

report

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY	
date	29 July 2005	agenda item number

REPORT OF THE CHIEF FIRE OFFICER

PRINCE'S TRUST TEAM PROGRAMME - ESTABLISHMENT OF TWO ADDITIONAL TEAM LEADER POSTS (GRADE 6)

1. PURPOSE OF REPORT

To seek Member's approval to establish two further posts of Team Leaders as part of the Prince's Trust Team programme.

2. BACKGROUND

- 2.1 The Prince's Trust was established in 1976 and is the largest charity for young people in the UK, with a core aim to help disadvantaged young people get on in life. It helps young people to overcome barriers through practical support including training, mentoring and financial assistance. The trust focuses its efforts upon young people who struggle at school, those who are in or leaving care, those who are at risk of offending or who have offended, and the long term unemployed.
- 2.2 In the UK in 2004/05 the Trust supported 8,594 young people to undertake the unique personal development programme, which uses teamwork in the community to help gain confidence and skills as well as improve job prospects. The scheme targets those from disadvantaged backgrounds including educational underachievers, the unemployed, employed and young offenders.
- 2.3 Within Nottinghamshire in 2004/05 the Service delivered 5 teams, supporting 60 young people : 13 New Deal, 43 unemployed and 4 employed. 42% gained jobs and 42% went back into education or training. The Service established a partnership with the Prince's Trust in 2001 and have been responsible for running 14 courses during this period. Currently the Service resources the courses through three posts – a Delivery Partner Manager and 2 Team Leaders.
- 2.4 The partnership involves the Service in recruiting volunteers for the programme on the basis of 15 people per course. It is the aim to ensure that a proportion of the volunteers should be employed, part of the New Deal Scheme or recruited from local employers as part of their personal development programme for their staff. The organisation then receives funding from an associate training agency, in this case Derby College, according to the number of volunteers recruited to each course. This funding is provided by the Learning Skills Council, New Deal and from employers using the programme as a personal development tool.
- 2.5 The Team programme is aimed at young people aged between 16 to 25 years old and the programme runs for 12 weeks, with the volunteers becoming involved with activities which will enhance their self esteem, confidence, life skills and job skills / experience. This involves basic skills training (for the unemployed) involvement in a community project, a residential week and a work placement. The programme also helps participants to consider career and further education options.

3. REPORT

- 3.1 The Service has been exploring opportunities to further develop TEAM in communities across the County. During the last two years the Service has run programmes predominantly in the south of the County, Stockhill and more recently in the North, Mansfield. It is apparent that from discussions with the Trust and partner organisations that there is a clear need to increase the number of sites within the County. The proposed sites would be in the central city area and Bassetlaw. The Service would aim to deliver the programme in conjunction with other programmes aiming to engage with young people in areas of high unemployment. The intention of the Service, in line with the contractual arrangements as a delivery partner of the Trust, is to increase the number of teams delivered across the County, and deliver 10–12 teams in 2005/06.
- 3.2 To achieve this the Service will need to appoint 2 new team leaders who will be responsible for working with our partners across the county and to deliver a further 4 teams in the remainder of the year 2005/06. The service also intends to continue to explore the opportunities of securing Team Leaders from secondments from employers personal development programmes. A job description is attached as Appendix A.

4. FINANCIAL IMPLICATIONS

- 4.1 The Service set aside £30,000 from within the Community Safety budget to support the introduction of the Prince's Trust programmes within Nottinghamshire. It was hoped that over time this money could be directed back to Community Safety as the Prince's Trust activities became self financing. Since inception, the Prince's Trust unit has consistently performed within this parameter but it is difficult to recover the total costs as all the overheads are currently borne by the two active team leaders. The creation of two new team leader posts will allow these overheads to be spread across a larger number of teams, thus making the ultimate goal of self financing more achievable.
- 4.2 Cost estimates show that for the Prince's Trust activity to break even, the unit would have to generate £19,600 per team if six teams are run. If the two additional team leaders are appointed this increases the capacity of the unit to twelve teams, which reduces the break even point to £16,600 per course. Performance is currently below this level with, on average over the past five courses, income being only £13,876 per team. However the recent performance of the unit has increased, with a figure of £22,000 being achieved from the last course. It seems likely therefore that the unit will be able to meet it's target of £16,600 to break even or at least the £14,115 per team required to stay within the original budget target of a deficit of £30,000. A forecast of the financial figures is given as Appendix B.

5. PERSONNEL IMPLICATIONS

Recruitment to the vacancies will be in line with the Authority's recruitment procedures, ensuring equality of access and opportunity to all potential applicants.

6. EQUALITY IMPACY ASSESSMENT

Through the delivery of the Prince's Trust Team programme the Service will be able to address both sustainability within communities and wider issues of social inclusion.

7. RISK MANAGEMENT IMPLICATIONS

- 7.1 The Office of the Deputy Prime Minister (ODPM) has set targets for reducing the number of accidental fire related deaths in the home by 20% by 2010, and reducing deliberate fires by 10% by 2010. This is recognised by the ODPM as a challenging target and only by working in true partnership across the whole of Nottingham with the targeted responses in those communities at most risk, will the Service successfully achieve a reduction.
- 7.2 The Service's Community Safety Strategy 2005 – 2007 sets out a commitment to ensure that every young person has the opportunity to engage and access intervention programmes, giving them the opportunity to prepare for their role as future citizens and develop a wide range of skills. The Fire and Rescue Services draft Youth Strategy sets out a number of key aims, which will be integrated into the National Framework for 2006/07. The Prince's Trust target groups generally match those target groups identified within our Integrated Risk Management Plan as high risk, and hardest to reach. This programme provides the Service with a focused approach to specific groups and agendas community safety, road safety initiatives, work with offenders and useful life skills. Gaining access to places the Service might not normally be invited. By giving these young people a second chance, investing and developing in them, the Service can maximise their potential and celebrate their achievements. Through increasing employment opportunities we can break the cycle of deprivation

8. RECOMMENDATIONS

That Members approve the establishment of the two posts of Prince's Trust Team Leaders on a Grade 6, to enable the Service to engage with young people in the Prince's Trust Team programme across the City and County of Nottinghamshire.

9. BACKGROUND PAPERS FOR INSPECTION

None.

Paul Woods
CHIEF FIRE OFFICER

**NOTTINGHAMSHIRE FIRE & RESCUE SERVICE
JOB DESCRIPTION**

Job Title:	PRINCE'S TRUST VOLUNTEERS – TEAM LEADER
Grade:	SCALE 6
Personnel Reference:	SSPRINCE02
Conditions of Service:	NJC for Local Government Services
Responsible to:	DELIVERY PARTNER MANAGER
Responsible for:	<i>(individual posts or team/section/dept name)</i>

General Description of Post

The postholder's primary responsibility will be to deliver the Prince's Trust Volunteers Personal Development Programme to young adults aged 16-25 years.

Specific Duties

1. To recruit a mixed range team of volunteers including liaising with training managers, Employment Services, Careers Officers, employers, youth organisations, youth Offending Teams, schools and colleges, Probation, Drug Centres and Prisons as necessary.
2. Set the volunteers programme objectives to meet both team and individual needs and deliver the expected outcomes.
3. To liaise with community organisations and agencies to plan, prepare and supervise appropriate team projects and individual placements for Volunteers.
4. To plan and deliver a Volunteer's programme which includes all the elements required by the Prince's Trust including Basic and key skills.
5. To provide leadership and guidance to the team, taking responsibility for their health, safety and welfare, including taking appropriate disciplinary procedures.
6. To conduct risk assessments, report all accidents, incidents and near misses as required.
7. To conduct regular meetings for evaluation, review and assessment with the whole team and on an individual basis.
8. To be responsible for own time management and directing appropriate workload of support staff allocated to the Team.
9. To keep appropriate records of the team and individual performance and progress.
10. To submit regular reports on the Volunteers team to the Delivery Partner Manager and make a significant input to the planning, review and evaluation process.
11. To be responsible for petty cash and community project accounts.
12. To carry out the responsibilities expected of a Brigade Driver at all times.
13. Ensure the security and maintenance of the premises, vehicles and equipment allocated to team leaders.

14. To actively support and attend relevant Prince's Trust Events as required.
15. Successfully complete the Prince's Trust Initial Training Week and achieve Team Leaders Award within eight months.
16. To undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant changes of a permanent nature should be incorporated into the job description in specific terms.

Specific Health & Safety Responsibilities

17. This should denote any managerial, specialist or corporate health and safety responsibilities. The Health and Safety Advisor can advise on any particular issues. You may wish to consider the environment in which an individual works, the equipment and substances they handle, responsibility for employees, trainees or contractors.

General Responsibilities (all employees)

18. (a) Health and Safety

To take reasonable care for your own health and safety and work and that of other persons who may be affected by your work activities.

To co-operate with Nottinghamshire Fire & Rescue's attempts to comply with health and safety legislation. Where appropriate you must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.

To work in a safe manner in which you have been trained and instructed and advise your line manager of any health and safety problems you become aware of.

To familiarise yourself with the contents of the Service's Written Safety Policy.

(b) Use of equipment and other appliances

To take proper care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Service or provided or issued by a third party for individual or collective use in the performance of the job holder's duties

(c) Equalities

To uphold the Nottinghamshire Fire and Rescue Service's Fairness at Work and Equal Opportunities policies and practices and to treat all colleagues, service users and contacts with respect and in accordance with the expectations laid down by the Service.

To promote and deliver fair and quality services that are sensitive and responsive to all service users.

(d) Code of Conduct

To adhere to the standards of the Code of Conduct established by the Service.

(e) Personal Development

To keep up to date with current practice, undertake training and Continuous Professional Development as appropriate.

(e) Information Technology

To comply with security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and ensure adherence to the principles of the Data Protection Act.

To undertake any training and operation of new technologies and associated systems as required.

APPENDIX B

PRINCES TRUST BUSINESS CASE FINANCIAL FORECAST

	2 TEAM LEADERS	3 TEAM LEADERS	4 TEAM LEADERS
Salaries	£77,000.00	£101,000.00	£125,000.00
NI @ 10%	£7,700.00	£10,100.00	£12,500.00
Sup @ 14%	£10,600.00	£14,000.00	£17,500.00
Training - Staff	£10,000.00	£15,000.00	£20,000.00
Station Maintenance	£1,000.00	£1,500.00	£2,000.00
Electricity	£0.00	£0.00	£0.00
Gas	£430.00	£645.00	£860.00
Rent & Hire Premises	£0.00	£0.00	£0.00
Business Rates-Current Yr	£1,120.00	£1,680.00	£2,240.00
Water Charges - Metered	£70.00	£105.00	£140.00
Sewerage & Environmental	£100.00	£150.00	£200.00
Other Public Transport	£0.00	£0.00	£0.00
Non-Uniformed Travel	£4,000.00	£6,000.00	£8,000.00
Office Equipment - Purchase	£0.00	£0.00	£0.00
Operational Equipment	£60.00	£90.00	£120.00
Catering Contract-Variable	£0.00	£0.00	£0.00
Uniform	£250.00	£375.00	£500.00
Stationery	£0.00	£0.00	£0.00
Phones - General	£900.00	£1,350.00	£1,800.00
Computer Equipment Purchase	£0.00	£0.00	£0.00
Computer Equipment Repairs	£0.00	£0.00	£0.00
Subsistence Allowance	£1,750.00	£2,625.00	£3,500.00
Total Cost	£114,980.00	£154,620.00	£194,360.00
Income based on average of £15k/Team	£90,000.00	£135,000.00	£180,000.00
cost projection based on £15k income	-£24,980.00	-£19,620.00	-£14,360.00
Break even figure	£19,163.33	£17,180.00	£16,196.67
current performance over last 5 teams £13876/Team	£83,256.00	£124,884.00	£166,512.00
Cost projection based on current income/Team	-£31,724.00	-£29,736.00	-£27,848.00

Team Make-Up	Full Programme	Potential 12	80%R-/40%ND	Potential 15	80%R-/40%ND
New Deal £72.28 week	£939.64	£5,637.84	£4,510.27	£5,637.84	£4,510.27
Un-employed 12 week programme	£2,886.56	£8,659.68	£6,927.74	£11,546.24	£9,236.99
Un-employed minimum 6 weeks	£2,597.92	£2,597.92	£2,078.34	£7,793.76	£6,235.01
Employed	£1,260.00	£2,520.00	£2,016.00	£3,780.00	£3,024.00
New Deal gaining employment 13 weeks	£443.00	£2,658.00	£1,063.20	£2,658.00	£1,063.20
12 clients per Team		£22,073.44	£16,595.55	£31,415.84	£24,069.47
Total income for 12 Teams during year		£264,881.28	£199,146.62	£376,990.08	£288,833.66
Total costs for 12 Team		£194,360.00	£194,360.00	£194,360.00	£194,360.00
Projection		£70,521.28	£4,786.62	£182,630.08	£94,473.66