



Guidance for Lead Delivery Bodies on preparing for Communities for Work.

Introduction

1. This guidance note, accompanying documents and example job descriptions set out the process for Lead Delivery Bodies (LDBs) to submit a financial profile for agreement with the Welsh Government to begin the process of establishing local delivery teams for the Communities for Work (CfW) Programme.
2. CfW is a separate, but complementary to, programme from Communities First but it essential that the programmes work effectively together and they are interdependent. Communities First provides the platform on which CfW is built with its range of complementary activity and well established community engagement.

Communities for Work

3. CfW is supported by the European Social Fund (ESF) to deliver employment support services in all 52 Communities First (CF) Clusters in Wales. It will operate as a separate but complementary programme, fully integrated with the existing CF activity in each cluster. It will operate alongside CF and build on the work of the Lift Programme, Welsh Government's Shared Outcome projects and the Department for Work and Pensions (DWP) ESF Want to Work project, providing support for unemployed people within Clusters to return to work, aiming to proactively engage with beneficiaries furthest from the labour market.
4. CfW will focus on reducing the number of 16-24 year olds who are Not in Education, Employment or Training (NEET) and increasing the employability of economically inactive and long term unemployed adults who have complex barriers to employment (those being long term unemployed, economic inactive people, lone parents, carers, people in receipt of Disability Living Allowance / Personal Independence Payments), who by the nature of their unemployment will have low skills. Beneficiaries will also include a high number of people from workless households and in all cases will have the ultimate goal of supporting them into employment.





5. There will be no compulsion to participate and the programme aims to be additional and complimentary to existing DWP and CF provision, as is currently the position participants on the Work Programme will not be eligible.
6. CfW will introduce a Triage process to support C4W advisers and mentors. Triage will consist of a first level eligibility check and light touch diagnostic assessment to determine the level of need and therefore the most appropriate level of support.

Funding Arrangements for Lead Delivery Bodies

7. Funding arrangements for the CfW Programme differ significantly than those for Communities First. Principally LDBs should note that this is not a “grant programme” in that you are being asked to undertake a specific activity on behalf of the Welsh Government.
8. LDBs will be funded for delivering this activity under a “Service of General Economic Interest” which is provided in an “Act of Entrustment”. This has been agreed after discussions with our legal and State Aid Teams to meet EU regulations with regard to procurement.
9. To assist LDBs in considering this a draft offer letter accompanies this document which you are advised to consider. For those LDBs who are Local Authorities you will already be receiving funding through this method for your Flying Start programme.
10. When you submit the signed final letter you will formally become a joint beneficiary for the Communities for Work Programme.

Local Delivery Teams

11. Each Cluster will have a dedicated Local Delivery Team, this will comprise of Adult Employment Mentor, Youth Employment Mentor and Triage Support Worker (employed via the LDB), who will be joined by a Parent Employment Advisor and Community Employment Advisor employed via JCP.





12. The next stage of the implementation is to put in place the locally employed staff in each Cluster and LDB finance and governance arrangements. To assist LDBs in completing this example draft job descriptions have been prepared for the three cluster based staff

Preparing your financial profile.

13. Each LDB now needs to take the job descriptions for each of the three cluster posts and follow local process of evaluation to identify the proposed salary. Once this is completed you will need to return the job descriptions, including the proposed salary and any amendments you have made to them. These must be the descriptions you intend to use in the recruitment process.

14. In addition each Local Delivery Team will be allocated set budgets as detailed below, there is no variance to these figures.

- **Travel and subsistence** £1000 per person, per year (pro rata)
- **Barriers fund** - £10,000 per cluster, per year (50% in 2015/16)
- **One off operations set up/IT costs** - Up to £1000 per person
- **Local Marketing** - £2,500 per cluster (50% in 2015/16)

15. Under the current round of European Funding, WEFO are using Simplified Costs which will be passed directly to LDBs for the staff employed locally. These are applied at 15% of all salaries to cover all other costs and are applied, and paid, regardless of actuals. You are advised to read the guidance on simplified costs on the WEFO web site.

Job Descriptions and indicative salary

16. Each Local Delivery Team will include 3 posts, draft job descriptions for which are attached. The table below sets out the Welsh Governments assumed average salary, based on existing salaries within the CF Programme.

Job Title	2015/16	2016/17	2017/18
1x Youth Mentor	£32,718	£33,045	£33,375
1x Adult Mentor	£32,718	£33,045	£33,375
Triage	£31,003	£31,313	£31,626





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17. Salaries quoted are gross and inclusive of employers NI and pension contributions and allow for a 1% per annum pay increase.
18. These salary guides represent an average position but you should inform the Welsh Government, at the earliest opportunity, if you think your proposed salaries will differ significantly from the above, i.e. by +/- 5%.

LDB Finance and Governance Support

19. A budget to support LDB Finance and Governance costs is available and LDBs will need to speak to their Welsh Government Account Manager Team to agree these as part of the submission.
20. As it is assumed that this will be a contribution to salaries within a central team these will attract 15% Simplified Costs (see below).

Simplified Costs

21. WEFO have required all operations to apply the Simplified Costs model in the current round. This will be applied to all LDB activity and covers indirect costs, such as apportionment of office costs, ongoing IT, utilities and management costs. Detailed Guidance on Simplified Costs is available on the [WEFO Web Site](#) and LDBs are recommended to read this.
22. These will be passed directly to all LDBs being applied to all salaries in your final agreement with the Welsh Government.

Performance

23. Details of the overall agreed performance of the CfW Programme at a national level are attached at Annex 1. Performance nationally will be the responsibility of the Welsh Government to manage overall but each LDB and their Local Delivery Team will be expected to, and accountable for, delivery in their areas.





24. At the level of each Cluster area these figures for headline performance once teams are established equates to a minimum of:
- 12 new enrolments per month
 - 2 Job Outcomes per month
25. The figures above are for the Mentors with additional performance expected from the Advisors, which is:
- 12 New enrolments per month
 - 4 Job Outcomes per month
26. Whilst lines of accountability exist directly between the Welsh Government and both LDBs and DWP performance will be also monitored at the level of each Cluster area and there is a strong expectation that Local Delivery Teams clearly demonstrate how they area meeting targets as a single team.
27. Detailed definitions of performance indicator definitions is available on the [WEFO Web Site](#).

Risks

28. All CfW activity is matched at source by the Welsh Government, as lead beneficiary, together with match funding from DWP. LDBs are not required to provide match funding and the principal relationship with WEFO is the Welsh Government's. As such the liability for risks associated with ineligible expenditure lies with the Welsh Government. However, guidance and support will be available to all LDBs and Local Delivery Teams to follow and you will be obliged to comply with this and put in place arrangements to ensure compliance.
29. CfW Account Teams and the Welsh Government Finance and Governance Team will be conducting regular visits to LDBs and their Local Delivery Teams to support them in maintaining full records and evidence to comply with WEFO requirements. This will include guidance on eligibility which LDBs and all their employees will be expected to follow.





30. Should any LDB consistently fail to comply with guidance on eligibility and evidence payments may be suspended.

Personal Data

31. As part of the implementation and ongoing monitoring of CfW you will be required to hold and share personal data, this applies to all ESF Operations. The enrolment form provided has a privacy statement included and all participants MUST sign the form before they can be enrolled in the CfW Programme.

32. This will mean that at a local level you will need to have in place Information Sharing Protocols agreed with your partners. In many areas we are aware these arrangements are already in place but you will need to ensure they are amended and fit for purpose where this is the case.

33. Your agreement with the Welsh Government will require you to submit data as part of your quarterly monitoring. Secure systems for submitting this information will be put in place by the Welsh Government.

Lift Areas

34. If any of your Clusters are currently delivering the Lift Programme, you should contact your C4W Account manager to discuss alignment and implementation of C4W.





Accompanying Documents

- Draft Operational Guidance
- Job Descriptions
 - Adult Employment Mentor
 - Youth Employment Mentor
 - Triage Support Worker
- CfW Enrolment form
- CfW Participant Portfolio
- Draft Claim Form
- Draft Report



Communities for Work

Outputs 2015 - 2018

Priority 1: 25 plus years old, Economic Inactive and Long Term Unemployed.

Indicator	Definition	WWV	EW	Sub Total	Total
Enrolments	Economically Inactive (aged 25 and over), not in education or training who have complex barriers to employment.	18,468	6,240	24,708	36,864
	Long-term unemployed (aged 25 and over), not in education or training who have complex barriers to employment.	9,084	3,072	12,156	
Employment	Economically Inactive (aged 25 and over), not in education or training who have complex barriers to employment, entering employment including self employment upon leaving.	3,078	1,040	4,118	6,144
	Long-term unemployed (aged 25 and over), not in education or training who have complex barriers to employment, entering employment including self employment upon leaving.	1,514	512	2026	
Job Search on Leaving	Economically Inactive (aged 25 and over), not in education or training who have a complex barriers to employment, engaged in job search upon leaving.	1,300	437	1,737	1,737
Training	Economically Inactive (aged 25 and over), not in education or training who have a complex barriers to employment, gaining a qualification or work relevant certification upon leaving.	3,200	1,080	4,280	6,251
	Long-term unemployed (aged 25 and over), not in education or training who have a complex barriers to employment gaining a qualification or work relevant certification upon leaving.	1,475	496	1,971	
Increase in Employability	Economically Inactive (aged 25 and over), not in education or training who have a complex barriers to employment increasing employability through completing work experience placement or volunteering opportunity.	3,600	1,216	4,816	7,090
	Long-term unemployed (aged 25 and over), not in education or training who have a complex barriers to	1,700	574	2,274	



	employment increasing employability through completing work experience placement or volunteering opportunity.				
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Priority 3: 16-24 year olds, Not in Education, Employment or Training.

Indicator	Definition	WWV	EW	Total
Enrolments	NEET Participants enrolled onto operation.	4,800	1,652	6,452
Employment	NEET Participants entering employment upon leaving.	1,200	413	1,613
Qualifications	NEET Participants gaining qualifications upon leaving.	960	331	1,291
Education / Training	NEET Participants in education or training upon leaving	816	281	1,097

