

## APPENDIX A “Project Mandate”

Agenda item number: **7**

Date of issue:

Meeting:  
Transformation  
Board  
Date: 23.1.14

Report by:  
Gemma Ruigrok  
Service :  
Communities  
and  
Neighbourhoods

Job title:     Employment and Skills  
Worker

Status: Pending  
Subject:: Me  
and My  
Learning Centre

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- 1     Purpose of report
1. To outline the proposal for Phoenix House as a skills centre for supporting the unemployed to become more work ready. The Me and My Learning Centre will be piloted based upon the principle of a ‘one stop shop’, to support the unemployed residents of Melton Mowbray to access training, skills and courses within a facility that accommodates their potential needs.
  2. To outline the financial arrangements for Me and My Learning, and capital works to be completed.
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## Recommendations

1. To support the European Social Fund Bid and outcomes and targets.
  2. It is recommended that the Transformation Board invests the capital (£22,000) in developing the Phoenix House Site to support the training environment.
  3. It is recommended that the Transformation Board supports the success of the project through marketing and ensuring relevant partners are able to use the facility.
  4. Based on existing charges agreed with PFA, we will negotiate with Partners, and encourage them to rent space for the period 1.4.15 to 31.3.16.
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1. The overarching aim is to provide a coordinated approach to skills frameworks and to work with providers, services, businesses , and clients to make it seamless and easy, bearing in mind that often the most vulnerable need support in being able to access services, enabling them to maximise their chances of becoming digitally, financially and socially independent.
  2. This committee considered the development of the first floor of Phoenix House as a Life/Business skills centre at its meetings on 10<sup>th</sup> April 2013 and 10<sup>th</sup> July 2013. At a meeting on the 16th May 2013, the county wide Work and Skills Board supported the concept for the development of a Life/Business Skills Centre in Melton Mowbray, which we are currently branding as the 'Me and My Learning Skills Centre'. This builds on the work we have been doing through the Universal Credit Pilot and through the FSF funded Employment and Skills Project.
  3. A European Social Fund Bid was submitted to the Department for Work and Pensions on the 20<sup>th</sup> December, and the outcome was successful. The European Social Fund Bid will allow for 5 key challenges to be addressed in relation to Worklessness; Homelessness, Health, Mental Health, Drug and Alcohol and Learning Difficulties.
  4. The total submitted to the Department for Work and Pensions was: £ 781,577, with the total match funding being available £395, 350. This will be spent over a period of 14 months from the 1<sup>st</sup> February 2014 to the 31<sup>st</sup> March 2015.
  5. During the period up to 31<sup>st</sup> March 2015 rent and other charges are covered by the ESF funding. Providers will be asked to deliver training and skills workshops, that will primarily but not exclusively be based within Phoenix House. Providers will be invited to use Phoenix House on a 'no rent' basis until 31<sup>st</sup> March 2015, but for all providers, we will be endeavouring to secure longer term arrangements with rent to be paid on the basis of usage from April 2015. This arrangement will need to be reviewed prior to the end of the ESF Bid period, i.e. before 31<sup>st</sup> March 2015..
  6. There will be a rent free period for Partners up until the 31.3.15. During this period we will aim to get commitments from Partners based on the existing fees and charges, for the period post 31.3.15. This position will be reviewed in Nov/ Dec 2014 and will include an assessment of the partner involvement to inform the fees and charges for the period 1.4.15 to 31.3.16.
  7. There will be no service charge for the period up until 31.3.15. All services are being charged to the European Social Fund Bid. After the European Social Fund period (31.3.15) , all services will be inclusive within the rent.
  8. We are providing a rent free period to enable partners to see the benefit of Me and
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My Learning, and incorporate taking space into their future budgets. Freezing the rent at the February 2014 amount, and asking partners to sign up for 28 months will give them the security they need for future budgets.

9. The current Sponsor for East Midlands Council, Leicestershire County Council, gave notice to vacate Phoenix House on the 31<sup>st</sup> March 2014 at the end of their lease. MBC formally accepted the notice.
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4 Legal, financial and IT implications

4.1 Financial:

**ESF Bid: £781,577 ( matched by £395,350 from Melton Borough Council)**

**This match is from the following budgets:**

£7,150	Apprentice
£56,600	Housing Budget
£56,600	Triage Advisors
£75,000	Cash
£200,000	Communities Budgets
£395,350	Total

**Capital Expenditure required: £22,000 (excluding VAT) for 4 additional training rooms to be built on the first floor of Phoenix House.**

**For Phoenix House income for period 1.2.14 to 31.3.15**

Total service cost claimed against ESF: £41,135  
Rent for Phoenix House within the ESF bid: £ 29,370

**For Phoenix House income post 31.3.15:**

Heads of Terms are being drawn up to ensure that the period of 'free rent' is reflected in the rent paying period by Me and My Learning Partners

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5 Initial Assessment of risk

- 5.1 Continuity of Staff
- 5.2 Building is not ready on schedule
- 5.3 Partners do not agree to using the building
- 5.4 Partners not agreeing to use the building after the ESF period
- 5.5 Auditing process for ESF is stringent and funding does not meet the criteria
- 5.6 We do not reach the number required to access funding

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6 Equalities and diversity and staffing implications

6.1 Staffing issues:

Added duties to Gemma Ruigrok ( Employment and Skills Worker) and Jane Galilee in Property Caretaker and Cleaner duties in addition to those already in place to be funded through the ESF match funding.

6.2 Access for the disabled, EIA form to be completed.

Target group, supporting unemployed people will require equalities and diversity is considered within service delivery

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