Community Development, Well-being, and Social Inclusion Funds

1. Introduction – mid term report 2004/5

1.1 For year 2004 / 05 North Warwickshire Area Committee priorities for the Well-being Fund were:

- Transport
- Safer Communities
- Education and Life Long Learning
- Public Realm

1.2 At the November 2004 Area Committee meeting, a commission from the Transport Theme group was supported and is outlined below in 1.5 and detailed in Appendix A

1.3 In line with the Area Funding Strategy agreed at 3 February Area Committee meeting, each commission would be 'formally agreed' by the signing of a mini-contract by the Lead Officer of the project. The progress

of the commission would then be monitored with two reports presented to Area Committee. The first being a mid-term, 6 monthly report, followed by a final end of project report.

1.4 The reports will form the basis for evaluating the fund 2004 /05 after all the commissions have been completed.

1.5 A summary of the commission's main purpose and value is as follows:

Transport Theme Group Commissions:
Improved access to health information – value £ 6,088

This project aims to provide a credit card sized fold out information leaflet to provide residents of North Warwickshire with information about transport links to medical facilities, including Doctors' Surgeries, Hospitals and Dentists. The project aims to increase the use of public transport to medical facilities, and decrease the number of people failing to attend medical appointment because of lack of information about available transport.

2. Progress and analysis of mid-term report

2.1 Transport Theme Group Commission:
Improved access to health information – value £ 6,088
This project is progressing in line with the contract agreement – no action required

3 Introduction – New commission

3.1 For year 2005 / 06 North Warwickshire Area Committee priorities for Well-being Fund are:

- Education and Life Long Learning
- Community Life
- Health & Well-being
- Local Economy

3.2 Members agreed to take commissions from the relevant North Warwickshire Community Partnership Theme groups.

3.3 The budget for this year's fund has now been set. The figures mark a 0.4% increase on last year's budgets. North Warwickshire Area Committee has £52,880 to administer from its Well-being Fund. The above priority theme groups will each receive £13,220 for 2005 /06. Theme group leaders have been notified and requested to submit commissions to the value of £13,220 by December 2005 Area Committee for approval.

3.4 In line with the procedure for assessing commissions, the North Warwickshire Community Partnership Coordinating Group has considered

the commission. This is to ensure that the proposed commission meets the priorities of the Community Plan

3.5 The Coordinating Group along with the North Warwickshire Area Manager have reviewed and recommended the commission detailed in Appendix B. Their comments in support of the project are given in Table 1.

3.6 A summary of the commission's main purpose and value is as follows:
Local Economy Theme Group Commission:
'PEP' commission value £5,000

It is proposed to combine 'Recruitment Now' with PEP, a similar project currently operating across Coventry and Warwickshire Regeneration Zone. This will help ensure the viability of both projects, which assist local residents into employment and training programmes to improve the skills base of the local workforce. A Personal Advisor will be employed for North Warwickshire who will run a 'Drop-in' service and provide one to one support to individuals referred from Jobcentre Plus, Adult Guidance, Probation, Atherstone College and Community Education.

Expected outputs include: 200 referrals, of which 35 will be secured employment and another 35 will enter further education and training.

4 Funding sub-group

4.1 It is proposed that Members hold a funding sub-group in particular to look at Community Development Fund applications. Recommendations by North Warwickshire Area Team will be put to Members for general approval, following consultation with officers from other local funding organisations, and with County Council Local Area Managers.

4.2 General updates and feedback will also be given on Well-being commissions and Social Inclusion projects for Member information and comment.

5 Conclusion

5.1 Members are asked to approve the first commission of the new financial year 2005/6 and support the progress made by a current project following its 6 monthly review.

5.2 Members are also asked to attend a funding sub-group in October to look at Community Development Fund applications and recommendations. Updates will also be given on Well-being and Social Inclusion projects.

DAVID CARTER
County Solicitor and Assistant
Chief Executive
Shire Hall
Warwick
27th June 2005

Warwickshire County Council

Well-being Fund Mid-term report 2004/05

Name of Lead officer: Cheryl Bridges and Francine Poole

Name of Project: Improved access to health information

Name of Theme Group promoting project: Transport and Health and Well-Being Themes.

Wellbeing fund grant £ 6088

Outline of Project brief
<ul style="list-style-type: none"> • The production and distribution of information relating to access to medical facilities across the Borough of North Warwickshire • Information will be easy to read. Including a map of local medical facilities, bus routes, taxi and community transport information. List of contact numbers, organisations and benefits available. The back cover will be an appointment card. • The credit card sized foldout information handouts will be printed and distributed to the local community covering the whole Borough. • Distributed to all: Surgeries; Dentists; Hospitals; Libraries; Clinics. Also sent to Public and village halls • Sent to groups including: Older peoples forum; Pensioner group; Luncheon clubs; Social clubs • Information included in local newsletters with a detachable page • The contact numbers will ensure people are aware of who they should contact if they have an issue or a question about access to medical facilities.

Details of timescale	Measurable outputs.
<ul style="list-style-type: none"> • Project to start – December 2004 Seek estimate 	Estimates from 3 local graphic agencies / printers for artwork & printing
<ul style="list-style-type: none"> • Sign contract – February 2005 	Contract agreement signed with most appropriate agency
<ul style="list-style-type: none"> • Artwork & printing – first draft by June 2005 	Draft artwork sent to Area manager & agreed. Artwork for credit card sized foldout agreed. To inc WCC logo.
<ul style="list-style-type: none"> • Comments / feedback from user groups. Transport & 	3 target groups consulted eg Older Peoples Forum and theme groups for

<p>user groups, Transport & Health & Well-being Strategy Groups – June/July 2005</p> <ul style="list-style-type: none"> • Artwork & printing – final draft by Aug 2005 • Leaflets distributed from Aug 2005 onwards • 1st report to Area Committee - July • Questionnaires distributed from Feb 2006 • 2nd report to Area Committee – March 2006 • Project complete – March 2006 	<p>comments on design, readability, and usefulness of info.</p> <p>All information checked ensuring it is up to date. 30,000 copies printed</p> <p>Copies in EVERY surgery; dentist; hospitals; libraries; clinics in North Warks</p> <p>Copies sent to local user groups</p> <p>Report complete June for July Area Committee</p> <p>10% of questionnaires complete/returned</p> <p>Report complete Feb for March Area Committee</p>
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Commentary on Project Progress – achievements to date

The Access to health map is currently at the designers. It has taken a while to complete and it is anticipated there will be a first draft available to be viewed at the meeting. The North Warwickshire Rural Transport Partnership Officer and the Health and Wellbeing Improvement Co-ordinator have collated the information and PCT have been involved in ensuring suitable, useful information is included in the leaflet. The consultation will be as wide reaching as possible, including the Older peoples forum, CVS, local youth clubs, community plan theme groups, Area Committee, doing things and seeing people group, practice managers, locality forum, Policy for older people group and as many other organisations as can be engaged.

Slippage

Due to personal circumstances, the group developing the project were unable to commence the project until April and as such all activities have slipped by a month or so.

Details of timescale

- Comments / feedback from user groups – July-Aug 2005
- Final draft – completed by Sep 2005
- Information leaflets distributed from Sep 2005 onwards
- Questionnaires re-distributed from March 2006
- 2nd report to Area Committee – March 2006

Project complete – March 2006

Total Project Cost		£6088
Approx 26,000 homes in North Warwickshire		
Staff (Salaries and Expenses)		£
Officer time		N/a
Capital/Equipment		Approximate costing
Printing costs quantity 10,000		£1936
For 30,000		£5808
Artwork		£280
Total for 30,000		£ 6088

Publicity

A press release will be issued to ensure residents are aware of the new information handouts. They will be placed in as many service provider outlets as possible including surgeries, hairdressers, dentists etc.

Sustainability of project

This is a one off project which will provide information about access to health services for residents of North Warwickshire. If it is deemed successful the partnerships may apply for further funding from a range of organisations to reproduce the handout in later years.

Lessons learnt

N/a

Warwickshire County Council Well-being Fund 2005/06

Part A – Project Brief - To be completed by the commissioning theme group

Name of Project: ...PEP

Name of Local Strategic Partnership: North Warwickshire Community Partnership .

Name of Theme Group promoting project: The Local Economy

Description of Project for which funding is sought from Area Committee
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To support the delivery of a bespoke job search and support programme for local disadvantaged communities in North Warwickshire to ensure they can access local employment and training opportunities.

The project will provide:

1. A 'Drop In' service – giving access to a wide range of vacancy information. Staffed by an Advisor to assist with job search, CV preparation and completion of application forms. Also provides peer support and the opportunity for 'word of mouth' information on local vacancies to be shared.
2. Intensive 1:1 support in job search plus on going support to identify and overcome barriers to employment or training. Help with CV preparation, applications and interview skills.
3. A beneficiary budget which will assist individuals to overcome barriers to training and employment eg short term travel and childcare costs, short training courses.

This will be undertaken through the employment of a Personal Advisor for North Warwickshire Borough.

The work will be overseen by a Steering Group which will include representatives including North Warwickshire Borough Council (and LSP Theme group representative), Atherstone College, Coventry and Warwickshire Guidance, Warwickshire County Council, Jobcentre Plus, the CVS and Mencap. This strategic group allows links to be made with wider issues in the Borough regarding local employer needs and new developments.

The project meets a gap in the market and complements the services provided by other agencies in the area by providing an intensive service catering for individual needs. Referrals will come from Jobcentre Plus, Adult Guidance, Probation, Atherstone College and Community Education. Letters of support outlining how the project complements these services can be

provided on request. This project can provide a more intensive one to one, long term service than these agencies are able to provide. Atherstone College refer students to the project who have yet to secure employment and the project refers on beneficiaries who can benefit from training at the college.

A contribution of £5,000 is being requested from the Area Committee to support the provision of job search and support for North Warwickshire residents from September 2005 – March 2006. This will complement an award received from North Warwickshire Borough Council (£10,000), Warwickshire Careers Service (£25,000 for the Warwickshire elements of the combined project ie North Warwickshire and Nuneaton and Bedworth), Adult and Community Learning (£2,200) and a in-kind contribution from CWG who will continue to provide an additional member of staff for one day a week to support the drop in service. It will enable the project to dedicate a Personal Advisor to North Warwickshire for 5 days a week.

Background

The 'Recruitment Now' project has been operating since 2002 focussing solely on North Warwickshire and has been extremely successful. Between April – December 2004, 328 beneficiaries were registered on the project, 126 beneficiaries entered employment and 59 moved into further training. A particularly successful element of the project was the Friday 'drop-in' which provided access to job vacancy information, the Advice workers and peer support.

Funding from the Coalfields Regeneration Trust and Market Towns Initiative has now come to an end (December 2004) and the project's Steering Group has taken the opportunity to review and evaluate the services provided to ensure that the most successful elements can continue.

In order to reduce overhead costs and maximise economies of scale to improve long-term sustainability, Recruitment Now will be combined with PEP, a similar project currently operating across the Coventry and Warwickshire Regeneration Zone.

The new combined project will have administrative and management offices in Nuneaton, but will provide services to jobseekers on an outreach basis within North Warwickshire, Nuneaton and Bedworth and Coventry. It is proposed that this combined project becomes operational from September 2005. In the meantime the 'drop-in' service will continue supported by NWBC, WCC and Coventry and Warwickshire Guidance in order to ensure continuity of service for local residents in North Warwickshire.

The combined project will have a single identity and be overseen by a combined Steering Group with representatives of both former projects. A publicity campaign will be undertaken in North Warwickshire to ensure that people are aware of the transition.

The partners involved in both projects feel that this option presents the opportunity to combine the successful elements of each project. By combining the projects both services will benefit from savings as a result of combined management and administration costs. A further advantage is that wider geographical coverage will increase the possibility of accessing funds through regional and sub regional funding organisations.

Priorities, set by the County Council Area Committee, that will be addressed

The Local Economy Theme Group priority. A key aim of the Community Plan is that 'people of North Warwickshire will benefit from the growth in employment development and diversification in the Borough'. The Local Economy Action Plan makes specific reference to the role of Recruitment Now in the key actions of:

- Linking local people to local jobs
- To ensure that local people are equipped with the right skills to access local employment opportunities

The Plan also includes reference to securing funding to ensure the continuation of the Recruitment Now project.

Theme 1 of the North Warwickshire Economic Strategy and Action Plan is that 'North Warwickshire People will benefit from the growth and promotion in investment, employment development and diversification in the Borough'. Objective 1.7 within this theme is to 'support Recruitment Now in their work to train local people for local employment, identify company's recruitment and retention needs and promote 'early warning' of forthcoming employment opportunities'

Location of Project

Drop In facilities will be offered at the Connexions Offices, Atherstone, to maintain the client link that has been established.

The administrative/management offices for the project will be in Nuneaton but the Personal Advisors will meet people on an appointment basis within North Warwickshire, generally at Jobcentre Plus or the Connexions offices although appointments can be made at a location to suit the client.

The project will serve the whole of North Warwickshire. An evaluation of the project to date has shown that it is able to attract residents from across the Borough.

Who will benefit from the project?

North Warwickshire residents from across the Borough. They will mainly be unemployed people, lone parents returning to work, those wishing to return to the labour market or access training, those wishing to improve their skills to

access alternative employment.
Local employers will benefit from the pool of skilled labour.
When will it be delivered?
September 2005 – March 2006
Expected Outputs
<p>200 clients attending interviews with the Personal Adviser (either through the drop in or appointment system)</p> <p>35 securing employment</p> <p>35 entering further education and training</p>
Expected Outcomes
<p>Reduction in unemployment and other benefit claimants</p> <p>Improved job prospects of local residents</p> <p>Increased income and prosperity within the Borough</p>
Proposed monitoring arrangements/Indicators of success
<ul style="list-style-type: none"> • Attendance record for the drop in • Individual client records and action plans maintained by the advisor • Monitoring of press coverage <p>The records will be kept and maintained by the Community and Learning Work Advisors and reported to the overall Project Manager. The information will be reported to the Steering Committee on a quarterly basis.</p> <p>The information will be reported to the principal funding organisations as requested in any grant award.</p>
What is the long term future of the project (If appropriate)
<p>Warwickshire County Council and the Steering Committee are actively committed to the continuation of the jobs brokerage service in North Warwickshire. The 'Recruitment Now' project is being combined with PEP in order to improve the long term sustainability of both projects through economies of scale. Warwickshire County Council has committed some core funding to the project to meet an element of core costs. Further funding will be sought from co-financing tendering opportunities, Global Grants and the IAG (Information Advice & Guidance).</p>
Eligible for Main Programme or other funding? Yes/No
Details of other sources of funding
Funding specifically for the North Warwickshire service delivery:

- North Warwickshire Borough Council £10,000
- CWG – in-kind contribution of staff time supporting the ‘drop in’

Warwickshire County Council have secured additional funding from the Regeneration Zone, Warwickshire Careers Service, Nuneaton and Bedworth Borough Council and from the Planning, Transport and Economic Strategy budgets within the County Council to meet the additional costs of delivery of the combined project across North Warwickshire, Coventry and Nuneaton and Bedworth. The total cost of the combined project for 12 months is £130,000 which can be met from these sources. This £5,000 from the Area Committee will enable the project to dedicate a Personal Advisor to North Warwickshire for 5 days a week.

Contact on LSP Theme Group

Contact name	Clare Eggington		
Address	Economic Development Manager North Warwickshire Borough Council The Council House South Street Atherstone Warwickshire CV9 1BD		
Telephone No.	01827 719456	Fax No.	
E-mail	clareeggington@northwarks.gov.uk		

Signature of Chair of Theme Group

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Date signed

.....

Well-being Fund 2004/05

Part B – Expression of Interest - To be completed by the body/individual interested in undertaking a commission

Name of Project:...PEP

Details of body/Individual interested in commission

Name of Organisation	Warwickshire County Council		
Contact name	Helen Flanagan		
Address	Planning, Transport and Economic Strategy PO Box 43 Shire Hall Warwick CV34 4SX		
Telephone No.	01926 412825	Fax No.	01926 491665
E-mail	helenflanagan@warwickshire.gov.uk		

Description of Project (from project brief)
<p>To support the delivery of a bespoke job search and support programme for local disadvantaged communities in North Warwickshire to ensure they can access local employment and training opportunities.</p> <p>The project will provide:</p> <ol style="list-style-type: none">1. A 'Drop-In' service – giving access to a wide range of vacancy information. Staffed by an Advisor to assist with job search, CV preparation and completion of application forms. Also provides peer support and the opportunity for 'word of mouth' information on local vacancies to be shared.2. Intensive 1:1 support in job search plus on going support to identify and overcome barriers to employment or training. Help with CV preparation, help with applications and interview skills.3. A beneficiary budget which will assist individuals to overcome barriers to training and employment eg short term travel and childcare costs, short training courses. <p>This will be undertaken through the employment of a Personal Advisor for North Warwickshire Borough.</p> <p>The project meets a gap in the market and complements the services</p>

provided by other agencies in the area by providing an intensive service catering for individual needs. Referrals will come from Jobcentre Plus, Adult Guidance, Probation, Atherstone College and Community Education. Letters of support outlining how the project complements these services can be provided on request. This project can provide a more intensive one to one, long term service than these agencies are able to provide. Atherstone College refer students to the project who have yet to secure employment and the project refers on beneficiaries who can benefit from training at the college.

The work will be overseen by a Steering Group which will include representatives including North Warwickshire Borough Council (and LSP Theme group representative), Atherstone College, Coventry and Warwickshire Guidance, Warwickshire County Council, Jobcentre Plus, the CVS and Mencap. This strategic group allows links to be made with wider issues in the Borough regarding local employer needs and new developments.

A contribution of £5,000 is being requested from the Area Committee to support the provision of job search and support for North Warwickshire residents from September 2005 – March 2006. This will complement an award received from North Warwickshire Borough Council, Warwickshire Careers Service, Adult and Community Learning and an in kind contribution from CWG who will continue to provide an additional member of staff for one day a week to support the drop in service. It will enable the project to dedicate a Personal Advisor to North Warwickshire for 5 days a week.

Details of timescale. When would you be able to commence this project?

From September 2005.

The funding would enable us to deliver an enhanced service between September 2005 and March 2006 to meet current demand.

Outputs – What can you offer the Project?

Examples of similar projects previously undertaken

200 clients attending interviews with the Personal Adviser (either through the drop in or appointment system)
35 securing employment
35 entering further education and training

The project will be overseen by a Steering Group of representatives who have previously been involved in overseeing the development of PEP and

Recruitment Now. Between them they have a wealth of experience of delivering job brokerage services. The involvement of North Warwickshire Borough Council ensures that the needs of the Borough, in particular local employers, can be taken into account.

Overall project management will be undertaken by the Employment Links team at Warwickshire County Council. They have a wide range of experience of developing and delivering projects to meet the needs of local unemployed residents and local employers, enabling local people to access local jobs. They undertook overall management of the successful Recruitment Now project since 2002 as well as managing the PEP project since its inception in 2001.

Analysis of costs – Please be as precise as possible

The costs outlined below are for delivery of a jobs brokerage service in North Warwickshire accounting for management and administration costs as well as a Personal Advisor for 5 days per week.

Total Project Cost	£
Staff (Salaries and Expenses)	£
Management	£3,600
Personal Advisor (f/t 5 days a week)	£17,815
Administration	£2,212
Travel costs	£1,792
Capital/Equipment	£
None	
Other	£
Marketing	£400
Beneficiary Budget	£1,400
Telephones	£840
Office supplies	£84
Postage	£112
Rent (central premises for the team)	£1,165
Total	29,420

Signature of representative of organisation interested in commission

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Position

Date

Table 1

North Warwickshire Coordinating group

Scoring matrix for Well-being fund bids

Local Economy Theme Group	Meets priorities in Community Plan*	More than one agency involved	Impact of not funding.	If current service exists – is it successful.
1. PEP	1.Create a strong and successful economy 2. Meet local needs locally	NWBC, Warwickshire Career Service	Loss of 1 to 1 support service finding employment and training opportunities for local people	April – Dec 04 328 registered, 126 found employment 59 went on training.