

**REQUEST FOR DIRECTOR DECISION – DD1175**

**Title:** Headstart London

**Executive Summary:**

Headstart London is a new programme built and delivered by charity 'The Challenge' who are the London delivery organisation for the National Citizen Service (NCS). Team London, as part of MD1177's commitment to youth programmes, will support this programme to pilot through the provision of grant funding. This is an initiative to help young people beyond the NCS at 16 to commit to social action, build employability skills and gain their first interview for seasonal or part-time paid work. The programme requires a commitment to community volunteering and prepares its young participants for work, both in terms of the experience and the skills that they develop over the course of the programme, but also in terms of responsibility and work ethic. The programme will be piloted in early 2014 with an evaluation carried out in the summer of 2014.

**Decision:**

That the Director approves expenditure of up to £70,000 in respect of:

- The award of grant-funding of up to £60,000 to The Challenge (London delivery organisation for the National Citizen Service) as a contribution to the costs of piloting its Headstart London programme which aims to enable the brokerage of volunteering opportunities for young people, manage the employability workshops and arrange and deliver job interviews with corporate partners amongst other activities specified in the agreement; and
- other expenditure of up to £10,000 for the delivery of communications coaching and associated workshop costs.

**AUTHORISING DIRECTOR**

I have reviewed the request and am satisfied it is correct and consistent with the Mayor's plans and priorities.

It has my approval.

**Name:** Jeff Jacobs

**Position:** Executive Director, Communities and Intelligence

**Signature:**

**Date:**

## **PART I - NON-CONFIDENTIAL FACTS AND ADVICE**

### **Decision required – supporting report**

#### **1. Introduction and background**

##### Team London

Team London is the Mayor's initiative to promote volunteering across the capital and encourage Londoners to do something great for their city. Team London's focus is on the following objectives:

- 1) Making it easier to volunteer – raising the profile of volunteering, brokering between organisations looking for volunteering and individuals who are looking to give up their time to various causes and needs through Team London's website, as well the dispersal of grants for the voluntary sector to find innovative ways to increase volunteering.
- 2) Legacy Programmes – building on the successes of the 2012 London Olympic and Paralympic Games through the Visitor Welcome programme and supporting volunteers into major events such as UEFA Champion's League, the Chelsea Flower Show and Ride London.
- 3) Youth Programmes – to inspire young people to take social action about issues important to them in their communities. Team London also recognises volunteering as an important part of tackling youth unemployment as it enables young people to develop critical employability skills. These programmes aim to support young people on their path to employment.

##### Headstart London

Headstart London is an initiative to support a group of diverse, socially engaged young people aged 16-18 year on their route to employment by increasing their social action and skills base. It encourages them to play an active role in their communities as volunteers and rewards them for doing so. The programme requires a commitment to community volunteering and prepares its young participants for work, both in terms of the experience and the skills that they develop through the volunteering, but also through delivering specific workshops to young people on employability skills including CV writing, customer service and communications.

As part of this initiative, volunteers take part in structured volunteering for at least 16 hours in their local community, they receive the opportunity to participate in employability workshops and receive communications coaching, before receiving a guaranteed interview for seasonal or part-time work, to give them their first opportunity at paid work experience.

##### Decision

Team London seeks to provide funding to The Challenge (the delivery partner of the National Citizen Service in London) as a contribution to its costs of developing and piloting its Headstart London programme as a build on their current National Citizen Service programme. This will involve brokering volunteering opportunities for young people, managing the employability workshops and arranging and deliver job interviews with corporate partners. An evaluation of the pilot will take place over the summer of 2014.

#### **2. Objectives and expected outcomes**

Headstart London Objectives:

- Develop a generation of socially engaged individuals;
- Give young Londoners their voice by equipping young people to communicate with confidence, clarity and authenticity;
- Enable young people to build their CVs through volunteering and work opportunities and articulate the skills they have learnt and experiences they have had;
- Encourage employers and young people to recognise volunteering as a pathway to employment;
- Offer employers a work-ready pipeline of young people for seasonal and temporary work.

The key performance indicators are:

- No. young people volunteering through Headstart London
- No. volunteering hours committed
- No. young people who are assessed as job ready by employers
- No. young people who secure part-time or seasonal employment
- No. young people who enter employment, education or training upon completion of their A-levels.

### 3. Other considerations

#### Links to Mayoral Strategies and priorities

Headstart London is a cross-cutting initiative which links to a number of Mayoral Strategies and Priorities including:

- Investing in young Londoners
- Improving Londoners' quality of life
- Mayor's Vision 2020 (working with businesses to create/support work opportunities for young people and volunteering)
- Mayor's Economic Development Strategy

#### Impact Assessments and Consultations

Team London is working closely with the GLA's Intelligence Unit to ensure that a programme evaluation plan is established early on in the process in order to assess the impact of the Headstart London programme. Team London will also carry out an equalities impact assessment for the programme. Team London has and will continue to consult and engage widely with the volunteering and business community, particularly on promoting volunteering as a pathway to employment for young people.

#### Key risks and issues

	Risk Description	Mitigation/Risk Response	Current prob (1-4)	Current impact (1-4)	RAG	GLA risk owner
1	Grant Funded organisation does not meet the agreed upon programme outcomes	The risk is low and will be mitigated through close project management such as monthly meetings to review progress.	1	1	A	NC
2	Financial Mismanagement	The likelihood of over-spend or other financial misconduct is low, and will be mitigated by close	1	1	A	NC

		contract management on the behalf of the GLA project manager.				
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#### **4. Financial comments**

4.1 Approval is being sought for the following:

- The award of grant-funding of up to £60,000 to The Challenge (London delivery organisation for the National Citizen Service) as a contribution to the costs of piloting its Headstart London programme which aims to enable the brokerage of volunteering opportunities for young people, manage the employability workshops and arrange and deliver job interviews with corporate partners amongst other activities specified in the agreement; and
- Expenditure of up to £10,000 for the delivery of communications coaching and associated workshop costs.

4.2 The total cost of this proposal is £70,000 and will be funded from the three-year (2013-14 to 2015-16) Team London Programme budget approved via MD1177. The exact phasing of expenditure is currently being worked on by project officers but some costs are likely to be incurred in the 2013-14 financial-year with the remainder in 2014-15.

4.3 Any changes to this proposal, including budgetary implications will be subject to further approval via the Authority's decision-making process. All appropriate budget adjustments will be made.

4.4 The Team London Unit within the Communities & Intelligence Directorate will be responsible for managing this project and ensuring that all expenditure adheres to the Authority's Financial Regulations, Contracts & Funding Code, Expenses & Benefits Framework and Funding Agreement Toolkit.

#### **5. Legal comments**

5.1 The foregoing sections of this report indicate that the decisions requested of the Director fall within the GLA's statutory powers to: do such things considered to further or which are facilitative of, conducive or incidental to the promotion of social and economic development and wealth creation in Greater London. In formulating the proposals in respect of which a decision is sought officers have complied with the Authority's related statutory duties to:

5.1.1 pay due regard to the principle that there should be equality of opportunity for all people;

5.1.2 consider how the proposals will promote the improvement of health of persons, health inequalities between persons and to contribute towards the achievement of sustainable development in the United Kingdom; and

5.1.3 consult with appropriate bodies.

5.2 Section 1 of this report indicates that the contribution of £60,000 to The Challenge amounts to the provision of grant funding and not payment for services. Officers must ensure that the funding is distributed fairly, transparently, in accordance with the GLA's equalities and in a manner which affords value for money in accordance with the GLA's Contracts and Funding Code.

5.3 Officers must also ensure that:

- 5.3.1 an appropriate funding agreement is put in place between and executed by the GLA and The Challenge before any commitment to fund is made; and
- 5.3.2 any supplies and services which may be required are procured by Transport for London Procurement who will determine the detail of the procurement strategy to be adopted in accordance with the GLA's Contracts and Funding Code appropriate contract documentation is put in place and executed by the successful bidder(s) and the GLA before the commencement of such services

## 6. Planned delivery approach and next steps

Activity	Timeline
Award Grant Funding	7 March 2014
Delivery Start Date	7 March 2014
Final evaluation start and finish (self)	July 2014
Delivery End Date [for project proposals]	July 2014
Project Closure: [for project proposals]	August 2014

**Appendices and supporting papers:** None

**Public access to information**

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FOI Act) and will be made available on the GLA website within one working day of approval.

If immediate publication risks compromising the implementation of the decision (for example, to complete a procurement process), it can be deferred until a specific date. Deferral periods should be kept to the shortest length strictly necessary.

**Note:** This form (Part 1) will either be published within one working day after approval or on the defer date.

**Part 1 Deferral:****Is the publication of Part 1 of this approval to be deferred? NO**

If YES, for what reason:

Until what date: (a date is required if deferring)

**Part 2 Confidentiality:** Only the facts or advice considered to be exempt from disclosure under the FOI Act should be in the separate Part 2 form, together with the legal rationale for non-publication.

**Is there a part 2 form – NO**

**ORIGINATING OFFICER DECLARATION:**

Drafting officer to confirm the following (✓)

**Drafting officer:**

Nateisha De Cruz Young has drafted this report in accordance with GLA procedures and confirms that:

✓

**Assistant Director/Head of Service:**

Natalie Cramp has reviewed the documentation and is satisfied for it to be referred to the Sponsoring Director for approval.

✓

**Financial and Legal advice:**

The Finance and Legal teams have commented on this proposal, and this decision reflects their comments.

✓

**EXECUTIVE DIRECTOR, RESOURCES:**

I confirm that financial and legal implications have been appropriately considered in the preparation of this report.

**Signature**

**Date**