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London Youth Employment Initiative
Background Information - Paper Four

This paper is part of a series that provides background information for colleagues taking part in the development of programmes as part of the London Youth Employment Initiative (YEI).

There are four papers in the series:

Paper One – Provides a brief overview of the YEI and European Structural and Investment Funds (ESIF) in London

Paper Two – Provides a summary of the key responsibilities in the development of YEI programmes

Paper Three – Provides an outline of the programmes to be developed

Paper Four – Sets out the objectives for the Task and Finish Groups that have been established to develop programmes

This Paper sets out the purpose of the Task and Finish Groups, their membership and accountability.

Task and Finish Groups

The YEI Planning Group is setting up Task and Finish Groups to develop London's YEI Programmes, enabling contributions from a wide range of partners and stakeholders.

> ***The objective of the Task and Finish Groups is to complete a Programme Template for their programme area and send it to the YEI Planning Group by 30th June 2014.***
>
> (The Programme Template is a document that enables the Skills Funding Agency to procure appropriate provision – see Appendix One)

To achieve this task within the required timescale, Task and Finish Group leaders have to:

1. *Identify the organisations that should be invited to take part in the Group and set up the first meeting*
2. *Assign actions to Group members and monitor progress, providing additional guidance and support where needed*
3. *Ensure that the whole Task and Finish Group membership has the opportunity to comment on the Template at each stage of its development*
4. *Report to the YEI Planning group as necessary and hand-over the completed template on time*

Membership

Membership of each Task and Finish Group is at the discretion of the Group Leader and agreed by the YEI Planning Group. Task and Finish Group members are expected to:

- Add insight to, knowledge of and data about the specific needs of the priority disadvantaged groups identified in the ESIF Strategy for London;
- Contribute to the design of programmes by sharing their experience of delivering programmes to young people;

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- Make informed contributions to the shaping of programmes based on a clear understanding of the needs of young people

Note: the Task and Finish Groups will require their members to take a number of actions in a short period of time (May-June 2014). Accepting an invitation to join a Task and Finish Group assumes preparedness to undertake any assigned actions within specified timescales. Task and Finish Groups are **not** intended to provide their membership with background information; briefings – including briefings for providers – will be available separately.

The EPMU will provide co-ordination for the Task and Finish Groups by confirming Group membership and the dates of meetings. The EPMU will also have general oversight of each Task and Finish Group and act as an intermediary for the Groups during the reporting of activity to the YEI Planning Group. The EPMU will aim to attend at least one meeting of each Task and Finish Group.

Task and Finish Groups aim to share the knowledge and experience of their members so that YEI Programmes in London best meet the needs of young people. Members of the Task and Finish Group and their organisations are **not prevented** from bidding to run programmes when Opt-In organisations issue tenders. Membership of Task and Finish Groups will not count in favour of organisations that subsequently submit tenders.

Members of Task and Finish Groups will include:

- Local Authorities;
- Opt-In Organisations;
- London Councils;
- GLA;
- Third Sector Organisations;
- Representatives of specialist organisations representing the interests of the groups of young people identified in the ESIF Strategy for London;
- Employers / industry representatives;
- Providers;
- Other community interest groups.

Accountability

Through their Group Leader and EPMU, Task and Finish Groups report to the YEI Planning Group.

Further Information can be found at this website:

Skills and Employment Working Group:
http://www.london.gov.uk/moderngov/ieListMeetings.aspx?CId=253

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Appendix One

Programme Commissioning Template

PROGRAMME NAME:	
STRAND	
ACTIVITY	
PROPOSED OPT-IN	**Skills Funding Agency** **(Other – please specify)**

Part 1: High level programme proposal

1. PROGRAMME DESCRIPTION **Please describe the provision you wish to put in place, including the main drivers, aims and objectives and brief outline of the delivery model.**
The T&F Group to describe the provision sought, including the main drivers, aims and objectives and briefly outline the key aspects of the delivery model. The Task and Finish Group is not expected to define a specific methodology.

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2. RATIONALE FOR INTERVENTION **Please set out evidence of need, gap being addressed, complementarity with mainstream provision.**
This section will be informed by the research and analysis provided to the T&F Group, plus input from T&F members and consultees on other provision available to meet the needs of the target group.

3. TARGET GROUP(S) **Please describe the target group(s), any eligibility criteria and/or restrictions.**
T&F Group to complete this section, informed by members' knowledge of the target group, other provision available, and the research and analysis

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4. GEOGRAPHY **Please detail the geographic coverage of the programme and indicate proposed contract level geography e.g. JCP district, YPES cluster, Functional Economic Area etc.**
T&F Group to complete this section, informed by members' knowledge of other provision available, 'what works', and the research and analysis

5. PROVISION TERM **Please indicate the proposed duration of the programme and estimated start and end dates.**
T&F Group members to propose a duration based on suggested outputs and outcomes and knowledge of target groups and 'what works'. However, this will be finalised by YEI Planning Group in consultation with opt-ins.

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6. VOLUMES & KEY OUTCOMES

Please indicate the volume of participants to be supported by the programme and list the key outcome(s) e.g. 26 week sustained education, employment or training.

T&F Group members to:

- Estimate number of people to be supported ('starters') based on local knowledge and research/analysis provided.
- list the key outputs and outcomes that participants will achieve, based on knowledge of target groups, 'what works', which outcomes will have the greatest impact for the participant
- Identify how the outcomes link to the overall objectives of the programme
- Identify how the outputs and outcomes might best be measured.

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7. INDICATIVE BUDGET

Please provide details of the estimated budget for this intervention and a broad indication of the payment model to be used.

To be completed by the YEI Planning Group / EPMU

Part 2: Detailed Requirements (worked up following in-principle agreement by LEP)

8. OUTPUT AND OUTCOME VOLUMES

Please indicate the proposed volumes of outputs and outcomes and the basis for these estimates e.g. unit cost benchmarks and conversion rates.

To be completed by the YEI Planning Group / EPMU

	2015	2016	2017	Total
Output 1				
Output 2				
Outcome 1				
Outcome 2				
Outcome 3				
Total				

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9. PROGRAMME BUDGET

To be completed by the YEI Planning Group / EPMU

Please provide details of the required funding for this programme.

2015	2016	2017	Total

10. DELIVERY MODEL

Please detail any specific requirements in relation to the project delivery model.

To be completed by the YEI Planning Group / EPMU

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11. CONTRACT VOLUMES Please provide an estimate of contract volumes and anticipated average contract size.
To be completed by the YEI Planning Group / EPMU

12. FUNDING MODEL Please describe the proposed funding model for this provision.
To be completed by the YEI Planning Group / EPMU

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13. PROCUREMENT Please detail any particular requirements around procurement of the provision e.g. method, stages, timeframe etc.
To be completed by the YEI Planning Group / EPMU

14. SIZE & VOLUME CONTRACTS Please provide an estimate of number of contracts and contract value
To be completed by the YEI Planning Group / EPMU

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15. SCORING FRAMEWORK – KEY CRITERIA Please detail any key criteria to be incorporated into scoring framework.
To be completed by the YEI Planning Group / EPMU

16. STRATEGIC FIT & COMPLEMENTARITY WITH OTHER OPT-IN PROVISION UNDER THIS THEMATIC OBJECTIVE/PRIORITY [Possibly more of an internal sense check for EPMU to do at either Stage 1 or Stage 2 to look at overall programme fit].
To be completed by the YEI Planning Group / EPMU