

## Joint Local Delivery Planning Template

### South West Region Jobcentre Plus and LSC Joint Delivery Plan 2006-2007

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Leading learning and skills



# Joint Local Delivery Planning Template

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## Joint Local Delivery Planning Template

### Introduction

#### National Perspective and Background

The NEP's report *Welfare to Workforce Development* was published in February 2004 and accepted by the Chief Executives of the LSC and Job Centre Plus. The report sets out 35 recommendations for the Department for Work and Pensions (DWP), Department for Education and Skills (DfES), JCP and the LSC to take forward.

National Employment Panel: <http://www.nationalemploymentpanel.org.uk>

The recommendations are designed to improve the productivity of British businesses and the prospects of JCP customers as they move from welfare to workforce development. The LSC and JCP have agreed to take forward 23 of the recommendations; the remaining 12 are the responsibility of DWP and DfES to progress with support from the LSC and JCP.

The NEP report suggests eight recommendations that are the keystones for reform, including the need for joint LSC and JCP local delivery plans with measurable objectives for key collaborative activities.

Each organisation has issued guidance on joint planning to the effect that the plan should cover any area of joint activity that the two organisations find useful to meet local needs.

In 2004/2005 the focus of the joint delivery plans has been on planning and gaining a greater understanding of each other's agendas and services. Good progress on joint delivery plans has been made with 95% of local LSCs having joint delivery plans in place by January 2005. In 2006/2007 delivery plans need to include measurable and specific objectives as detailed in the NEP report to bring about the clear links that are required between skills training and employment opportunities as outlined in the LSC's National Annual Statement of Priorities.

This template is designed to ensure that plans are consistent with the priority activities they are working together on whilst maintaining the flexibility to address regional and local priorities and needs.

### South West Region

#### Regional profile:

The South West is the largest area of the 9 English regions but has the lowest population density. A high percentage of the population live in rural districts and the SW has the highest percentage of people of retirement age and above. The non-white ethnic minority population is low in the SW (2.4%) with only Bristol & Gloucester having more than a twentieth of their population with a non- white ethnicity.

The South West economy has performed well over the last few years, although in comparison to competitors nationally and internationally the region lags behind when measured by productivity.

The region compares well in:

- Growth – one of the fastest growing regions in the country
- Skills & innovation
- Competitiveness and entrepreneurship
- Quality of life

Areas for improvement are:

- Improving the level of international trade
- Increasing the level of basic skills within the workforce
- Reducing sector skills shortages in some industries

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The region is diverse in many ways with greater differences within parts of the region than between other regions. It also has one of the lowest unemployment rates (though having a wide diversity with some areas having rates significantly higher than others) and highest proportion of unfilled vacancies, making it a more difficult labour market in which to find & retain staff. The SW has seen a strong growth in financial services, business service sectors & high tec industries with a tradition of highly skilled aerospace jobs and a substantial agricultural base.

With this sound economic base forecasts predict that the growth in the South West will continue over the coming years.

In **Jobcentre Plus** we aim to support this growth, thereby enhancing the quality of life in the SW. We will help more people into work, assist employers to fill their vacancies, and provide people with the help & support to which they are entitled.

### Regional Economic Strategy

Skills needs are recognised within the Regional Economic Strategy (RES) as a vital part of the drive for economic success within the region. The strategy sets out a vision for skills, which is directly aligned with the forward plans and priorities of the LSC.

The RES seeks to:

- Encourage an efficient and adaptable labour market
- Develop workplace skills and training
- Inspire people to improve their employability skills
- Improve the quality and flexibility of training provision

**The LSC** will work closely with partners to ensure this vision for skills is achieved.

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### LSC Priorities

The SW LSC have identified six key regional priorities for 2006/2007:

- Implement the 14-19 vision and strategy within each local LSC area to improve participation and achievement
- Raise success rates in skills for life with a particular focus on numeracy and ESOL
- Prioritise resources within provider plans for specific sectors of construction, retail, health & social care and engineering
- Prioritise resources for employability skills for adults through increased first full level 2 achievements
- Build on the success of the Employer Training Pilots to develop Train to Gain across the whole region
- Build on existing work with the Further Education sector to develop the reputation of the sector

**In addition**, the southwest local LSCs are committed to support the six national priorities of the LSC, which are:

- Ensure that all 14-19 year olds have access to high quality, relevant learning opportunities.
- Make learning truly demand-led so that it better meets the needs of employers, young people and adults.
- Transform the learning and skills sector through agenda for change.
- Strengthen the role of the LSC in economic development so that we provide the skills needed to help individuals into jobs.
- Improve the skills of workers who are delivering public services.
- Strengthen the capacity of the LSC to lead change nationally, regionally and locally.

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### Regional Skills Partnership

In the SW RSP prospectus published in May 2005 the SW RSP confirmed its commitment to produce a revised SW Skills Strategy. Individual partners in the SW RSP will develop and implement their own strategies and plans. However, there is an expectation that these strategies will be aligned with the regional needs as expressed in this strategy. This has been taken in to consideration when developing our own joint delivery plan for 2006/2007. Jobcentre Plus & LSC will deliver activities which either directly support or indirectly enable the achievement of the following four priorities identified in the skills strategy document, which are:

1. Develop a simple business brokerage system to better meet the needs of employers for skills advice and guidance. Collect feedback to improve quality and suitability of training;
2. Raise demand for, and develop management and leadership skills;
3. Improve levels of literacy and numeracy skills; and
4. Develop joint planning that will help make the supply of training more appropriate, timely and flexible. It is our strategy to gain best value and quality from the established funding mechanisms through joint planning, joint working and commissioning. We also aim to make the most of funding external to the mainstream skills and learning sources in order to realise the region's potential through the development of innovative practice.

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### Local Area Agreements

**These are part of the Government's developing vision for the future of local government. Twenty-one pilots were announced in October 2004 and Devon and Dorset were chosen from the South West. Following the success of these pilots a further five local authorities were approved to develop such agreements during 2005 - 06. They are Cornwall, Poole, Somerset, South Gloucestershire and Swindon.**

Local Area Agreements (LAAs) are a new way of striking a deal between central Government, local authorities and major local delivery partners in an area.

A Local Area Agreement is drawn up between a local authority and its partners on one hand and central government on the other. It sets outcome targets reflecting local as well as national priorities. A successfully negotiated agreement will be rewarded with discretion over funding and streamlining of performance management arrangements. This will give greater local autonomy over how money is spent to meet local needs.

#### **In the South West**

Government Office for South West are responsible for overseeing and negotiating LAAs, as well as monitoring them and providing advice and support. An important part of this role will be coordinating information on local, regional and national issues and how they impact upon an area and the development of a LAA. They also will need to ensure that all relevant partners and organisations have been given an opportunity to contribute to the process. (Jobcentre Plus & LSC have already been involved in this process)

The negotiations will initially set three-year targets, reviewed each year on a rolling basis as part of an annual review process that will ensure that the agreement continues to reflect local and national priorities. We have learnt from the negotiation process with Devon and Dorset and the agreements are still developing.

#### **Benefits to local authorities and partners**

LAAs will offer local authorities and their partners:

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- Fewer funding streams to deal with and reduced bureaucracy
- Strengthening of partnership working and of the role the Local Strategic Partnerships
- Greater focus and agreement between agencies on the delivery of a number of key outcomes for the area over the life of the Local Area Agreement
- A single point of contact for each area with the regional relationship team in the Government Office
- A simplified auditing and monitoring process - Dorset is developing a county-wide Performance Management Framework with help from the Department for Communities and Local Government Capacity Building programme.

### **Arrangements for Round 2 Local Area Agreements in 2005-06**

The major changes introduced following the pilot phase include:

- Integration of Local Public Service Agreements
- Inclusion of a Local Enterprise Growth Initiative for areas receiving neighbourhood renewal funding (a link to the consultation document for this fund is given below)
- The opportunity for authorities to bid to be a 'single pot' pilot

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### National Priority

### Skills for Life- Regional

Priority / Objective		Overall Responsibility		
To work closely with LSC in the transfer of Skills for Life provision for JCP non New Deal customers from 2006/2007 & onwards.		Nicky Parsons/ John Tempest		
Planned Milestone(s)	Lead	Timescale	Progress	Completed / Update
19/5/06- Mtg with John Tempest for initial discussion on issues/process	Nicky Parsons	19/5/06	Agreed that process would need to have involvement with all Districts. Mtg to be arranged for 20/6 to begin district discussions and agree forward plan.	20/6/06- mtg held. All JCP Districts & LSC represented.
20/6/06	Nicky Parsons/John Tempest	By 29/9/06	Regional meeting held to discuss process and agree way forward. Awaiting completion of LSC tender round. JCP to	

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			input to QA of draft guidance& keep LSC informed. Regional mtg to be arranged Aug 06.	
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### Skills for Life- Dorset & Somerset

Priority / Objective		Overall Responsibility		
To enable PG1/2 customers [people sick or disabled, lone parents and those on New Deal] to access JCP and LSC skills for life provision		LSC		
Planned Milestones 05/06	Lead	Timescale	Progress	Completed / update
Establish what provision is available across Dorset and Somerset.	LSC	June 06		
Agree contract priorities regarding working age benefit customers, contract capacity and referral arrangements	LSC	June 06		
Senior Management ownership to drive wider skills for life provision into daily JCP business and through LSC/JCP contracted partners	JCP	Ongoing – review with new LSC/JCP contracts July 06		
Agree relevant measurable targets showing a positive direction of travel	LSC	July 06		
Working with SfL Units monitor capacity to deliver, effectiveness of	LSC	¼ly from July 06		

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procedures and resulting performance.				
Define future areas for improvement to inform 07/08 plan.	LSC	Jan/Feb 07		

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### Skills for Life – West of England

Priority / Objective		Overall Responsibility		
To develop Job focused basic skills and ESOL provision for Jobcentre Plus customers		LSC		
Planned Milestone(s)	Lead	Timescale	Progress	Completed / Update
Agreement to be reached with LSC/JCP/Colleges as to nature of need	Marcus Beaumont/Nicky Sutton	End August 2006		
Secure small amount of funding to pilot project	Marcus Beaumont – LSC	End Sept 2006		
Get colleges, especially CoB on board to pilot ideas	Marcus Beaumont – LSC	Sept 2006		
Jobcentre Plus advisers to be made aware of what is on offer and how to access provision	Nicky Sutton - JCP	End Sept 2006		
Referrals via JCP PAs	Nicky Sutton - JCP	Ongoing		

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### Skills for Life - Glos / Wilts

Skills for Life		Jobcentre Plus/LSC		
Planned Milestone(s)	Lead	Timescale	Progress	Completed / Update
Identify LSC funded provision appropriate for Jobcentre Plus customers	Martin James JCP / Richard Escolme LSC	June 2006		
Liaise with LSC and providers to develop referral and feedback arrangements	Martin James JCP / Richard Escolme	July 2006		
Encourage the development of BS tutors and screening in all providers via Gloucestershire Skills Unit	Martin James JCP / Richard Escolme LSC	July 2006		
Provide process overview and detail for Jobcentre Plus Personal Advisers	Martin James JCP	July/August 2006		
Monitor and review agreement	Martin James JCP	Ongoing		

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### Apprenticeships - Dorset & Somerset

Priority / Objective		Overall Responsibility		
Ensure all 14-19 year olds have access to high quality, relevant learning opportunities		LSC		
Planned Milestones 05/06	Lead	Timescale	Progress	Completed / update
Establish who are the WBL providers 06/07	LSC			
Investigate which providers deliver up front learning	LSC			
Clarify provider eligibility requirements for their provision and capacity for JCP referrals.	LSC			
Senior Management ownership to drive apprenticeships into daily JCP business and through LSC contracted partners.	JCP			
Agree relevant measurable targets	LSC			
Monitor effectiveness of	LSC			

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procedures and resulting performance				
Define future areas for improvement to inform 07/08 plan	LSC			

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### National Priority

#### Creating Demand Led Routeways- Regional

Priority / Objective		Overall Responsibility		
Construction: To develop a bespoke Routeway into the construction industry as an operative or instructor/assessor		LSC / JCP		
Planned Milestone(s)	Lead	Timescale	Progress	Completed / Update
Form a strategic planning group with all main stakeholders	Mark Colton	End of May 2006	Stakeholders identified, meeting to be arranged w/c 22/05/06	
Engage with employers and training providers		End of August 2006		
Engage with target customer groups		End of October 2006		
Explore key funding streams		End of August 2006		
Develop content of first Routeway		End of September 2006		
Start delivery First Routeway course		End of January 2007		

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### Creating Demand - Led Routeways- Cornwall

Priority / Objective			Overall Responsibility	
Introduce sector-based routeways through Cornwall's LAA reducing worklessness programme			Carolyn Webster JCP Mark Williams LSC	
Planned Milestone(s)	Lead	Timescale	Progress	Completed / Update
Project launched	Carolyn Webster	End of May 2006		
First routeway commences	Carolyn Webster	End of June 2006		
Welfare to Workforce Strategy complete	Carolyn Webster	End of Sept 2006		

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### Creating Demand – Led Routeways- Dorset & Somerset

Priority / Objective		Overall Responsibility		
To provide tailored solutions to recruitment and upskilling requirement for the construction sector.		JCP		
Planned Milestones 06/07	Lead	Timescale	Progress	Completed / update
Establish SW Strategic group to source funding, design and review delivery of the routeway	JCP	End of April 06		
Establish SW Task & Finish operational group to set up the Regional Pilot areas and timescales	JCP	May/June dependant on funding		
Dorset to pilot the routeway (possible lead across SW for other pilot areas) for the construction sector, in-line with SW joint priorities	JCP	As agreed in the Task & Finish group		
Monitor effectiveness of	JCP	Dependant on		

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routeways		start date		
Define future areas for development to inform 07/08 plans	JCP	Jan/Feb 07		

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### Information, Advice and Guidance- Devon

Priority / Objective		Overall Responsibility		
To develop the skills coach programme across Devon building on lessons learnt from the trials on 2005/06		Jill Harvey – District External Relations Manager		
Planned Milestone(s)	Lead	Timescale	Progress	Completed / Update
May 2006	Jill Harvey			

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### Information Advice and Guidance – Dorset & Somerset

Priority / Objective		Overall Responsibility		
To ensure effective assessment of Information, Advice and Guidance for people on benefits (particularly those without basic skills and level 2)		LSC		
Planned Milestones 06/07	Lead	Timescale	Progress	Completed / update
Define 'effective assessment'	LSC	May 06		
Analyse and evaluate Next Step 6 monthly customer satisfaction to inform areas for improvement	LSC	May 06		
Revisit protocol agreement between Next Steps and JCP	JCP	April 06		
Agree contract priorities regarding working age benefit customers and contract capacity.	LSC	May 06		
Senior Management ownership to drive IAG activity into daily JCP business and through LSC/JCP contracted partners.	JCP	June 06		
Agree relevant measurable targets showing a positive direction of travel	LSC	June 06		
Monitor effectiveness of procedures and resulting performance	LSC	½ly starting July		

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Define future areas for improvement to inform 07/08 plan	LSC	January 07		
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### Information, Advice and Guidance- West of England

Priority / Objective		Overall Responsibility		
150 people to access IAG services taking into account the revised IAG strategy		LSC		
Planned Milestone(s)	Lead	Timescale	Progress	Completed / Update
Regular JCP/LSC/Connexions/Community Learning Services meetings to establish relationships & monitor and review IAG progress.	Sarah Robinson – LSC/Lois Thorn/Nicky Sutton	Quarterly		
Work towards IAG presence in each Jobcentre	Nicky Sutton - JCP	March 2007		
Embed new IAG strategy and build relationships with service deliverers	Nicky Sutton	Ongoing		
Refresh local delivery plan and review through quarterly meetings.	Nicky Sutton/Lois Thorn	July 2006		

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### Information, Advice & Guidance - Glos/Wilts

Priority / Objective		Overall Responsibility		
Develop delivery plans for the New Deal for Skills pilots - Skills Coaching & Adult Learning Option.		Jobcentre Plus/LSC		
Improve joined up approaches to I A G activities in Gloucestershire and in particular NextStep		LSC		
Skills for Life		Jobcentre Plus/LSC		
Planned Milestone(s)	Lead	Timescale	Progress	Completed / Update
<b>Skills coaching</b>				
<b>Skills Coaching Capacity Bid</b> submitted to National LSC	Richard Escolme LSC	April 2006		
<b>Discussions with Next Steps</b> on sub-contracting arrangements / ITT for provision issued	Richard Escolme LSC	May – June 2006		
<b>Final Delivery Plan</b> agreed / Pilot Steering Group established	Richard Escolme LSC / Jill Annal JCP	June 2006		

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Skills Coaching Trial launched	LSC	July 2006		
<b><u>Adult Learning Option</u></b> Planning milestones to be determined and agreed following notification by National Directorates of ALO timeframe				
<b>. IAG</b>				
County IAG Strategy agreed by Strategic Board / endorsed by stakeholders	Richard Escolme LSC	May 2006		
Annual Action Plan agreed	Richard Escolme LSC	August 2006		
Facilitate quarterly labour market briefings for IA providers including emerging employment opportunities	Debbie Snook JCP	August 2006 onwards		
Raise profile of IA within Train to Gain brokers and approved providers / increase IA understanding of Train to Gain	Angie Winter LSC	April 2006 onwards		

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### Local Priorities - Devon

Priority / Objective		Overall Responsibility		
To work in partnership with LSC & Connexions to deliver HM Treasury pilots – Activity Agreement/Learning Agreement		Jill Harvey – District External Relations Manager		
Planned Milestone(s)	Lead	Timescale	Progress	Completed / Update
01.04.06 Start of Pilot	Jill Harvey			

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### Local Priorities - Dorset & Somerset

Priority / Objective		Overall Responsibility		
Agreement and delivery of LSC/JCP lead outcomes in Dorset, Poole, Somerset and emerging Bournemouth LAAs		JCP/LSC		
Planned Milestones 05/06	Lead	Timescale	Progress	Completed / update
Agree outcomes and reward element and negotiate F&Fs	JCP/LSC	March 06		
Agree outcomes and reward element and negotiate F&Fs	JCP/LSC	March 06		
Produce implementation plan to drive JCP/LSC outcomes into mainstream activity/business to support outcome and reward element achievement	JCP	As agreed within LAAs		
Review and evaluation through the Performance Management Group/LSPs	JCP/LSC	Jan/Feb 07		
Define future areas for improvement to inform				

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07/08 plan.				
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## Joint Local Delivery Planning Template

### Local Priorities- West of England

Priority / Objective		Overall Responsibility		
To develop a joined up approach to meeting the recruitment and training needs of local employers through The West At Work project.				
Planned Milestone(s)	Lead	Timescale	Progress	Completed / Update
Skills Development – through the project recruit sector specialists to develop an action for each of the West at Work priority sectors which will detail the knowledge and issues facing the sector.	Tim Cowley/George Elliott	Ongoing until May 2008		
Establish a task force of employers, developers, communities and other key agencies to meet the needs of each key site.	Tim Cowley/George Elliott	Ongoing until May 2008		

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<p>Developments of a model which can be applied to all key sites and in which all participating organisations know their role.</p> <p>Work with training providers and partner organisations to influence training provision.</p>				
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### Local Priorities- Glos/Wilts

Priority / Objective		Overall Responsibility		
Parklife Business Parks Project – Implementation of Phase Two Business Plan		LSC		
Implementation and delivery of Train to Gain in Gloucestershire.		LSC		
Planned Milestone(s)	Lead	Timescale	Progress	Completed / Update
<b>Parklife</b>				
<b>Plan and Deliver 3 Parklife Jobsfair</b> events in selected Business Park locations	Debbie Snook JCP	March 2007		
<b>180 people</b> to be assisted into employment	Debbie Snook JCP			
<b>160 businesses</b> across Business Park locations assisted to improve performance	Park LIFE Business Advocates			
<b>600 people</b> assisted in skills development activity (inc 150 securing L2 and SfL quals)	LSC / Training Providers			

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<b><i>New Learning Zone on Cotswolds</i></b> Business Park established	Gina Dickenson LSC			
<b>Train to Gain</b>				
Establish relationship with Provider	Jill Annal/Debbie Snook JCP	April - July 2006		
<b><i>Agree protocols</i></b> for Jobcentre Plus and Business Link referrals	Jill Annal/Debbie Snook JCP	By August 2006		
<b><i>Identify internal training needs for Employer facing teams</i></b> and develop pan-organisational network	Jill Annal/Debbie Snook JCP	August 2006		
Monitor and review agreement	Jill Annal/Debbie Snook JCP	Ongoing		
<b><i>ITT for Gloucestershire provision</i></b> issued / provider clarification meetings held	LSC	April - May		
<b><i>Tenders assessed / contracts agreed</i></b> with successful providers	LSC	June – July		
Train to Gain commences		August		

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<b><i>Sfl</i></b> – 363 starts and 51 outcomes achieved	LSC	March 2007		
<b><i>FFL2</i></b> – 1380 starts and 342 outcomes achieved	LSC	March 2007		

## Joint Local Delivery Planning Template

### Regional Priorities

#### ESF

Priority / Objective		Overall Responsibility		
<p>To continue to build on the joint working established through submitting a joint LSC and JCP Co-financing Plan to GOSW by:</p> <ul style="list-style-type: none"> <li>• Meeting six monthly to monitor progress against the plan</li> <li>• Furthering this joint approach through the development of a consultation and publicity strategy and joint paperwork and single gateway for applicants for the ESF Programme 2006-2013</li> </ul>		Phil Harrison		
Planned Milestone(s)	Lead	Timescale	Progress	Completed / Update
Monitoring Meeting with GOSW	Sarah Reed/Christine Vine	18 October 2006 (Preparatory work by 1 October 2006)		
Formulation of Consultation and Publicity Strategy	Les Wyatt/Christine Vine	Autumn 2006		
Working towards the production of a joint application form	Les Wyatt/Christine Vine	Autumn 2006		

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### Train to Gain

Priority / Objective		Overall Responsibility		
Train to Gain		LSC		
Planned Milestone(s)	Lead	Timescale	Progress	Completed / Update
Joint meeting between JCP, LSC and Broker	Yvette Naylor / Mark Colton	April 2006		
Arrange joint training on JCP Services and Train to Gain with Broker	Yvette Naylor / Mark Colton	June 2006		
Agree referral protocols between Broker and JCP	Yvette Naylor / Mark Colton	July 2006		
Agree arrangements for JCP to guide broker to market employers that match customer demand	Yvette Naylor / Mark Colton	July 2006		
Arrange training and marketing of Train to Gain to JCP Advisers, SME Channel Manager	Yvette Naylor / Mark Colton	August 2006		

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### Working with Offenders

Priority / Objective		Overall Responsibility		
Introduce an integrated Offender Learning & Skills Service for all offenders (OLASS) Skills for Life will remain a priority for offender learning. Jobcentre Plus will work in partnership with LSC through regional plans and through membership of the Regional Project Board and involvement in the Regional Reducing Re-Offending agenda.		LSC		
Planned Milestone(s)	Lead	Timescale	Progress	Completed / Update
JCP to continue membership on Regional Project Board with a view to the OLASS Operational group becoming a sub group of the ETE Pathway group.	Phil Harrison/ Marie Mulberry	October 06		
JCP to work with LSC & other stakeholders to develop a specification for an ESF Co-Financed project to support offenders in the community.	Marie Mulberry	Project to start Jan 07	Project specification advertised June 06. Deadline for applications End August 06.	

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To ensure that key activities relating to OLASS are incorporated where appropriate to the ETE Action plan.	Phil Harrison	Ongoing		
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