

Cabinet (Resources) Panel

1 November 2016

Time 5.00 pm **Public Meeting?** YES **Type of meeting** Executive

Venue Committee Room 4 - Civic Centre

Membership

Chair Cllr Andrew Johnson (Lab)

Vice-chair Cllr Roger Lawrence (Lab)

Labour

Cllr Peter Bilson

Cllr Claire Darke

Cllr Steve Evans

Cllr Val Gibson

Cllr John Reynolds

Cllr Milkinderpal Jaspal

Cllr Sandra Samuels

Cllr Paul Sweet

Quorum for this meeting is five Councillors.

Information for the Public

If you have any queries about this meeting, please contact the democratic support team:

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Some items are discussed in private because of their confidential or commercial nature. These reports are not available to the public.

Agenda

Part 1 – items open to the press and public

Item No. *Title*

1 **Apologies for absence**

2 **Declarations of interest**

MEETING BUSINESS ITEMS

3 **Minutes of the previous meeting - 4 October 2016** (Pages 5 - 12)
[For approval]

4 **Matters arising**
[To consider any matters arising from the minutes of the previous meeting]

DECISION ITEMS (AMBER - DELEGATED TO THE RESOURCES PANEL)

5 **Wolverhampton Workbox** (Pages 13 - 30)
[To consider the process and funds to develop a fully interactive online Wolverhampton Workbox to provide local people and businesses with improved access to information, careers advice and education, and training and employment opportunities]

6 **Schedule of Individual Executive Decision Notices** (Pages 31 - 34)
[To note the summary of decisions approved by the appropriate Cabinet Member in consultation with the relevant employee]

7 **Exclusion of press and public**
[To pass the following resolution:

That in accordance with Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business as they involve the likely disclosure of exempt information on the grounds shown below.]

Part 2 - exempt items, closed to press and public

Item No. *Title*

8 **Disposal of Properties at Langley Road, Whitburn Close, Vicarage Road and Warstones Drive, Wolverhampton** (Pages 35 - 48)

[To consider declaring properties surplus to the Council's requirements and to approve the demolition of buildings located on each site and to approve the disposal of the sites]

Grounds for Exemption

Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)

- | | | |
|----|--|---|
| 9 | <p>Procurement - award of contracts for works, goods and services (Pages 49 - 74)
[To consider various delegations of authority and award of contracts]</p> | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)</p> |
| 10 | <p>Yoo Recruit Management Partner (Pages 75 - 88)
[To approve the procurement of a management partner for Yoo Recruit]</p> | <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information) Para (3)</p> |

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Attendance

Members of the Cabinet (Resources) Panel

Cllr Andrew Johnson (Chair)
Cllr Roger Lawrence (Vice-Chair)
Cllr Peter Bilson
Cllr Claire Darke
Cllr Steve Evans
Cllr Val Gibson
Cllr John Reynolds
Cllr Milkinderpal Jaspal
Cllr Sandra Samuels
Cllr Paul Sweet

Employees

Oliver Bhurrut	Communications Officer
Keith Ireland	Managing Director
Jaswinder Kaur	Democratic Services Manager
Tim Johnson	Strategic Director – Place
Kevin O’Keefe	Director of Governance
Mark Taylor	Director of Finance

Part 1 – items open to the press and public

Item No. *Title*

- 1 Apologies for absence**
No apologies for absence were received.
- 2 Declarations of interest**
There were no declarations of interests.
- 3 Minutes of the previous meeting**
Resolved:

That the minutes of the previous meeting held on 13 September 2016 be approved as a correct record and signed by the Chair.
- 4 Matters arising**
There were no matters arising from the minutes of the previous meeting.

5 **Remodelling and Tender of Mental Health Preventative Contracts**

Councillor Andrew Johnson advised a letter had been received from David Collins Solicitors on behalf of Positive Participation, regarding the remodelling and tender of mental health preventative contracts which, had been formally drawn to his attention by Councillor Sandra Samuels. Councillor Sandra Samuels sought permission to refer the matter to the Adult Scrutiny Panel to review the consultation process, equalities implications and any other outstanding issues.

Resolved:

1. That the Adult Scrutiny Panel was to:
 - a. Scrutinise the consultation process to ensure that it was appropriately conducted and sufficient.
 - b. Give consideration to how the Equalities implications of the report should be dealt with.
 - c. Scrutinise any other outstanding matter appropriate to the remit of the Scrutiny Panel

2. That the decisions within the report be deferred until a report was received from the Adult Scrutiny Panel.

6 **Fees and Charges Review 2017/18**

Councillor Andrew Johnson presented the report recommending tariffs for the majority of fees and charges receivable by the Council, to take effect from 1 November 2016 (or as soon as possible thereafter).

Resolved:

1. That the fees and charges [as set out in Appendices A to D within the report] be approved to take effect from 1 November 2016 (or as soon as possible thereafter).

2. That in the following instances, authority be delegated to the responsible Strategic Director in consultation with the Director of Finance, be approved to vary fees and charges during the financial year:
 - a. Where the cost of food (including frozen food) and drink procured for resale or onward supply changes, fees and charges may be set taking the new costs into account.

 - b. Where short-term change in fees and charges to ensure that a business opportunity can be pursued or secured; if the change is for a period of more than two months then the change should be referred to Cabinet (Resources) Panel for decision during the two month period.

 - c. Where an opportunity arises to secure a sale by matching the price to that of an organisation the Council is in competition with, ensuring that satisfactory 'price match' documentation is maintained to evidence the one-off fee amendment.

- d. Where market conditions dictate, leisure membership fees may be varied providing that satisfactory market information is maintained.
 - e. Leisure centre activity prices may be varied in line with market conditions providing that satisfactory market information is maintained.
 - f. Charges to partner organisations for support services may be varied.
 - g. Court summons costs charged to council tax and business rates payers may be varied following default on payments.
 - h. Where the cost of poison procured for the purpose of pest control changes, pest control fees and charges may be varied in proportion with the change in costs.
 - i. Where market conditions dictate, charges for commercial waste collection may be varied providing that satisfactory market information is maintained.
 - j. Library charges may be varied to fall in line with Black Country Libraries in Partnership (BCLiP) participating authorities (Dudley, Walsall, Wolverhampton and Sandwell).
 - k. Adult Education Service charges may be varied in response to Skills Funding Agency and Education Funding Agency funding allocations for the applicable academic year.
 - l. Charges to schools/academies for services delivered under Service Level Agreements (SLAs) may be varied.
 - m. Where bespoke professional services are provided to external organisations.
3. That in the following instances, authority be delegated to the responsible Cabinet Member for the service and Cabinet Member for Resources, in consultation with the relevant Strategic Director or the Director of Finance as appropriate, be approved to vary existing fees and charges during the financial year:
- a. Where the Council wishes to subsidise a charitable event that may not break even financially for the authority.
 - b. Where the Council wishes to generate income from advertising upon Council property.
 - c. Where the Council wishes to vary charges for bars and catering.
 - d. Where it is beneficial to the Council to generate additional income that will reduce the net budget.

4. That where there is an opportunity to secure an act or event or utilise available rooms or halls for hire within Visitor Economy services and the projected net cost of the act, event or room hire generates a commercial return (including taking account of secondary spend from catering and sales), authority shall be delegated to the Head of Service - Visitor Economy to vary the fees and charges be approved. Any such variations will be recorded, along with the reason, as part of the normal evidencing process for audit purposes. Details of any variations should to be reported to Strategic Finance in a format agreed by the Director of Finance.
5. That, should any amendment be made to the VAT treatment of specific fees and charges, authority to vary those fees and charges be delegated to the Cabinet Member for Resources, together with the responsible Cabinet Member, in consultation with the Director of Finance and the responsible Strategic Director be approved.
6. That approval be delegated to the Cabinet Member for Children and Young People in consultation with the Strategic Director of People to approve new fees and charges for venue hire across the Strengthening Families Hubs within Children and Young People Services.
7. That any variations to fees and charges made under sections 2 to 6 above must be properly documented and appropriate records retained to ensure that there are robust records for the purpose of independent audit be approved.
8. That it be noted that the fees and charges for the following items, which were discussed in more detail at section 4.1 within the report, were not reviewed as part of this report as they would be subject to separate arrangements for their approval.
 - a. Adult social care contributions to care packages.
 - b. Street trading, Hackney Carriage and private hire licensing and general licensing charges.
 - c. Food and drink (for onward supply or resale) prices (see recommendation 2.a.).
 - d. Fees for special waste collections.
9. That it be noted that in accordance with delegated authority, as approved by Cabinet (Resources) Panel on 20 October 2015, a policy for charging parents for the placement costs of Looked After Children who are subject to a Full Care Order or a S20 Voluntary arrangement, was approved by the Cabinet Member for Children and Young People in consultation with the Strategic Director of People for implementation and application from 1 October 2016.

7 **Discretionary Council Tax Discount Scheme**

Councillor Val Gibson presented the report seeking approval to create a new class of discretionary council tax discount for care leavers. The proposal would support the Councils Corporate Parenting Strategy which, articulates a commitment to improving

outcomes for looked after children and to narrowing the gap between them and their peers.

Resolved:

That the creation of an additional class of local discretionary council tax discount of up to 100% for care leavers up to 25 years of age with effect from 01/04/2016 be approved.

8 Exclusion of press and public

Resolved:

That in accordance with Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business as they involve the likely disclosure of exempt information relating to any individual, information which is likely to reveal the identity of an individual and/or information relating to the business affairs of any particular person (including the authority holding that information).

9 Heath Park Phase 3 Arts Block

Councillor Claire Darke presented the report proposing that Education service staff assist the commissioning and development of new provisions at Heath Park Academy. The Council would incur costs on design and planning of the scheme at a cost of £150,000 to be fully funded by the Academy. The risks set out within the report were outlined and it was noted that careful consideration was required before further work was undertaken.

Resolved:

That authority be delegated to the Cabinet Member for Resources, Cabinet Member for Education in conjunction with the Director of Finance to approve the recommendations within the report if the risks identified within the report can be mitigated sufficiently.

10 Procurement- award of contracts for works, goods and services

The recommendations for the awards of contracts for works, goods and services were introduced by the relevant Cabinet Member. Councillor Andrew Johnson advised that Appendix 1 on YOO Recruit had been withdrawn and would be considered at a future meeting.

Resolved:

1. That authority be delegated to the Cabinet Member for City Housing and Assets, in consultation with the Strategic Director for Place, to approve the award of a contract for the Heath Town Development when the evaluation process is complete.

2. That the contract for Fire Warning and Fire Safety Equipment Servicing and Maintenance, with Interserve of Ruscombe Park, Twyford, Berkshire, RG10 9JU for one year from 01 October 2016 to 30 September 2017 with an estimated extension value of £180,000 be extended.
3. That the contract for Water Systems Hygiene Monitoring and Management, with Integrated Water Services Limited of Park Lane West, Tipton, DY4 8LH for one year from 01 October 2016 to 30 September 2017 with an estimated extension value of £180,000 be extended.
4. That the contract for Electrical and Mechanical Repairs, Maintenance, and Minor Works with RMC Mechanical Services Ltd of Unit 1, Steelhouse Lane, Wolverhampton, West Midlands WV2 2AF; R D Jukes of Walsingham Works, Walsingham Street, Walsall WS1 2JZ and Midwest of 370 New Hampton Road West, Wolverhampton WV6 0RX for one year from 01 October 2016 to 30 September 2017 with a combined estimated extension value of £5.0 million be extended.
5. That the contract for Building Repairs, Maintenance, and Minor Works, with Gough Group Holdings Limited of Tudor House, Moseley Road, Bilston, WV14 6JD for 1 year from 01 October 2016 to 30 September 2017 with an extension value of £3.0 million be extended.
6. That the funding of £457,484 to Black Country Partnership NHS Foundation Trust (BCPFT) of Delta House, Delta Point, Greets Green Road, West Bromwich, West Midlands, B70 9PL for Child and Adolescent Mental Health Services (CAMHS) in 2016/17 be approved.
7. That authority be delegated to the Cabinet Member for Children and Young People, in consultation with the Strategic Director for People, to approve the award of a contract for Child and Adolescent Mental Health Services (CAMHS) to Black Country Partnership NHS Foundation Trust (BCPFT) of Delta House, Delta Point, Greets Green Road, West Bromwich, West Midlands, B70 9PL when the negotiation process is complete.
8. That authority be delegated to the Cabinet Member for Resources, in consultation with the Director of Finance, to approve the award of a contract for Supply Chain Finance Scheme to Obillex Limited of 22 Adam & Eve Mews, London, United Kingdom, W8 6UJ for one year from 1 November 2016 to 31 October 2017 with an option to extend for a further one year when the negotiation process is complete.
9. That authority be delegated to the Director of Governance to execute contracts in respect of the above as required.

11

Grant of a Lease at Old Tree Nursery Pendeford Farm Wolverhampton

Councillor Peter Bilson presented the report to seek approval to grant a lease for a term of thirty years to Heantun Housing Association.

Resolved:

That the grant of a leasehold interest for a term of thirty years of land and buildings at Old Tree Nursery, Pendeford Farm to Heantun Housing Association be approved.

12

Disposal of Land at Well Lane Wolverhampton

Councillor Peter Bilson presented the report to seek approval to declare the land surplus and transfer the freehold interest of land to the Trustees of the Guru Nanak Temple.

Resolved:

That the freehold interest of the land be sold to the Trustees of the Guru Nanak Sikh Temple at Well Lane, Wednesfield, Wolverhampton be approved.

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Cabinet (Resources) Panel

1 November 2016

Report title	Wolverhampton Workbox	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor John Reynolds City Economy	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All	
Accountable director	Keren Jones, City Economy	
Originating service	Service Development Team, City Economy	
Accountable employee(s)	Angela McKeever Tel Email	Head of Service - Skills 01902 551455 Angela.McKeever@wolverhampton.gov.uk
Report to be/has been considered by	Place Leadership Team People Leadership Team Corporate Leadership Team Strategic Executive Board Cabinet (Resources) Panel	18 July 2016, 22 June 2016, 10 October 2016 03 October 2016 03 October 2016 11 October 2016 1 November 2016

Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Endorse the approach to develop the 'Wolverhampton Workbox' which will provide residents with improved access to skills, training and employment.
2. Approve a maximum contribution of £219,000 from the Regeneration Reserve to support the development of a Wolverhampton Workbox.

Recommendation(s) for noting:

The Cabinet (Resources) Panel is recommended to note:

1. £129,000 of the full project costs will be met from European Social Fund (ESF) funding that has already been secured by the Council. There are a few elements that need further clarification in respect of eligibility for ESF and if all elements that have been identified are approved the amount required from the regeneration reserve would be a maximum of £219,000.
2. The Workbox has been co-designed with a range of local skills and employment providers, under the auspices of the City's Skills and Employment Board, chaired by David Danger, Managing Director, Managing Director, CORP - Engine & Environmental Control Systems. HS Marston Aerospace Limited.

1.0 Purpose

- 1.1 The purpose of this paper is to agree and approve the process and funds to develop a fully interactive online Wolverhampton Workbox (*working title*) to provide local people and businesses with improved access to information, careers advice and education, and training and employment opportunities.
- 1.2 Cabinet (Resources) Panel is asked to review the rationale for and the benefits, impacts and costs of this model and agree funding for the programme.
- 1.3 The Workbox is an important partnership management tool that is required to support the new co-designed Youth Employment Initiative announced by the Managing Director and DWP.

2.0 Background and evidence of need

- 2.1 Skills and employment is one of the greatest challenges facing the city. Tackling this challenge is a top priority for the council and partners, as stated in the leader's State of Wolverhampton address (2015). The Skills and Employment Commission, in the same year, highlighted that navigating the skills and employment system in Wolverhampton is complex. Residents and businesses are not aware of what is available, how to access it and how it might help them improve their individual or workforce skills, or access employment/local recruits.
- 2.2 A key recommendation of the Wolverhampton Skills and Employment Commission (2015) was to provide 'clearer roles across institutions and organisations concerned with education, training and skills development' and an 'improved, joined up approach to careers advice for people of all ages'.
- 2.3 A Skills and Employment Action Plan was developed and agreed with the City Board (City of Wolverhampton College, University of Wolverhampton, Wolverhampton Voluntary Sector Council, local Business Partners, Wolverhampton Clinical Commissioning Group, Public Health, West Midlands Police and City of Wolverhampton Council) in May 2015. The Workbox is one of three programmes planned for development and delivery in 2016/7
- 2.4 The Work Box has been co-designed with employers, Connexions, Adult Education, Schools, Wolverhampton College, Wolverhampton University, the Community Learning Platform, DWP and training providers. A demonstration version was shown to local businesses during the business week and we will be looking to further consult on how they can contribute to the design, ensuring that we have integrated pathways to join up residents, provision and ensure businesses are matched with ideal candidates.
- 2.5 Work has already begun engaging residents to contribute to the branding and design and inform how the website can interface with local people, including those furthest from the labour market to improve access to support services.

- 2.6 The scale of the need is strong driver for this project. The City's unemployment rate is 4.17% (March 2016), which is significantly higher than the Black Country and England average, the third highest claimant rate in England. In addition there are high numbers of residents who are long term unemployed and/or have health related barriers to work and need sustained support across a number of providers.
- 2.7 The low skills profile and complex and inter-related barriers to employment mean that residents are not able to benefit fully from the jobs and training opportunities that are being created through the regeneration of the city and that businesses often struggle to find the skills they need.
- 2.8 If Wolverhampton is to tackle this challenge it needs to bring about a change in the local skills and employment system and how it operates. The Wolverhampton Workbox is at the heart of this change.

3.0 Proposal - Wolverhampton Workbox

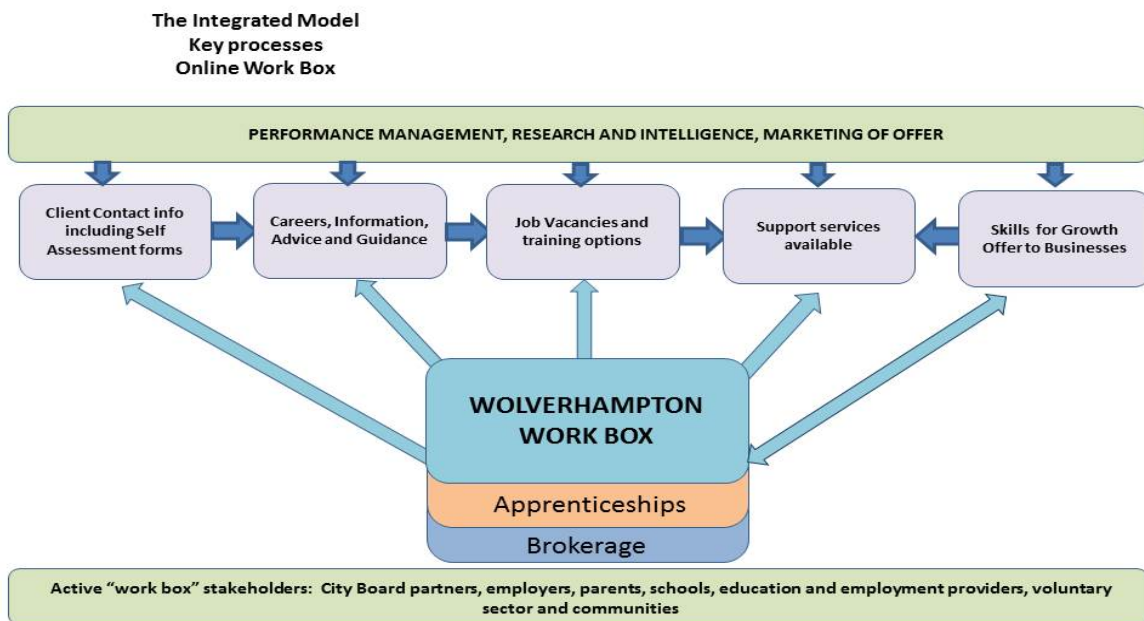
- 3.1 The Wolverhampton Workbox will be a fully functioning, interactive website which will act as a 'front door' to provide local people, businesses and providers with improved access to information, advice and job opportunities.
- 3.2 The Workbox will build on the best practice model that has been developed by Telford called the Job Box. The Telford Job Box aligned existing services behind a website proactively targeting young people. A significant outcome included a fall of 50% of 16-24 year olds out of work between April 2014 and March 2015.
- 3.3 The Workbox will be designed around customer need, providing varying levels of service and support tailored to the need of the individual. Some customers will simply need access to information while others will require face to face, longer term and tailored support. The website will drive customers to the right level of support through a clear set of customer journeys. We have started consultation with various groups to inform the detailed design. *Appendix 1 provides an overview of consultation to date.*
- 3.4 We also would like the website to be used as a support tool by parents, schools and advice and training organisations and those working with and supporting those that are seeking to improve their skills or careers or find work.

3.5 The Workbox will provide:

- Clear and up to date information on local skills and employment provision
- Opportunities for continued engagement through online skills assessment and access to local advice and guidance services
- Access to training including bespoke and fast track training into jobs
- Access to intensive employment support, CV preparation and job matching
- Information on and access to apprenticeships and pre-apprenticeships provision.

The diagram below outlines the proposed integrated customer journey.

THE LEARNER/ JOB SEEKER CUSTOMER AND THEIR JOURNEY



3.6 The Workbox will have a back office infrastructure that will enable direct referrals, access to intensive skills and employment support and a supporting Customer Records Management system that can track interventions and provide seamless collaboration digitally across organisations.

4.0 Business case

4.1 Strategic case

4.2 The Workbox fits with the role of council as enabler and facilitator. The website will act as the 'glue' which will allow local residents and businesses to access one, joined up, local skills and employment 'system'.

4.3 The Workbox will form part of the Digital Transformation Programme within the council and will enrich and utilise the single view of the citizen and single view of businesses currently under development. The Digital Transformation Programme will enable, deliver and provide governance to the Workbox infrastructure development, building on the investment the council has made in the Microsoft Dynamics Customer Engagement Platform. As a result the Workbox will benefit from being able to target marketing activities at specific target groups through the single view of the citizen, improve resident's access to employment and skills support and ultimately employment.

4.4 The Workbox will also align with other programmes across the council which includes providing a platform to support troubled families' services to meet their outcomes of progression into work. It will also be a tool to support frontline staff. The workbox will also support the libraries transformation programme to up skill frontline staff to be able to signpost and support residents to use the workbox. This will enhance usage and give residents the increased functionality of job searching, skills matching, single user

accounts across many access points and a seamless back office structure which is invisible to the resident but effective in its delivery.

4.5 The workbox will also work as an engagement tool for the IMPACT in the Black Country project to engage young people and improve their employment outcomes. IMPACT is part funded by Europe and Social Fund (ESF) and Youth Employment Initiative (YEI).

4.6 The Workbox also supports Council's move towards 'digital by design' in recognition that web transactions are significantly cheaper than face-to-face and telephony transactions.¹

4.7 **Member support**

Presentations have been made on the Workbox to the Cabinet member for City Economy, the Deputy Leader and Cabinet member for City Housing and Assets and the initiative has been strongly supported. The leader of the council has also expressed keen support for the project. All have expressed the need to get the project off the ground in 2016/17, given the timescales for development and growth in jobs across the city.

4.8 **Audit committee**

Resident's lack of skills to gain jobs through the regeneration of the city has been identified as a strategic risk for the council and as of September 2016 is the only red risk remaining. Members of the Audit Committee received a presentation on the Workbox on 19/06/16 and were very positive. They were keen to see implementation as soon as possible which should then ensure the risk moves to amber by January 2017.

4.9 **Marketing and branding**

The name Workbox is a working title and one which will not be used long term. An engagement exercise will take place with 20 young people through the Connexions service to help develop the look and feel of the website. Engagement will also take place in the city centre with young people to ensure that we get input from young people and adults who are currently disengaged

4.10 The Workbox will require investment, however as detailed below there are potential returns on investment across the city offered by refocusing and realigning the system and supporting residents into employment.

4.11 **Commercial and Economic case**

4.12 Wolverhampton currently has the third highest unemployment rate of all authorities in England and Wales. It has high numbers of residents (13,000+) who are long term unemployed or have health related barriers to work. There are 22,670 residents in receipt

¹ For example, a face-to-face transaction costs equivalent of £8.62 compared to £2.83 for telephony but only £0.15 for web. We would anticipate that a minimum target to set would be to have the work box attract at least 6000 unique visits within the first three months. Going forward based on the Telford job box we could expect to have between 2500-3000 unique visits a month with 60% being new users to the site.

of the main out of work benefits. The resident skills profile lags Black Country and West Midlands at all levels.

- 4.13 Unemployed residents are currently falling between the cracks of a highly un-coordinated system; their wider support needs are not always recognised and provided for, and they do not receive the intensive mix of coaching and training needed to move someone from unemployment into work.
- 4.14 Clearly the current systems to support residents into employment are not working well enough, resulting in poor economic and social outcomes and resulting in higher costs to local public sector services.
- 4.15 There are 11,200 new jobs projected in the city between now and 2020. This is a huge opportunity to make an impact on residents economic prospects however, these jobs will simply not be accessible to City residents unless proactive work is undertaken to engage with, advise, prepare and train the city's residents for these jobs. This proactive engagement, training and preparation for work will allow them to compete much better than they currently do.
- 4.16 The Workbox and the brokerage which will sit behind it will provide a much needed intensive local support system which has not existed before and will support people on the journey towards work. It will work with other public services including troubled families, youth offending, leaving care services, public health, mental health services and Wolverhampton Homes to tap into wider services and ensure wrap around support is provided for more vulnerable residents and tenants. It will provide flexible, tailored and customised provision to prepare people better for work. It will work with employers on the front end to design bespoke training and ensure a larger proportion of people become job ready over time thus creating a more reliable local labour supply.
- 4.17 The Workbox will be designed and procured in the same way as the Wolverhampton Universal credit website, which has already proved to be a cost effective way of targeting and informing residents and supporting them to take preventative steps, avoid debt etc.
- 4.18 Partners will be actively involved in design and will actively use the website as part of their existing services to support unemployed and economically inactive residents.
- 4.19 Cost benefit analysis
- 4.20 Outcomes for the Workbox will be **600 residents supported into work per year**. We have based these figures on learning from the Telford Job Box and from estimates from our own service delivery in 15/16.
- 4.21 Of the client base supported into work in 2015/16, approximately 85% were in receipt of JSA and 15% were ESA recipients. We have used these assumptions as the basis for doing a cost benefit analysis.

- 4.22 On the basis of the target of **600 local residents into work we therefore estimate that the savings to the public purse would be £5.5 million over a year.** *Appendix 2 outlines the potential benefit per annum of Wolverhampton residents being supported into employment.*
- 4.23 As the workbox develops further analysis will need to be undertaken to provide evidence of sustainment in employment etc.
- 4.24 In addition to savings accruing from non-payment of welfare benefits, there will be other Council managed services that will benefit from increases in local employment levels. *Appendix 3 shows some of costs associated with providing reactive public services.*
- 4.25 Supporting residents into employment will contribute towards lowering the call on these functions, and therefore represent further savings to the public purse.

5.0 Project timescales

- 5.1 The workbox will be implemented in two phases:

Phase 1 (by end of 2016) – A website providing information to residents, businesses and providers of local employment, training and skills opportunities.

Phase 2 (by March 2019) – A fully functional website and infrastructure enabling users to have online accounts to track their progress, job searching functionality and businesses being able to post jobs. There will be a single Customer Records Management system that supports the website.

6.0 Financial implications

- 6.1 The workbox will require funding from the Regeneration fund to undertake the following:
- Programme Management of the website and the introduction of and merger of a Customer Records Management system.
 - Design of the website and functionality.
 - A strong communications strategy and campaigns, including a strong brand which would involve local residents in its' design.
 - Resource costs for the data systems work.
 - Resource costs for a post to develop the system and provider infrastructure.
- 6.2 The table below outlines the upfront investment required over a 3 year period to develop the workbox website and supporting offer (including Programme Management, Communications and a single Customer Records Management system). *A detailed breakdown is shown in Appendix 4.*

SCHEME	YR 1 – (OCT 2016 –MAR 2017) £000	YR 2- (2017-2018) £000	YR 3 (2018/2019) £000
WOLVERHAMPTON WORK BOX <ul style="list-style-type: none"> • Creation of a single website where residents and businesses can access information. • Resource costs include Programme Manager time, website development costs, data systems costs and marketing and communications. 	133	168	47
TOTAL (over 3 years)	348		

6.3 £129,000 of the full project costs will be met from European Social Fund (ESF) funding that has already been secured by the Council. There are a few elements that need further clarification in respect of eligibility for ESF and if all elements that have been identified are approved the amount required from the Regeneration Reserve could be a maximum of £219,000 .

6.4 The costs of set up and maintenance are included in the three year costs. After three years revenue costs of maintenance estimated to be £10,000 will be absorbed into the Skill's Connexions and Economic Inclusion revenue budgets as this work will be a core function for both services and will have consistently demonstrated its value by year.
[ES/20102016/O]

7.0 Legal implications

7.1 There are no direct legal implications attached to this report. If the Council needs to procure any good or services in order to implement the Workbox programme, these will need to be procured via the usual procedures in accordance with the Council's Constitution.
[TS/28092016/W]

8.0 Equalities implications

8.1 An initial screening has been undertaken and the project will have positive equalities implications. A full equality analysis is not required and systems will be put in place as part of the delivery to monitor the number of people on this programme broken down by their protected characteristics.

9.0 Environmental implications

9.1 There are no environment implications attached to this report

10.0 Human resources implications

10.1 There are human resource implications associated with this report as it is recommended that a new employee is employed into the Skills and Employment Provider system development role and the Programme Manager remains in post during the programme.

11.0 Corporate landlord implications

11.1 There are no corporate landlord implications attached to this report

12.0 Schedule of background papers

12.1 Place Leadership Team report 18 July 2016

Appendix 1- Consultation responses from the Economic Growth Board and Skills and Employment Board (August 2016)

Consultation feedback	Response	How this feedback has been/ is being incorporated into the design of the workbook
<p>What is the Telford experience? How they did it and outcomes?</p>	<p>Telford invested approximately £1.3 million in developing a Job box. This comprised of aligning their existing services and developing a website with a strongly branded offer.</p> <p>Outcomes include;</p> <ul style="list-style-type: none"> • A fall of 50 % 16-24 year olds out of work in the borough (between April 2014 and March 2015). • Overall number of people out of work in Telford continues to fall faster than nationally and regionally. 	<p>The design group has tested the layout, content and branding of the Telford job box with potential users (Wolverhampton Homes tenants and Bilston Resource Centre students). This feedback has been used as a basis to develop design principles for the website.</p>
<p>Be clear what this is the answer to - the compelling core rationale (which everyone gets and uses)</p>	<p>The Workbook is different in that it will focus not on new provision, but on bringing what is there already, together into one system. It is not a commercial recruitment agency but an intensive local support system aimed at providing help to those that need it more and those that need it most.</p> <p>The Workbook will be the single front door for local employment and skills services and provide clear routes for residents into training and employment. The system will be underpinned by a common assessment framework and local referral protocols.</p> <p>Once through this front door, residents will be able to access the type of support that best suits their needs whether that's continued training or basic skills, access to an apprenticeship or entry to employment. Behind the front door residents will have access to all local major employment and skills programmes being delivered in the city.</p> <p>Residents will also be able to access advice and support on issues that affect access to work such as housing, immigration, debt, as well as confidence and childcare.</p>	<p>The website design provides joined up information, advice and guidance and the pathways through to self-assessment and will have access through to skills training and employment. Access can be through contact directly through the site, by phone or via email.</p>

<p>Be clear on target market - is those not working?</p> <p>Or those in work can it do both? Focus on young people?</p>	<p>The Workbox will provide better access to training and jobs and up-skilling for those that need it more and those that need it most. Its primary target is residents who are seeking to improve their skills and find employment, most will be unemployed or low skilled. We also hope the Workbox will be used by parents, carers and staff who are working with unemployed or low skilled residents.</p>	<p>The website will undergo robust user testing including those who will be most likely to use the site.</p> <p>As the website develops in functionality, users of the site will be able to access individual accounts as part of a Customer Records Management system that will allow tracking and performance management.</p>
<p>Wolverhampton Work box - is this the brand? If not what are the options?</p> <p>Needs a very clever Marketing strategy?</p>	<p>Brand options will need to be explored and defined alongside the City Brand. There is opportunity to involve target groups in brand design which would support validity of the brand. Testing will need to take place prior and post launch to define the brand.</p> <p>Marketing strategy is currently in development.</p>	<p>Design of the branding and communications will take place with the target group.</p> <p>The design group has also started to talk to tenants and students about what works for them.</p> <p>The Economic Growth Board and Skills and Employment Board will oversee and contribute to the brand, marketing and content design.</p>
<p>Resourcing and sustainability? Over what time - min 3 years?</p>	<p>Resourcing requirements include;</p> <ul style="list-style-type: none"> • Maintenance of website and CRM • Social media presence and promotion <p>The costs of set up and maintenance are included in the 3 year costs. After three years costs of maintenance will be absorbed into the Connexions and Economic Inclusion services as this work will be a core function for both services and will have consistently demonstrated its value by year 4.</p>	<p>A scoping exercise is being carried out as part of the CRM design with the Digital Transformation Team.</p>

<p>How will we ensure Quality assurance?</p>	<p>A programme is currently being put in place to link local providers and provision into a much more coordinated and quality assured system.</p> <p>This Work is being led by the Head of Skills and includes :</p> <p>Rationalisation and refresh of local employment and skills partnerships Set up of a new co-ordinated job brokerage Set up of a new City Apprenticeships offer</p> <p>These groups will lead and drive an improvement in quality across all types of provision. This will include a push towards Matrix accreditation for advice and guidance and informal agreements on quality standards for referrals as well as basic skills assessments etc.</p> <p>This work is medium to long term and needs a high degree of engagement and joint working between partners. This approach will be initiated through the establishment of the Workbox.</p> <p>We will need to carry out a quality assurance exercise of the linked out sites every 6-12 months.</p>	<p>As part of the on-going development and design a quality assurance strategy will be developed to ensure information and links are robust and up to date.</p>
<p>How can it be tailored to the individual or business?</p>	<p>Through brand definition and pathways running through the site.</p>	<p>User and business design collaboration will take place as part of the overall design.</p> <p>At business week in September we will be taking a demonstration version of the site for further feedback to incorporate in the design process.</p>
<p>How do we get formal sign up to this? Partners and critically JCP? Specifically what do we need each to do</p>	<p>JCP are involved in the development of the website. There are on-going discussions taking place with them with regard to the coordinated brokerage but early meetings show that they are very keen to develop this with us.</p> <p>The roles and responsibilities of providers in the city will be agreed initially through memoranda of understanding (MOU)</p> <p>As the partnership develops more formal SLAs might be used to agree targets and quality thresholds for all partners including the delivery part of the council element.</p>	<p>We will be engaging with JCP on a regular basis so they are involved throughout the design process.</p>

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<p>Need to show how this as a tool will be used and link into other things e.g. troubled families - can this support it?</p>	<p>The Workbox will link to existing council and wider services such as Troubled Families, YOT, and LAC etc. Training will be provided by the core team to all staff to ensure maximum use and will be offered to a wider range of partners across the city.</p>	<p>This will be incorporated as part of the design. We will also design a training programme for frontline staff.</p> <p>There will also be information and links to betteroff calculators and money advice to ensure residents are informed about the impact of employment.</p>
<p>Link to YOO recruit?</p>	<p>Yoo Recruit will be a key contributor to the workbox. The workbox will enable referrals to Yoo recruit who will broker jobs alongside the job brokerage function.</p>	<p>We will be engaging with Yoo Recruit to design a referral process through the workbox.</p>
<p>What is role/interface with other external commercial recruitment?</p>	<p>Residents accessing the site will be able to link through to commercial job sites and may not need more help than this. However the primary target group is those that need more support to access jobs, those that need training, advice and support, CV development, careers guidance, interview practice etc.</p> <p>Specifically through links to external sites via the workbox.</p>	<p>We will be designing content on the site that links out to external commercial recruitment.</p>
<p>Planned Launch in November - how?</p>	<p>A communications strategy is currently in development. We would be looking at a soft launch with;</p> <ul style="list-style-type: none"> • A small number of businesses as early adopters to post vacancies. • Paid advertising • Launch at a jobs fair 	<p>We are working with the Communications Team to develop a targeted strategy.</p>
<p>The workbox needs to take residents to the closest provision and be presented in a seamless way.</p>	<p>The workbox will be created using digital design principles that will ensure a seamless pathway whilst using the site.</p> <p>A key part of the website will be that it is mobile enabled so that residents can find local provision whilst on the move. This will be achieved through interactive mapping.</p>	<p>User testing will ensure design of the site takes into account various skills levels.</p>

Appendix 2- Potential benefit per annum of Wolverhampton residents being supported into employment.

	<i>New Economy Unit² cost fiscal benefit per person, per annum</i>	<i>Total fiscal benefit per year</i>	<i>Total fiscal benefit per year – including a calculation for labour market churn – 10%*</i>
<i>510 clients supported off JSA into work</i>	<i>£10,300</i>	<i>£5,253,000</i>	
<i>90 clients supported off ESA into work</i>	<i>£9,100</i>	<i>£819,000</i>	
<i>Total - Clients supported into work 600</i>		<i>£6,072,000</i>	<i>£5,465,000</i>
<i>*NB The above table assumes that all those supported into work will be employed for at least a 12 month period. Realistically not all clients will remain in work. Therefore it is prudent to subtract an element for clients falling back out of the labour market. 10% has been used here.</i>			

Appendix 3- Typical costs related to Local Authority Services

² The CBA model methodology has been developed with assistance from the Technical Advisory Group which is a joint group of analysts from Central Government and GM. Their input has ensured that the methodology is robust and takes account of the most up to date research. It has been included as supplementary guidance in the HM Treasury Green Book. <http://neweconomymanchester.com/our-work/research-evaluation-cost-benefit-analysis/cost-benefit-analysis/cost-benefit-analysis-guidance-and-model>

TYPICAL COSTS RELATED TO LOCAL AUTHORITY SERVICES		
Cost	Comments	LA Costs
<i>Housing Eviction</i>	<i>Average cost of a simple repossession</i>	£750
<i>Homeless application</i>	<i>Average one off and on-going costs (based upon family being made homeless)</i>	£2,720
<i>Housing Benefit/LHA</i>	<i>Average cost of processing a HB/LHA application</i>	£50
<i>All data above is drawn from the New Economy Unit Cost Database and are based upon average costs.</i>		

Appendix 4

RESOURCE COSTS	ESF ELIGIBILITY	Yr 1 - (Oct-March 2016) - £	Yr 2 (2017/2018) - £	Yr 3 (2018/2019) - £	TOTAL OVER 3 YEARS - £	TOTAL %
WOLVERHAMPTON WORK BOX						
Programme Manager (contract)	No- non direct employee	39,000	43,200	28,800	111,000	
Website developer/ application design	Yes - but 3 quotes	3,600	10,000	3,000	16,600	
Skills and Employment Provider and System Development (1 year fte)	ESF logo on recruitment	12,000	36,000		48,000	
Data Manager (1 x fte- 12 month fixed/ secondment)	Match funded delivery	19,000	19,000		38,000	
Data Support Officers (2 x fte- 18 month fixed/secondment)	Match funded delivery	23,500	47,000		70,500	
Marketing and Communications (staff time + collateral)	ESF logo	24,000	25,000	15,000	64,000	
Total annual cost		121,100	180,200	46,800	348,100	
Total ESF grant to be drawn down		39,600	71,000	18,000	128,600	37%
Maximum remaining costs for City of Wolverhampton		81,500	109,200	28,800	219,500	63%
	Not eligible for ESF					
	Eligible for ESF					

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Cabinet (Resources) Panel

1 November 2016

Report title	Schedule of Individual Executive Decision Notices	
Decision designation	AMBER	
Cabinet member with lead responsibility	All	
Key decision	No	
In forward plan	No	
Wards affected	All	
Accountable director	Kevin O'Keefe, Governance	
Originating service	Democratic Services	
Accountable employee(s)	Jaswinder Kaur	Democratic Services Manager
	Tel	01902 550320
	Email	Jaswinder.kaur@wolverhampton.gov.uk
Report to be/has been considered by	N/A	

Recommendations for noting:

The Cabinet (Resources) Panel is asked to note:

1. The summary of open and exempt individual executive decisions approved by the appropriate Cabinet Members following consultation with the relevant employees.

Schedule of Individual Executive Decision Notices:

Part 1 – Open Items

1. People

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Val Gibson	Strategic Director – People	13 September 2016	Emma Bennett 01902 551499
Title and Summary of Decision			
Policy for Charging Parents for Looked after Children (LAC) Services			
1. That the policy for charging parents for Looked after Children (LAC) Services be approved.			

2. Place

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Steve Evans	Service Director – City Environment	09 September 2016	Gwyn James 01902 555755
Title and Summary of Decision			
Residential development at Stockwell Road-Highway Improvement Works			
1. To authorise the Director of Governance to enter into an agreement with the developer under Section 278 of the Highways Act 1980.			

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Steve Evans	Service Director – City Environment	30 September 2016	Nick Broomhall 01902 555723
Title and Summary of Decision			
Transportation Network – Miscellaneous Traffic Regulation Orders			
1. To approve the recommended action to overrule objections to waiting restrictions along parts of Raby Street, Mike Swain Drive, Powlett Street and Vicarage Road in response to comments received during public consultation, and implement.			
2. To approve the recommended action to overrule objections to waiting restrictions along parts of Beech Road and Beach Close in response to comments received during public consultation, and implement.			
3. To approve the recommended action to overrule an objection to waiting restrictions along parts of Earl Street and Broad Street, Bilston in response to comments received during public consultation, and implement.			
4. To approve the recommended action to overrule objections to waiting and loading restrictions along parts of Wrottesley Road, Chilgrove Gardens and Midhurst Grove in response to comments received during public consultation, and implement.			
5. To approve the recommended action to overrule objections to waiting and loading restrictions along parts of Moathouse Lane East and Pritchard Avenue in response to comments received during public consultation, and implement.			
6. To approve the recommended action to overrule objections to waiting and loading restrictions along parts of Lanesfield Drive and Spring Road, Ettingshall in response to comments received during public consultation, and implement.			

7. To approve the recommended action to implement waiting restrictions to parts of Cullwick Street and Holloway Street.
8. To approve the recommended action to implement waiting and loading restrictions to parts of Primrose Lane, Leason Lane, Wordsworth Road and Emerson Road.
9. To approve the recommended action to implement waiting and loading restrictions to parts of Rushall Road, Broadway and Collingwood Road.
10. To approve the recommended action to implement waiting restrictions to part of Albert Road.
11. To approve the recommended action to implement waiting restrictions to parts of Graiseley land and Okement Drive.
12. To approve the recommended action to implement waiting and loading restrictions to parts of Old Heath Road.
13. To approve the recommended action to implement waiting and loading restrictions to parts of Beckett Street and Ormond Place.
14. To approve the recommended action to implement waiting and loading restrictions to parts of Birmingham Road and Derry Street.
15. To approve the recommended action to implement waiting restrictions to parts of Grotto Lane and Lower Street.
16. To approve the recommended action to implement waiting and loading restrictions to parts of Windmill Crescent and Bagridge Road.
17. To approve the proposed revocation (in part) of existing TROs (Traffic Regulation Order) in Windmill Crescent, Bagridge Road, Powlett Street, Raby Street and Vicarage Road where necessary to allow the implementation of the new TRO.
18. To authorise the Director of Governance to implement the relevant traffic regulation orders.

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Steve Evans	Service Director – City Environment	13 October 2016	Bob Willis 01902 555790

Title and Summary of Decision

New Cross Area Permit Holders Only Parking Scheme- Traffic Regulation Orders

1. To endorse the implementation of the residents/business parking, Pay and Display scheme, waiting restriction Traffic Regulation Order (TROs) and implementation subject to there being no unresolved objections following the formal advertisement of these restrictions.
2. To approve the proposed revocation (in part) of existing TROs in where necessary to allow the implementation of the new TRO.
3. To authorise the Director of Governance to implement the relevant traffic regulation orders subject to there being no unresolved objections.

Part 2 – Exempt Items

1. Place

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Head of Corporate Landlord	06 September 2016	Julia Knock 01902 550316

Title and Summary of Decision

Land and Property Transactions

1. To approve the disposal of former Duke Street Community Centre, Duke Street, Wolverhampton, WV1 3SA.
2. To approve the new letting of Studio 1A Makers Dozen, Wulfruna Street, Wolverhampton.

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Strategic Director – Place	03 October 2016	Gwyn James 01902 555755

Title and Summary of Decision

Award of Contract for University of Wolverhampton Springfield Campus to Interchange Connectivity Project

1. To award the contract for the University of Wolverhampton Springfield Campus to Interchange Connectivity Project to North Midland Construction plc of Huthwaite, Nottinghamshire NG17 2HW for a total contract value of either £542,702.00 for the reduced paving project or for £579,668.23 for the extended paving area subject to the agreement of the LEP (Local Enterprise Partnership) to increase funding.

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Peter Bilson	Strategic Director – City Environment	11 October 2016	Gwyn James 01902 555755

Title and Summary of Decision

Award of Contract for Birmingham New Road and Shaw Road Junction Capacity Improvements

1. To award the contract for Birmingham New Road and Shaw Road junction capacity improvements to Eurovia Contracting of Horsham, West Sussex, for a revised contract value of £1,312,380.

Decision maker	In consultation with	Date Approved	Contact Officer
Councillor Steve Evans	Strategic Director – Place	19 October 2016	Gwyn James 01902 555755

Title and Summary of Decision

Award of Contract for Pinfold Bridge Re-build

1. To award the contract for Pinfold Bridge Re-build to North Midlands Construction of Huthwaite, Nottinghamshire for the duration of the works for a total contract value of £484,216.

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