

**Name of meeting:** Corporate Parenting Board  
**Date:** 4<sup>th</sup> March 2020  
**Title of report:** Saturday Job Scheme Pilot (Care Leavers)

**Purpose of report:** To inform and update on a new Council initiative to support Care Leavers to enhance their employment prospects

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)</u> ?	Key Decision – No
The Decision - Is it eligible for call in by Scrutiny?	Not Applicable  Report is for information only
Date signed off by <u>Strategic Director</u> & name  Is it also signed off by the Service Director for Finance?  Is it also signed off by the Service Director for Legal Governance and Commissioning?	Tom Brailsford for Rachel Spencer-Henshall (19 <sup>th</sup> Feb 2020) N/A  N/A
Cabinet member <a href="#">portfolio</a>	Councillor Graham Turner

**Electoral wards affected:** N/A

**Ward councillors consulted:** N/A

**Public or private:** Public

**Has GDPR been considered?** Yes

## **1. Summary**

- 1.1 In order to support our Corporate Parenting responsibility, People Services has explored a number of options to support care leavers with their employability and in particular to help them to access our apprenticeships.
- 1.2 This has included engagement projects, short-term work placements, employability programme with Kirklees College, ring-fenced apprenticeship roles as well as working with Personal Advisors/career advisor to pro-actively assist young people to apply for council apprenticeships.
- 1.3 Whilst these interventions have had some impact, feedback from our managers and young people indicated a need for a more sustainable approach.
- 1.4 We recognised that our care leavers tended to miss out on temporary/casual work commonly known as a 'Saturday job' more so than their peers. So we decided to create a 'Saturday Jobs' scheme. This scheme enables our young people to undertake a temporary paid role within the Council which helps them to gain valuable workplace skills as well as helping to boost their confidence and have a financial reward.
- 1.5 This scheme is currently being piloted to evaluate success before it is rolled out more widely across the Council.

## **2.0 The 'Saturday Job' Scheme**

- 2.1 'Saturday Job' roles are advertised on the Council's jobs website but are only accessible to care leavers. If the young people express an interest in a role, then the recruiting manager will make contact with them to arrange a time to show them around the areas where they would be working. The application process is designed with wrap around support for our young people so that they gain experience of and confidence in using an online application processes.
- 2.2 Details of how the scheme operates are set out in the 'FAQs' at Appendix 1. As well as the FAQs, there is a support package available for managers which includes an awareness workshop to understand the scheme and discuss key roles such as Personal Advisors and Social Workers; they also have access to ongoing action learning sets that involve all managers involved in supporting the scheme.
- 2.3 To date, 5 'Saturday Jobs' have been made available to our young people with further roles becoming available as the scheme develops. Two young people have started their 'Saturday Jobs', with 3 others in the process.
- 2.4 As part of the wraparound support for our young people, staff from People Services have delivered information sessions to enable applicants to get a better understanding of the Council as an employer. The young people are also supported in how to register onto the Council's job website as well as being guided to make arrangements regarding their bank details so that their wages can be paid.

## **3.0 Evaluation**

- 3.1 To date, the pilot has been evaluated at every stage and some early learning points have been taken on board. For example, the initial take-up has been slower than anticipated so we have reviewed the target age group of 16/17 year olds and will be moving towards a younger age group in the future to complement the school offer where possible. There are also learning points around how communications can be improved internally in order to increase the referrals via Personal Advisors.

## **4.0 Information required to take a decision**

- 4.1 This report is to inform the Corporate Parenting Board on the introduction of the 'Saturday Job' scheme pilot within the Council.

4.2 The pilot is at an early stage with ongoing evaluation to ensure it can provide an effective good practice template for any future roll out of the scheme within the Council and potentially other partners and employers in the Kirklees area.

4.3 Further updates and evaluation can be provided to the Board to inform any decisions on extending the 'Saturday Job' scheme beyond the pilot.

## **5.0 Implications for the Council**

### **5.1 Working with People**

The 'Saturday Job' scheme pilot has been implemented in consultation with our care leavers, key officers within Children Services and service managers within the council.

### **5.2 Working with Partners**

The 'Saturday Job' scheme has the potential to be rolled out to other partners with the benefit of any good practice and learning gained from the pilot within the Council.

### **5.3 Place Based Working**

Enhancing the employment prospects of young people and proactively seeking out opportunities to support this is an important part of any place based working. By doing so we are giving our young people self-esteem and a chance to contribute to our wider society.

### **5.4 Climate Change and Air Quality**

N/A

### **5.5 Improving outcomes for children**

Gaining meaningful work experience at an early stage can help young people to achieve better outcomes and can substantially help with retention rates on apprenticeship roles.

### **5.6 Other (eg Legal/Financial or Human Resources)**

The current pilot within the Council is managed by People Services with funding from Children Services.

## **6.0 Next steps and timelines**

The pilot phase will be completed by September 2020. A full evaluation report will be produced to inform any decision on the viability and impact of wider roll-out of the scheme.

## **7.0 Officer recommendations and reasons**

To note the report with a view to receiving an evaluation report following the end of the pilot phase.

## **8.0 Contact officer**

Deborah Lucas, Head of People Services – [deborah.lucas@kirklees.gov.uk](mailto:deborah.lucas@kirklees.gov.uk)

Siraj Mayet, HR Partner (Apprenticeships) – [siraj.mayet@kirklees.gov.uk](mailto:siraj.mayet@kirklees.gov.uk)

## **9.0 Service Director responsible**

Rachel Spencer-Henshall, Strategic Director Corporate Strategy, Commissioning & Public Health

## Appendix 1

### **Kirklees Council – Pilot Saturday Jobs Scheme for Care Leavers**

#### **FAQs for Managers**

##### **What is the Saturday Job scheme?**

Care leavers are offered a paid role, with clear tasks, to allow them to get valuable work experience to support our corporate parent responsibilities.

##### **Does it have to be on a Saturday?**

It can be any day of the week.

##### **How will it be funded?**

The salary cost will be paid corporately via Children's Services.

##### **How long will it be for?**

Care Leavers will be offered a contract to work for the Council, one day a week for up to 6 months. Progress to be reviewed via monthly review meetings.

##### **What will be the rate of pay?**

£7.70 per hour (the same rate as the 1<sup>st</sup> year apprentice rate). They will be paid every 2 weeks, line managers will need to submit weekly timesheets to HD-One.

##### **Will they get leave?**

They will receive annual leave on a pro rata basis. Rather than actual leave to take, the hourly pay rate will be enhanced to reflect the pro rata annual leave entitlement.

##### **How can I offer a Saturday Job?**

You can express your interest by emailing [siraj.mayet@kirklees.gov.uk](mailto:siraj.mayet@kirklees.gov.uk)

You will be asked to complete a template to identify the key tasks you would like the person to undertake.

##### **How will the person be matched to a role?**

Referrals for Saturday Jobs will either come from the PX2 (employability) programme or via referrals from Personal Advisors.

Saturday Jobs offered by services will be matched to individual(s) based on their interest and aspirations. Managers will be able to discuss the role with the individual(s) prior to making the offer.

##### **How will the appointment process work?**

To appoint, managers will need to complete the successful candidate form. Given the nature of referral process, references will not be requested. DBS checks will not be normally required as the individual (given their age) will need to be closely supervised at all times.

People Services will ensure individuals are supported to complete a basic application form, and arrange for the bank details form to be completed (Personal Advisors can help as needed).

The individual will receive a 6-month fixed term employment contract.

##### **Can I offer a role for less than 6 months?**

Services can allow an individual to rotate between different teams to allow the person to get an insight of different roles. This would need to be agreed between respective services or team in advance, including who will be the lead manager.

##### **What happens at the end of the contract?**

Colleagues from People Services and Leaving Care team will work with the manager to support the individual with their next stage of employability and/or further training, including help with applying for future apprenticeship opportunities as appropriate.