Opportunities Fife Partnership

Commissioning Document
&
Simplified Costs

Introduction

PART 1:
Information on OFP Commissioning Document

PART 2:
Outline of the proposals for new "Simplified Costs"
for future European Funding

PART 1: Commissioning Document

Sections:

1. Introduction

2. Strategic Investment Focus

3. Commissioning Principles

4. Service Delivery

5. Employability Funding

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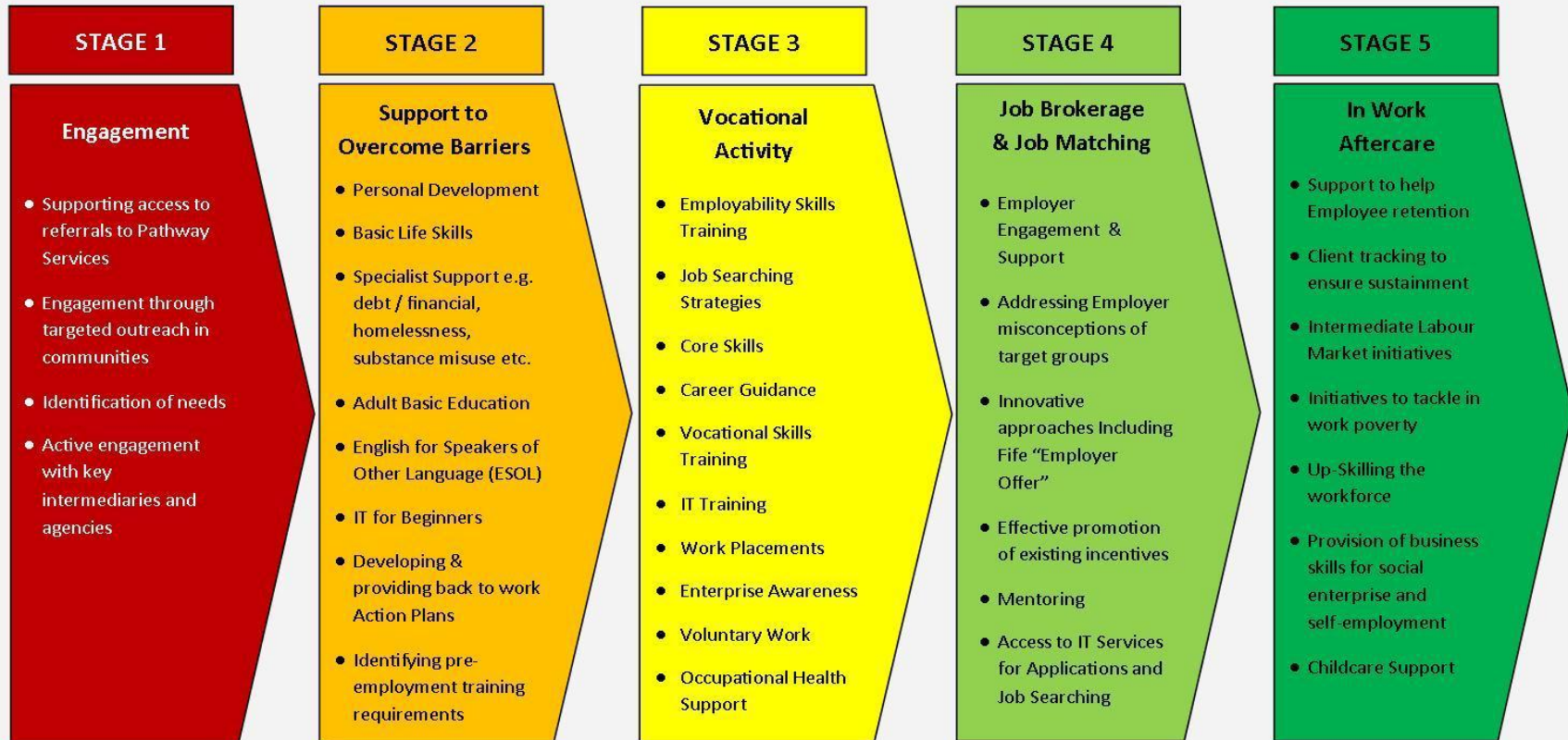
1.0 Commissioning Document Introduction

- Summarises the details of the Employability Pathway Review (2013)

- Identifies Key Findings from Review

- Outlines Fife Employability Pathway:

Enterprise, Planning and Protective Services

Fife Employability Pathway

Employability is the combination of factors and processes which enable people to progress towards or get into employment, to stay in employment and to move on in the workplace

C L I E N T S

STAGE 1

Engagement

- Supporting access to referrals to Pathway Services
- Engagement through targeted outreach in communities
- Identification of needs
- Active engagement with key intermediaries and agencies

STAGE 2

Support to Overcome Barriers

- Personal Development
- Basic Life Skills
- Specialist Support e.g. debt / financial, homelessness, substance misuse etc.
- Adult Basic Education
- English for Speakers of Other Language (ESOL)
- IT for Beginners
- Developing & providing back to work Action Plans
- Identifying pre-employment training requirements

STAGE 3

Vocational Activity

- Employability Skills Training
- Job Searching Strategies
- Core Skills
- Career Guidance
- Vocational Skills Training
- IT Training
- Work Placements
- Enterprise Awareness
- Voluntary Work
- Occupational Health Support

STAGE 4

Job Brokerage & Job Matching

- Employer Engagement & Support
- Addressing Employer misconceptions of target groups
- Innovative approaches Including Fife "Employer Offer"
- Effective promotion of existing incentives
- Mentoring
- Access to IT Services for Applications and Job Searching

STAGE 5

In Work Aftercare

- Support to help Employee retention
- Client tracking to ensure sustainment
- Intermediate Labour Market initiatives
- Initiatives to tackle in work poverty
- Up-Skilling the workforce
- Provision of business skills for social enterprise and self-employment
- Childcare Support

E M P L O Y E R S

Effective Case Management and use of FORT (Fife Online referral Tracking) to measure progression

2.0 Strategic Investment Focus

Identifies the funding streams that will be utilised, including:
- European Funding (ESIF 2014-2020)
- Fairer Scotland Funding

Highlights key strategic groups for who would benefit from targeted interventions – as identified by Professor. Alan McGregor (TERU) in the Employability Pathway Review

OFP Outcome Focus	Target Client Group	Need for Intervention	Estimated Cohort
Adult Young	Long Term Unemployed	Adults (25+) unemployed for 2 years +, Young People (16-24), expected impact of Work Programme returners to JSA	9,960
Adult Young Health & Disabilities	Literacy and Numeracy	26.7% Scottish age working population experience occasional literacy challenges. 3.6% of that cohort experience severe literacy challenges.	3,000 - 4,000
Adult Young Health & Disabilities	IT Skills for Work	12,000 households in Fife do not use/have access to internet. 4,000 individuals require comprehensive support, further 3,000 require support to make the best use of IT for job searching	7,000
Young	School leavers are risk of becoming NEET	370 young people not in Education, Employment or Training and a further 650 under 19's on JSA in Fife, with provision for those on other workless benefits	1,000 - 2,000

OFP Commissioning Update & Simplified Costs

Enterprise, Planning and Protective Services

Young	Looked after Young People	348 young people eligible for aftercare support with between 113 and 179 using the service in the last 3 years.	150 - 200
Adults Young	Ex-offenders	690 people registered unemployed and completing CPO's, with additional provision for clients leaving prison. Mapping exercise is being undertaken to establish gaps in provision	1,000
Adult Young Health & Disabilities	Disability & Health Issues	1,810 young people under 25, registered as Disabled or receiving ESA/Incapacity. 17,920 adults over 25 registered disable or receiving ESA/Incapacity. A mapping exercise is being undertaken to establish any gaps in provision	19,740
Adult Young	Carers & Family Responsibilities	Parental and caring responsibilities registered as 2 of the top 5 barriers on FORT, however there is fairly little specific provision	6,550
Adult Young Health & Disabilities	Volunteering as a route to employment	Further interest in supporting those who wish to use volunteering to gain the necessary skills to access employment.	300

3.0 Commissioning Principles

Overarching principles:

- Focused on long term (2yrs+) unemployment.

- Targeted at the most deprived 20% SIMD areas of Fife

- Tailored to include work experience and volunteering along side employability and job searching activities

- Located as closely as possible to the client base and should be configured around the needs of the client rather than the provider

- Designed to ensure delivery of successful, cost effective interventions, based on achieving job outcomes and positive progression according to contract targets

- Include the provision of client tracking and aftercare support

3.0 Commissioning Principles – cont.

Fairer Scotland Fund is specifically targeted Fife's 20% worst SIMD areas. As such certain FSF-Specific principles will apply:

- Programmes funded 100% through FSF, should recruit 100% of its clients from the identified worst 20% SIMD

- Projects funded through a combination of FSF and other sources would have to demonstrate that suitable proportion of their clients came from SIMD areas

- Providers that wish to offer Fife-wide or services in areas out-with the identified SIMD localities will be required to provide additional funding from alternative sources (ie. Big Lottery, Shaw Trust, Fife Drugs & Alcohol, Scottish Government – People and Communities, CARF etc.).

- Certain client groups, such as "Looked-after Young People" may be from an SIMD area, but have been relocated due to their housing situation; therefore clients that resided in these areas in the 12 months prior to starting on the Pathway can be included as part of the FSF cohort

4.0 Service Delivery

- Makes reference to creation of a Third Sector Consortium to be in a position to deliver larger scale activities and provide greater numbers of job outcomes and positive progressions.

- Necessity to record all registrations, progressions and performance statistics on FORT

- Period of client tracking and aftercare included in all services to ensure progression into employment, training or provision at a more advanced stage of the pathway

- Refers to payment delivery being on the basis of achieving agreed targets

5.0 Employability Funding

- Identifies that the document should guide the investment from all funding streams

- Makes reference to ESIF (2014-2020)

- Makes reference to FSF and that we expect a similar level of funding for 2015-16 and 2016-17, but this is not guaranteed

- Outlines the anticipated budget

6.0 Commissioning Process

- Sets the timetable for processing applications:
- Once agreed, expressions of interest by end of May
- Questionnaire issued
- Return by mid June for assessment
- Notification before end of June

- Providers will be asked if delivering exclusively for people from the 20% worst SIMD – if not they will be asked to give details of additional funding outwith FSF

6.0 Commissioning Process cont.

Sample Criteria
Previous Experience
Programme Delivery Details
• Delivers a preventative approach
• Provision of employability and job search activities
• Inclusion of work experience / volunteering to gain skills and experience necessary to access employment
• Links to pathway partners
Delivery Location
• Delivers localised services that are easily accessible
Programme Management / Performance
• Job outcome targets
• Positive Outcome targets
Project Staff
Value

PART 2: ESIF Simplified Costs

- To be introduced for the new programming period in order to reduce the audit and verification burden

- Simplified cost methods have to be set at the beginning of the programme with rates justified by evidence – but once agreed they are then set for the duration of the Programme

- Must be set for the Programme as a whole (not at project level)

PART 2: ESIF Simplified Costs

Methodologies:

- Scale of Unit Costs

- Flat Rate for Indirect Costs

- Lump Sums

Scale of Unit Costs

- Funding based on the number of activities, outputs or results achieved at an agreed unit cost for each

- Typically paid for training modules finished or job outcomes etc….

- Audit requirement will be to evidence the output or the progression that leads to the payment

Flat Rate for Indirect Costs

- An agreed flat percentage is applied to actual direct costs (e.g. staff costs plus 40%)

- Direct costs still need to be evidenced and so there is less reduction in audit requirements

- Agreement required on the classification of costs as direct and indirect at the outset (and this will be audited)

Lump Sums

- Payment based on pre-established lump sum

- Restricted to small amounts

- Applicable to one-off projects e.g. production of a toolkit or an event

- Audit to focus on whether the project took place

Summary

- PART 1:

- Identifies 9 key target groups that have been identified as requiring specific interventions

- Outlines that FSF proportion of programme funds should be targeted at areas in the most deprived 20% SIMD areas

- Introduces the basis of the awarding/commissioning process

Summary

- PART 2:

- Aim of reducing audit and verification burden
- Methodologies determined at Scottish Programme level
- Scale of Unit Costs most likely model to be used
- Awaiting guidance from Scottish Government on the details of each methodolgy