



**Executive**  
22 April 2013

**Report from the Director of  
Children and Families**

Wards affected:  
ALL

**Authority to tender a contract for information, advice,  
guidance and support for young people (Connexions)**

**1.0 Summary**

- 1.1 This report concerns the procurement of information, advice, guidance and support for young people to make informed choices about learning and work options known as Connexions Services. This procurement is both for the Council and on behalf of schools and further education establishments from 1 April 2014 for a period of 3 years with an option to extend by up to 2 additional years. This report requests approval to invite tenders in respect of Connexions Services as required by Contract Standing Orders 88 and 89.

**2.0 Recommendations**

- 2.1 That the pre - tender considerations and the criteria to be used to evaluate tenders as set out in paragraph 3.11 of the report be approved.
- 2.2 That officers be authorised to invite expressions of interest, agree shortlists, if relevant, and invite tenders in accordance with the procurement timetable and evaluate them in accordance with the approved evaluation criteria referred to in 2.1 above.

**3.0 Detail**

Background

- 3.1 Currently, Brent Connexions, as part of Brent Youth Support Services, provides information, advice, guidance and support for young people to make informed choices about learning and work options and to make effective transitions to adult and working life. This includes providing additional support

to those vulnerable to becoming unemployed or at risk of disengaging from learning and supporting young people to access employment, education and training opportunities. The service is available to young people aged 13 to 19, (up to age 25 for young people with special needs/learning difficulties and disabilities). The Services key performance indicators are:

- % of 16-18 year olds not in Education, Employment or Training (NEET)
- Participation of 17 year-olds in education or training
- 16-18 year olds current activity status not known

In 2011/ 2012 Brent was the joint 10<sup>th</sup> best performing local authority nationally against the indicator of minimising the proportion of young people in the NEET (young people Not in Education or Training) group. The London average performance for 12/13 is not available currently but Brent's performance is ranked 2<sup>nd</sup> in West London.

3.2 The Service contributes to the Council's objectives as outlined in the Partnership Plan for Children and Families 2012-15, specifically under:

Strategic Priorities:

Priority 2: Narrowing the gap between those children who do well and those who need extra support to thrive, so the aspirations of every Brent child are realised. We must also ensure and there are sufficient school places to meet continuing increase in demand.

Outcomes:

Outcome 4: Children and young people enjoy their education and achieve the best results they can.

Outcome 5: Enable vulnerable children and young people (including looked after children, those with SEN or a disability) to thrive and realise their aspiration.

Outcome 6: Young people have the skills they need to achieve economic wellbeing in adulthood.

Outcome 7: Children and young people achieve their full potential

3.3 In recent years Brent has provided Connexions services through a contract with Prospects Services Ltd. This contract was let in 1<sup>st</sup> August 2009 for a total period of 2+2 years. The Contract has recently been extended using delegated powers as provided for in Contract Standing Order 112(d) and the provisions of paragraph 3(b) in the table at paragraph 2.5 of Part IV of the Constitution. This extension is for a further year from 1 April 2013 to 31 March 2014 at an annual cost of £973,147 (depending on school buy back for 2013/14).

3.4 During the term of the council's contract with Prospect Services Ltd. there have been changes in legislation requiring variations to the contract. The

Education Act 2011 sets out a range of changes to the duties of schools and local authorities in relation to careers advice.

- 3.5 From September 2012 the Education Act 2011 placed a duty on schools to secure and fund through the Dedicated Schools Grant access to independent, impartial careers guidance for their students in years 9-11. The Department for Education announced that from September 2013 it will extend the statutory duty on schools to deliver independent impartial careers guidance to Year 8 and to all 16-18 year olds in schools and further education institutions.
- 3.6 Local authorities retain their statutory duty to encourage, enable or assist young people's participation in education and training. The Early Intervention Grant (EIG) was originally passed to Local Authorities to fund expenditure of this nature as well as a number of other areas, although it was a non-ring fenced grant. From 2013/14 the EIG has been mainstreamed into the Council's overall grant funding from Government. This expenditure on supporting vulnerable young people to engage in education and training, including providing early support to young people at risk of disengagement, will continue to be subject to the Council's annual Budget setting process.
- 3.7 The main local authority responsibilities delivered through the current contractual arrangements with Prospects Services Ltd., comprise:
- Information, Advice and Guidance (IAG) for young people in the NEET group or at risk of becoming NEET.
  - Ensuring that all 16 and 17 year olds receive suitable offers to continue in education or training (previously known as the September Guarantee). Achieving the delivery of the September Guarantee involves extensive contact and follow-up of young people, and recording of their offer status on the Client Caseload Information System (CCIS) database.
  - Maintenance of the Integrated Youth Support database, including CCIS, maintained by Ealing Council on behalf of the West London Boroughs and the Pan-London database maintained by Central London Connexions.
  - Tracking and recording young people's participation post-16 on the CCIS database in order to ensure there is reliable data available centrally on young people at risk of being NEET. Currently, a substantial resource is allocated to contact and follow up work across the service. Whilst much information is provided by schools and colleges, at least 80% of the effort on keeping in contact with young people is in maintaining the contact and support for the 10% of the cohort that it is most challenging for us to reach.
  - Maintenance of close links with Job Centre Plus to ensure young people in the NEET group are given appropriate support.

- Supporting young people with learning difficulties and disabilities who are in special schools or out of borough education including completion of S139 assessments

3.8 The main impact on the current contracted arrangements for career advice of the change to Education legislation has been that individual schools can now determine how they procure a careers advice service. Amongst a number of options available to schools is buying into the Brent contract. This has required a variation to the existing contract whereby the council purchases a varying level of careers advice service on behalf of schools depending on the number of schools wishing to purchase such services through the council. Since the new arrangements in September 2012, schools have not been able to make a long term commitment because changes to the schools funding formulae. Of those schools that have expressed an interest in purchasing careers advice services through the council's contract, the majority have preferred to commit for no more than a year, this year expiring on 31 March 2014.

#### Tender Process

3.9 In line with the Council's Standing Orders, it is proposed to procure the new contract following the two-stage (restricted) tendering procedure.

3.10 The uncertainty regarding schools' buy-in has created challenges for the procurement process. Officers do however consider that it is important to be able to give schools and further education institutions the opportunity to obtain careers services through a council contract and the intention therefore is to procure a contract to meet not only the council's own statutory duties but also to provide careers advice services. Officers will need to ensure that the contract does allow the level of careers advice service to fluctuate depending on the level of uptake from the schools and further education institutions.

#### Pre-Tender Considerations

3.11 In accordance with Contract Standing Orders 89 and 90, pre-tender considerations have been set out below for the approval of the Executive.

<b>Ref.</b>	<b>Requirement</b>	<b>Response</b>
(i)	The nature of the service.	Provision of education, employment, training and careers Connexions services on behalf of London Borough of Brent and independent, impartial careers advice services for students in years 8 to 11 and to young people aged 16-18 on behalf of participating Brent secondary schools and further education institutions.

(ii)	The future estimated value of the contract	The future estimated value of the contract over the maximum 5 year term of the contract is £3,111,735 (£1,867,122 over the initial 3 year term). This consists of an estimated potential spend of up to £437,347 per annum for local authority responsibilities under Education Act 2011 (based on 2013/14 spend) with possible spend for schools and further education establishments of £185,000 per annum (based on all secondary schools buying in).	
(iii)	The contract/s term	3 years with an option to extend by up to 2 additional years.	
(iv)	The tender procedure to be adopted.	<p>There is a relatively developed market for these services, therefore, officers recommend the use of the restricted tender procedure in accordance with the Council's Standing Orders.</p> <p>As Social Care and education transactions are 'Part B Services', under the Public Contract Regulations 2006 ("the Regulations"); the Regulations apply only in part to the tender namely, (adoption of a technical specification and forwarding a Contract Award notice etc.)</p>	
(v)	The procurement timetable	<p><b>Indicative dates are:</b></p> <ul style="list-style-type: none"> <li>• Adverts placed</li> <li>• Expressions of interest (Pre-Qualification Questionnaire) returned</li> <li>• Shortlist drawn up in accordance with pre-determined minimum standards as to financial standing and technical competence</li> <li>• Invite to tender</li> <li>• Deadline for tender submissions</li> <li>• Panel complete</li> </ul>	<p>11.06.13</p> <p>18.07.13</p> <p>31.07.13</p> <p>07.08.13</p> <p>20.09.13</p> <p>11.11.13</p>

		<p>evaluation</p> <ul style="list-style-type: none"> <li>• Report recommending Contract award circulated internally for comment</li> <li>• Executive approval</li> <li>• Contract start date</li> </ul>	<p>01.12.13</p> <p>17.01.14 (pending meeting on this date)</p> <p>01.04.14</p>
(vi)	The evaluation criteria and process	<p>Shortlists are to be drawn up in accordance with the Council's Contract Procurement and Management Guidelines namely the pre qualification questionnaire and thereby meeting the Council's financial standing requirements, technical capacity and technical expertise. The panel will evaluate the tenders against the following criteria:</p> <p><u>Stage 1: pre-qualification stage</u> Shortlists are to be drawn up in accordance with the Council's Contract Management Guidelines by the use of a pre-qualification questionnaire (PQQ) to ensure bidders meet the council's requirements with regard to financial standing, technical capacity and technical expertise. The outcome of this stage will be a list of pre-qualified bidders for the Procurement and a short-list of bidders to be invited to tender.</p> <p><u>Stage 2: Invitation to Tender (ITT)</u> For those that are selected by Stage 1 there will follow an Invitation to Tender (ITT) stage.</p> <p>Tenders will be evaluated on the basis of the most economically advantageous tender in order to award providers onto the framework agreement using the following criteria.</p> <p>1. Quality Quality will consist of 40% of the evaluation weightings. The quality assessment will be evaluated using the following criteria:</p> <ul style="list-style-type: none"> <li>• Proposed business models.</li> </ul>	

		<ul style="list-style-type: none"> <li>Proposed plans for ensuring effective quality management of the Services and maintenance of the Contract Standard, including self-monitoring and evaluation.</li> <li>Proposals for ensuring that the requirements of Child Protection legislation are fully applied in the delivery of the service</li> <li>Proposed approach for working in partnership with the Council and its partners.</li> <li>Proposals with regard to information systems to be used by bidders to monitor service(s) required by the Specification.</li> </ul> <p>2. Price Price will consist of 60% of the evaluation weightings</p>
(vii)	Any business risks associated with entering the contract	The conditions of contract will need to ensure that the service in respect of careers advice services can be varied depending on take up from schools and further education institutions.
(viii)	The Council's Best Value duties	This procurement process and on-going contractual requirement will ensure that the Council's Best Value obligations are met.
(ix)	Any staffing implications	See sections 8 below
(x)	The relevant financial, legal and other considerations	See sections 4, 5 and 6 below

3.12 The Executive is asked to approve these proposals as set out in the recommendations and in accordance with Standing Order 89.

3.13 There are no immediate collaboration opportunities due to the uncertainty of delivery models across the other boroughs. Brent's current model of delivery has been relatively successful in meeting the key performance indicators but we will continue to seek opportunities for collaboration if this can achieve cost savings and/or better outcomes.

## **4.0 Financial Implications**

- 4.1 The Council's Contract Standing Orders state that contracts for supplies and services exceeding £500k or works contracts exceeding £1million shall be referred to the Executive for approval to invite tenders and in respect of other matters identified in Standing Order 90.
- 4.2 The estimated value of this contract is up to £437,347 per annum for local authority responsibilities under the Education Act 2011 based on 2013/14 spend. The potential total value over the proposed 3+2 years is £1,312,041 (£2,186,735 if the option to extend beyond the 3 year term to 5 years is taken). Subsequent buy-in from institutions wishing to be part of the Brent contract has an estimated value of £185,000 per annum. This element would be paid for by those schools or further education establishments with a potential total value over the proposed 3+2 years of £555,000 (£925,000 over 5 years') contract
- 4.3 Officers will ensure that the contract is structured in such a way that the council will only contract for careers advice services as and when it receives a commitment from schools or further education institutions for funding of this element.

## **5.0 Legal Implications**

- 5.1 The estimated value of the contract over its lifetime is in excess of £500,000 and therefore the procurement and award of this contract is subject to the Council's Contract Standing Orders and Financial Regulations in respect of High Value contracts.
- 5.2 The provision of education, employment, training and careers Connexions services to children are classified as Part B Services under the Public Contracts Regulations 2006 ("EU Procurement Regulations") and as such are not subject to the full application of the EU Procurement Regulations (save that there must be a technical specification contained in the contract documents and on award of contract the Council must issue a Contract Award Notice in the OJEU within 48 days of award). The services are however, subject to the overriding EU Treaty principles of equality of treatment, fairness and transparency in the award of contracts.
- 5.3 Once the tendering process is undertaken Officers will report back to the Executive in accordance with Contract Standing Orders, explaining the process undertaken in tendering the contracts and recommending award.
- 5.4 In the present case, if the contract is awarded to a new contractor the Transfer of Employment (Protection of Employment) Regulations 2006, ("TUPE") is likely to apply so as to transfer from the current to the new contractor those employees of the current contractor who spend all or most of their working time on the activities taken over by the new contractor. Further information regarding staffing is contained in Section 7.

5.5 The Council's duties in connection with the Public Services (Social Value) Act 2012 are contained in Section 7.

## **6.0 Diversity Implications**

6.1 An Equalities Impact Assessment was undertaken in on 20<sup>th</sup> February 2012 in accordance with the Equality Act 2012. A copy is attached to this report.

## **7.0 Public Services (Social Value) Act 2012**

7.1 Since 31<sup>st</sup> January 2013, the council, in common with all public authorities subject to the EU Regulations, has been under duty pursuant to the Public Services (Social Value) Act 2012 to consider how the services being procured might improve the economic, social and environmental well-being of its area; how, in conducting the procurement process, the council might act with a view to securing that improvement; and whether the council should undertake consultation. This duty applies to the procurement of the proposed contract as Part B Services over the threshold for application of the EU Regulations are subject to the requirements of the Public Services (Social Value) Act 2012

7.2 The Council has consulted with schools and Further Education colleges who are supportive of the approach being taken to the procurement of the future requirement Officers have reviewed the approach to procurement taken in neighbouring authorities and concluded that the approach proposed is the most appropriate for the council and service users. It should be noted that service users will be actively engaged in the evaluation and selection of the successful tenderer for the contract.

## **8.0 Staffing/Accommodation Implications (if appropriate)**

8.1 Careers Services are currently being provided by an external provider and as such there are no implications for the Council staff arising from this tendering exercise.

8.2 Where the award of contract is made to a new provider other than the incumbent; the Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE") may apply so as to transfer from the current provider to the new, those employees of the incumbent provider. TUPE implications will be considered by Officers as part of the procurement exercise and TUPE information will be made available to bidders if appropriate to enable tender prices to be compiled.

## **Background Papers**

Memorandum of Authority titled 'Authority to Extend the existing contract for the provision of Education, Employment, Training and Careers Connexions Services in Brent.' dated 6<sup>th</sup> September 2012.

### **Contact Officers**

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**KRUTIKA PAU**  
**DIRECTOR OF CHILDREN AND FAMILIES**

## Impact Needs/Requirement Assessment Completion Form

<b>Department: Children and Families</b>	<b>Person Responsible:</b>
Service Area: Achievement and Inclusion	Timescale for Equality Impact Assessment :
Date: 20 <sup>th</sup> Feb 2012	Completion date:
Name of service/policy/procedure/project etc.: Brent Youth and Connexions – Closure of Connexions Centre	Is the service/policy/procedure/project etc: New <input type="checkbox"/> Old x <input checked="" type="checkbox"/>
Predictive x <input type="checkbox"/> Retrospective <input type="checkbox"/>	Adverse impact <input type="checkbox"/> Not found <input type="checkbox"/> Found x <input checked="" type="checkbox"/> Service/policy/procedure/project etc, amended to stop or reduce adverse impact Yes x <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is there likely to be a differential impact on any group? Yes x <input type="checkbox"/> No <input type="checkbox"/>	Please state below:
1. Grounds of race: Ethnicity, nationality or national origin e.g. people of different ethnic backgrounds including Gypsies and Travellers and Refugees/ Asylum Seekers  Yes x <input type="checkbox"/> No <input type="checkbox"/>	2. Grounds of gender: Sex, marital status, transgendered people and people with caring responsibilities  Yes x <input type="checkbox"/> No <input type="checkbox"/>
3. Grounds of disability: Physical or sensory impairment, mental disability or learning disability  Yes <input type="checkbox"/> No x <input checked="" type="checkbox"/>	4. Grounds of faith or belief: Religion/faith including people who do not have a religion  Yes x <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. Grounds of sexual orientation: Lesbian, Gay and bisexual  Yes x <input checked="" type="checkbox"/> No <input type="checkbox"/>	6. Grounds of age: Older people, children and young People  Yes x <input checked="" type="checkbox"/> No <input type="checkbox"/>
Consultation conducted Yes <input type="checkbox"/> No X <input checked="" type="checkbox"/> not required	
Person responsible for arranging the review: Tanuja Saujani	Person responsible for publishing results of Equality Impact Assessment: Tanuja Saujani

## Impact Needs/Requirement Assessment Completion Form

Person responsible for monitoring: Tanuja Saujani	Date results due to be published and where:
Signed:	Date: 29 <sup>th</sup> March 2012

Please note that you must complete this form if you are undertaking a formal Impact Needs/Requirement Assessment. You may also wish to use this form for guidance to undertake an initial assessment, please indicate.

### 1. What is the service/policy/procedure/project etc to be assessed?

**Brent Connexions** provides information, advice and guidance and support for all young people aged 13 to 19, (up to age 25 for young people with special needs/learning difficulties and disabilities), including vulnerable young people requiring more substantial one-to-one support and preventative work to include, looked after, leaving care, teenage parents, supervised by Youth Offending Team, substance misuse, refugee/asylum seekers, special educational needs and those with learning difficulties and disabilities.

The Service has Advisers working in all the secondary schools including the Special Needs schools and alternative educational provisions in Brent. Advisers also operate from a number of other sites to include training providers, Colleges, Job Centres, libraries, Council office sites such as Chesterfield House one stop shop, and within Local Authority departments such as Youth Offending Service and Social Care. The Service has a Connexions Centre on Willesden high Road where young people can access further support on Careers paths, benefits, post 16 options after year 11 and beyond, the centre also acts as a signpost service to access other support services in the Borough for this age group. The centre is available to all young people in the stated age group and is a drop in service.

This assessment is outlining the proposals for the closure of the Connexions Centre based on Willesden High Road from 1<sup>st</sup> September 2012 was sent to executive and has been accepted as part of the savings for 2012/2013.

### 2. Briefly describe the aim of the service/policy etc? What needs or duties is it designed to meet? How does it differ from any existing services/ policies etc in this area

#### Current duties 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012

- Connexions provide all 13-19 year olds and 20-24 year olds with a learning difficulty with face-to-face access to a Personal Adviser to provide information, advice, guidance, advocacy and brokerage.
- Connexions services will also be provided at educational institutions that young people attend.
- In addition there are some specified levels of contact with, and support for, particular target groups of young people and relevant young adults. Connexions contact promptly all young people and relevant young adults (20-24 olds with a learning difficulty) who are:
  - known to have become Not in Education, Employment or Training (NEET)
  - Known to have left learning or who are expected to leave learning shortly.
- Connexions maintain regular contact with young people who are at risk of becoming NEET. This might include, for example working with young people with particular barriers to engagement, who have had previous spells of inactivity, or who are in temporary employment.
- Connexions offer tailored packages of support to all young people and relevant young adults who are NEET or at risk of becoming so, and maintain contact until re-engagement in work or learning is re-established.
- There are also robust client management system and arrangements to keep in contact with young people that

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meet the Client Caseload Information System (CCIS) specification.

- Local Authorities must have regard to the statutory requirements when carrying out duties relating to learning difficulties assessments conducted under Section 139A-C of the Learning and Skills Act 2000  
To arrange assessments for young people with learning difficulties and/or disabilities as defined by the Act to assist their transition to post-16 education and training opportunities. This is currently being carried out by Prospects as part of their contracted activities.

### Legislative changes

The Education Bill 2011 sets out a range of changes to the duties of schools and local authorities in relation to careers advice. On 14 June 2011 the Bill reached the Second reading stage in the House of Lords. This included a general debate on all aspects of the Bill.

Under the Education Bill, local authorities will retain their statutory duty to encourage, enable or assist young people's participation in education and training. In Brent a Service will be available to Young People who are NEET (Not in Education, Employment or Training) aged 16-19 and up to 25 for those with a Learning difficulty or disability. The Service will operate from a number of access points in the Borough Hillside Housing in Stonebridge and P3 KYC in Kilburn. A service will also be available for those in schools that are at risk of disengaging and risk of becoming NEET (Not in education, employment or training) aged 13 to 16. Lord Hill's letter of 17 February to Directors of Children's Services suggests that Local Authorities should continue the process of ensuring that all 16 and 17 year olds receive suitable offers to continue in education or training (previously known as the September Guarantee). In Brent this activity will continue to be reported on to Department of Education for all 16 and 17 years olds

Local authorities will additionally be expected to continue to track and record young people's Participation post-16 on the Client Caseload Information System database in order to ensure there is reliable data available centrally on young people at risk of being NEET in Brent we will continue to meet this requirement. We will also be required to maintain close links with Jobcentre Plus in Brent to ensure young people NEET (Not in education, employment or training) are given appropriate support.

There will be a national all-age careers service. This will provide a website and telephone helpline for both young people and adults and a face to face service (for adults). It does not seem likely at the moment that the all-age careers service will offer face to face services Information Advice Guidance for young people. Details of this Service will be available through websites such BmyVoice a Brent website for young people. Information on this service will also be available for those dropping into any of the Brent Access points and via other Council information points as appropriate and advertised in schools/college.

Under the new arrangements, from September 2012 schools will have a duty to secure access to independent, impartial careers guidance for their students in years 9-11, provided by a person who is not employed by the school<sup>1</sup>. The Government is consulting on whether this should be extended down to Year 8 and up to Year 13. In Brent a Careers, Education, employment and training Service will be available in secondary schools for 2012/2013 through a buy in model (apart from Ark Academy who currently have year 8 only which is outside the age range and Convent of Jesus and Mary school who have decided to source their own independent provision for their pupils) for those aged 13-16. This will include the Special Needs schools in the Borough and Alternative Education provision. The College of North West London have a team of in house advisers offering Information Advice and guidance to those aged 16-19 and have the option to buy into the Local Authority proposed delivery models which the Local Authority no longer fund or provide.

From 2012 there will be no face-to-face universal careers advice for young people, except that which is bought in by schools.

In Brent the Local Authority will fund the development of s139a for those with statement of Special Needs as outlined in the statutory duties.

The delivery of Careers Information, Advice and Guidance to schools as listed above, tracking and follow up of NEET young People, the production of S139a, September guarantee and operating services via a number of

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access points will be through a Contract the Local authority has with Prospects for 2012/2013.

The In- House Team of 8 Intensive Personal Advisers will remain the same. The contract with P3 to provide intensive Services in the Kilburn/Willesden locality will be extended for 2012/2013. The Services largest contract with Prospects will be reduced to reflect the changes in legislation and the LA responsibilities which will see the closure of the Connexions Centre on Willesden High Road, to maintain front line services. The provider will continue to support those in the NEET (Not in Education employment or training) Group, tracking and follow will continue and will operate from a number of access points. The LA has agreed to fund the transitional period from April to 31<sup>st</sup> August 2012. From 1<sup>st</sup> Sept the LA on behalf of the secondary schools, alternative education provision and special needs schools have negotiated a contract with Prospects to delivery careers Information, advice and Guidance. The main college in the Borough College of North West London have an in house team of Advisers who offer Careers information, advice and guidance support for young people aged 16-19. The college also have been given the option to buy into the Local Authority's model as the LA no longer have a statutory responsibility to support this age group. The all age careers service will be available to those in this age group. The Service will be responsible for the MyPlace centre a £5m Big Lottery funded youth provision in the heart of Harlesden which will include an area for advisers to be located in both as an admin base and as a base from which Young People can access Information, advice and guidance on a range of issues affecting them to include access for those that are in the NEET group to careers support and progression in employment, education and training Young People outside this group will be sign posted to relevant services. Young People will also have access to a range of other provision such as dance, drama, music workshops, and leisure activities.

### **Brent's revised Service Provision**

The service needed to identify significant savings in the coming financial year and have tried to achieve this with minimal disruption to front line delivery. The cost to run the Connexions centre is £118k as the LA no longer has a responsibility to provide such a centre under the new legislation this is an area identified under savings however the opening of the new My Place centre will support the referrals to the provision. The LA have agreed to fund the transitional period in schools from 1<sup>st</sup> April 2012 to 31<sup>st</sup> August 2012 thereafter the LA does not have this responsibility to fund this provision however schools in Brent have requested the LA to act on their behalf to jointly commission careers information, advice and guidance from 1<sup>st</sup> Sept 2012 – schools will fund the provision and the LA will support the commissioning function of the provision only. Majority of the schools have bought into this model as part of joint commissioning process for their students to access Careers information advice and guidance agreed 13-16 schools will also be able to use the resources to support 16-19 years in their institutions. College of North West London have been offered the option to buy into the LA model and have declined. The CNWL have their own in house team that delivery careers activities. The Service has identified most cost effective ways of delivering the Service through a range of access points in the borough.

### **3. Are the aims consistent with the council's Comprehensive Equality Policy?**

This project is consistent with the Council's aim to ensure that the services provided are relevant to the needs of the community and met the statutory requirements.

The EIA is carried out to support good decision-making and to encourage the organisation to understand how different groups of young people will be affected by the closure of the Connexions Centre so that the proposed service offer is appropriate and accessible to all and meets the needs of different young people.

This EIA complies with the Equality Duty placed on public organisations to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equalities Act 2010
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations between people who share a protected characteristic and people who do not share it

The project is consistent with the aim of the council's Equality Policy to ensure that: "services must be relevant, responsive and sensitive and that the council must be perceived as fair and equitable in its provision of services".

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The project will ultimately aim to improve the quality of the service offer to our residents.

4. Is there any evidence to suggest that this could affect some groups of people? Is there an adverse impact around race/gender/disability/faith/sexual orientation/health etc? What are the reasons for this adverse impact?

Services to vulnerable groups (listed below in the table) will not be impacted a service will continue through the in House Intensive team consisting of 1x Teenage parents adviser, 1x Refugee/asylum seekers and black minority ethnic groups adviser, 1x youth offending Adviser, 1x social care adviser, 1 x generic NEET adviser and 4x Pre-NEET advisers working in schools and pupil referral units there is no change to this resource. Careers IAG Services to those aged 13-16 will continue to be provided through the schools including special needs schools, pupil referral units and maintained schools for 2012/2013. Pupils at Convent of Jesus and Mary school will have access to Careers Information Advice Guidance as provided by the school under the new duties. Services to those aged 16-19 that are in the NEET group is unchanged they will continue to be followed up and tracked and will have access to the Service through the My Place centre which has access for those with disabilities and the various other access points as outlined above. Those that do not fall into the NEET group aged 16-19 will be impacted. The LA no longer has a statutory responsibility to provide a service to this group the all age Careers service will be launched on 5<sup>th</sup> April and support will be available through this service, some secondary schools in Brent through negotiations may utilise some of the resources they are purchasing to fulfil their statutory responsibilities under the new legislation to support those in their 6<sup>th</sup> forms. The college of North West London have Careers Information Advice Guidance provision in house for their students aged 16-19. Young People will be referred to the national All age Careers Service, college, Job centres.

All Advisers undergo quality observations of practice and quality checks are carried out on record keeping. Both contracts Prospects Ltd and P3 will continue to be rigorously monitoring for quality and output. In addition there are currently a number of externally funded projects in the Borough that we are working closely with one of the projects is targeting young people in the NEET group linked to Youth Offending and Care leavers another is supporting Teenage parents and those linked with Social Care

NB: Reference to EET in the table below means Education, Employment, Training and NEET means Not in Education, Employment or training. The figures above are based on Jan 2012 data

	Looked after / In care (No impact to group)	Caring for own child (no impact to group)	Refugee / Asylum seeker (no impact to group)	Carer not own child (no impact to group)	Substance misuse (no impact to group)	Care Leaver (no impact to group)	Supervised by YoT (no impact to group)	Pregnancy (no impact to group)	Parent not caring for own child (no impact to group)	Learning Difficulties and Disabilities (no impact to group)
<b>Cohort Total</b>	133	70	82	1	15	54	164	30	7	1064
<b>EET Total</b>	89	32	67	1	8	33	86	12	5	746
<b>In education, post Year 11</b>	84	27	65	0	7	29	71	11	4	720
<b>NEET Group</b>	14	12	4	0	3	8	35	4	2	44
<b>Not available to labour market</b>	1	8	0	0	1	1	0	3	0	4
<b>Other (not EET or NEET)</b>	2	0	1	0	0	0	18	0	0	5
<b>Current situation not known</b>	9	25	6	0	3	12	20	14	0	130

## Impact Needs/Requirement Assessment Completion Form

5. Please describe the evidence you have used to make your judgement. What existing data for example (qualitative or quantitative) have you used to form your judgement? Please supply us with the evidence you used to make you judgement separately (by race, gender and disability etc).

### Legislative changes

Under the Education Bill, local authorities will retain their statutory duty to encourage, enable, assist and support vulnerable young people to engage in education and training, including providing early support to young people at risk of disengagement.

There will be a national all-age careers service from age 13 years.

Under the new arrangements, from September 2012 schools will have a duty to secure access to independent, impartial careers guidance for their students in years 9-11, provided by a person who is not employed by the school. The requirement for schools to provide careers education has been removed.

The delivery of some of these services will be through a Contract the Local authority has with Prospects. The service needed to identify significant savings in the coming financial year and have tried to achieve this with minimal disruption to front line delivery. The cost to run the centre is £118k. The Service has identified most cost effective ways of delivering the Service through a range of access points in the borough.

6. Are there any unmet needs/requirements that can be identified that affect specific groups? (Please refer to provisions of the Disability Discrimination Act and the regulations on sexual orientation and faith, Age regulations/legislation if applicable)

There will be no unmet needs for those that are identified as being in the NEET group aged 16-19 and up to 25 for those with Learning difficulties and disabilities, the service will continue to provide a pre-NEET package as it does at the moment. Supporting the production of Section 139a will continue as is currently. Those aged 16-19 outside the NEET group will be affected however referrals will be made to the National all age careers Service to be launched on 5<sup>th</sup> April 2012 This Service will provide a national telephone number and will provide information, advice and guidance for those aged 13 if appropriate referrals will also be made to the College of North West London or their schools provision if available.

7. Have you consulted externally as part of your assessment? Who have you consulted with? What methods did you use? What have you done with the results i.e. how do you intend to use the information gathered as part of the consultation?

No external consultation has been sought. The Service has been advised by legal that consultation is not required.

8. Have you published the results of the consultation, if so where?

## Impact Needs/Requirement Assessment Completion Form

N/A

9. Is there a public concern (in the media etc) that this function or policy is being operated in a discriminatory manner?

No

10. If in your judgement, the proposed service/policy etc does have an adverse impact, can that impact be justified? You need to think about whether the proposed service/policy etc will have a positive or negative effect on the promotion of equality of opportunity, if it will help eliminate discrimination in any way, or encourage or hinder community relations.

The imposed changes with the Education Bill 2011 places statutory responsibilities to LA to support those that are at risk of becoming NEET and those that are in the NEET group and those with special Needs up to the age of 25, schools will have the responsibility to provide independent impartial careers for those aged 13-16. The adverse impact will be to those aged 16-19 in education, employment and training however the launch of the National All age careers service on 5<sup>th</sup> April 2012 will be a referral point to support this group that which will have been adversely impacted.

The Service will continue to monitor access points for those young people that are not in Education, employment and training and ensure these are reflective of needs identified and signposting will be to be part of the services provided to this group from the age of 16-19 and up to 25 for those with LDD needs. In addition intensive support will be targeted to the most vulnerable groups in the borough.

A bespoke Service will be provided to all schools that have signed up to the new agreed model of delivery this includes all secondary schools (apart from Convent of Jesus and Mary who have advised will source their own provision), all Special educational establishments and alternative educational provision. The Government have set up an all age careers Service for young people from the age of 13 to access information, advice and guidance this is positive as it replaces the universal service in Brent. Those young people aged 16-19 outside the NEET group will be most affected however this group will have access to the all age careers service which will have a telephone number, online service and website from 5<sup>th</sup> April 2012.

11. If the impact cannot be justified, how do you intend to deal with it?

The impact is justified and other services are or will be in place to support young people.

This is being imposed on us as a Local Authority under the new requirements within the Education Bill 2011. All secondary schools have the option to buy in provision through the proposed model all except for Convent of Jesus and Mary college have done so, this institution is required under the legislation to source independent impartial careers information, advice and guidance for its pupils. Government will be launching the National All age Careers Service on 5<sup>th</sup> April 2012 which replaces Next Steps and will be available through a national telephone number and website support for young people from the age of 13. The LA will fulfil its statutory responsibilities under the new legislation and provide support to those at risk of becoming NEET and those that are in the NEET group.

12. What can be done to improve access to/take up of services?

The take up of services has always been consistently good. A range of measures are in place and will continue to be in place such as:

Analysis of callers by age, ethnicity, gender, disability, locality/postcode

## Impact Needs/Requirement Assessment Completion Form

Rigorous Quality checks of services provided with an Action Plan  
Rigorous contract monitoring with provider against requirement in the Service specification  
Effective use of management information/ Performance measurement  
Assessment of progression into positive outcomes  
Carrying out a Needs analysis  
Review of marketing strategy  
Monitor use of access points and review any new and emerging issues in Brent for Young people in the age group  
Further the links with Community, faith , voluntary sector groups  
More outreach work  
Publicising the All Age Careers Service in all our provisions keeping records of referrals made

### 13. What is the justification for taking these measures?

The justification is placed on the LAs and schools as outlined in The Education Bill 2011 which sets out a range of changes to the duties of schools and local authorities in relation to careers advice.

Under the Education Bill, local authorities will retain their statutory duty to encourage, enable or assist young people's participation in education and training. Brent LA will maintain services to fulfil its statutory requirements under this change imposed. The full comprehensive services provided will not be delivered in full from 1<sup>st</sup> April 2012 due to changes in legislation – Under the new arrangements, from September 2012 schools will have a duty to secure and fund through DSG access to independent, impartial careers guidance for their students in years 9-11, provided by a person who is not employed by the school -secondary schools in Brent (except Convent of Jesus and Mary) have all committed to buy into the Service as part of fulfilling their responsibilities under the Bill the LA have commissioned a Provider on behalf of the schools.

### 14. Please provide us with separate evidence of how you intend to monitor in the future. Please give the name of the person who will be responsible for this on the front page.

Analysis of callers by age, ethnicity, gender, disability, locality/postcode  
Rigorous Quality checks of services provided with an Action Plan  
Rigorous contract monitoring with provider against requirement in the Service specification  
Effective use of management information/ Performance measurement  
Assessment of progression into positive outcomes  
Carrying out a Needs analysis  
Review of marketing strategy  
Monitor use of access points and review any new and emerging issues in Brent for Young people in the age group

Evidence will be through the quarterly contract reporting information and monthly management information and our annual production of the destination data and activity survey.

### 15. What are your recommendations based on the conclusions and comments of this assessment?

Recommend Closure of centre to protect front line delivery of Services and explore further access points to increase accessibility across the borough to a more diverse group of young people.

## Impact Needs/Requirement Assessment Completion Form

Should you:

1. Take any immediate action?
2. Develop equality objectives and targets based on the conclusions?
3. Carry out further research?

16. If equality objectives and targets need to be developed, please list them here.

17. What will your resource allocation for action comprise of?

If you need more space for any of your answers please continue on a separate sheet

Signed by the manager undertaking the assessment:

Full name (in capitals please): TANUJA SAUJANI

Date: 24<sup>th</sup> Feb 2012

Service Area and position in the council: Brent Youth and Connexions Service Manager

Details of others involved in the assessment - auditing team/peer review: Angela Chiswell – Head of Service

Once you have completed this form, please take a copy and send it to: **The Corporate Diversity Team, Room 5 Brent Town Hall, Forty Lane, Wembley, Middlesex HA9 9HD**