

Tees Valley Pathways & Routeways Newsletter

2nd Edition – April 2020

The quarterly newsletter produced by Hartlepool Borough Council.

Welcome to the second edition of Tees Valley Pathways and Routeways Newsletter. The purpose of the newsletter is to update you with news, current performance and share best practice from Delivery Partners. In this edition, we highlight the guidance from the Managing Authority and identify some of the virtual delivery being undertaken by Delivery Partners.

Performance

Both Tees Valley Pathways and Routeways Programmes are substantially over-achieving on the overall targets and continue to make excellent progress for Starts, Supported Interventions and Progressions. There were delays at the start of this quarter due to Christmas and New Year and to the end of the quarter due to the current situation. However we continue to be exceeding targets as the tables below demonstrate.

It is recognised the current situation will have a significant impact; and it is important that young people continue to be supported by Delivery Partners. It is imperative for Delivery Partners to engage unemployed young people in partnership with key stakeholders such as Jobcentre Plus so individuals can be supported through the Tees Valley Pathways and Routeways Programme and be prepared for the potential return to normal working practices.

Tees Valley Pathways

	Profile (Up to 31/12/19)	Actual (As of 08/01/20)	Overall Profile
Starts on Programme (Unemployed and Inactive)	6,749	7,245	8,698
Progressions	2,783	3,467	3,695
Completions (Supported Interventions)	3,981	4,361	5,765

Tees Valley Routeways

	Profile (Up to 31/12/19)	Actual (As of 08/01/20)	Overall Profile
Starts on Programme (Unemployed and Inactive)	704	867	925
Progressions	321	439	445
Completions (Supported Interventions)	443	609	650

* If you would like a further breakdown of these figures such as by Local Authority then please contact a member of the YEI Management Team.

The Tees Valley Pathways & Routeways Programmes are part-funded by the European Social Fund and supported under the Youth Employment Initiative.

Update

We would like to thank all Delivery Partners for submitting all Transaction Lists and Participant Schema by the deadline for Quarter 1. The evidence is currently being checked and sampled by the YEI Project Team. The final claim will then be submitted to the Department of Work and Pensions by the deadline of Thursday 7th May 2020.

As identified within the recent guidance, the Managing Authority have agreed they will make payment once the full claim has been submitted. This is to support Delivery Partners and will be prior to the desk based checks which will be completed by the Managing Authority.

In addition, the payment for the Quarter 4 Pathways Claim has been received and Partners should have already received their Purchase Orders. Please ensure invoices are raised as quickly as possible, quoting your Order Number and emailed directly to supplier.invoices@hartlepool.gov.uk.

It has been identified that a number of Delivery Partners are delivering innovatively using virtual methods and are still actively recruiting participants. In this edition, we have identified three case studies that highlight some innovative activity which ensures that participants are continuing to be supported by the Tees Valley Pathways & Routeways Programme.

Case Study 1

The first week saw us check contact information for participants and carry out general welfare checks to identify whether additional support was required. We have daily Team Meetings through Microsoft Teams to discuss tasks for the day and to address any concerns. This is in addition to our usual weekly Team Meeting with Senior Management.

We wanted to avoid a situation where referrals dry up and therefore the team discussed how we could be proactive in recruiting participants. We therefore emailed each Jobcentre Office and contacted a number of Work Coaches directly. This received a positive response at Redcar and Thorntree Jobcentre Offices who both shared the information with their Staff.

The information we provided highlighted our offer through the programme and confirmed how we are still actively supporting young people and taking new referrals. It also stated that we are able to help with online applications, creating CV's, promoting positive wellbeing and providing virtual support on a 1-1 basis. This has proved to be very successful and has been welcomed by the Project Team and participants.

Case Study 2

We currently contact all live participants on a weekly basis. Initially we phoned each participant to advise how we would keep in contact with them. The contact is to check their wellbeing whilst also supporting any other requirements such as training or online application forms. We are delivering learning sessions via Zoom and Adobe Connect to participants who have access to computers, tablets or a mobile phone. We continue to remind each participant how this will put them in a stronger position to find employment both now and in the future across Tees Valley.

We send out emails on a weekly basis to all participants identifying potential job opportunities and support them remotely to complete application forms. We are also working with participants to amend/update their CVs to make sure they are up to date and fit for purpose.

We recently sent over 100 emails to people who had previously shown an interest in our Apprenticeship provision and explained how we can provide support them through the Tees Valley Pathways and Routeways Programmes. We immediately got responses and individuals have now commenced on the programme. As an Organisation, we are also reviewing caseloads as we have a number of participants who are eligible to progress onto our Routeways Programme.

In addition, our Business Development Team review all applications for Apprenticeships to identify learners who are not ready for interviews and would welcome support from the Tees Valley Pathways Programme. We offer them the chance to join our online programme to provide them with employability training, advice and guidance. These actions are proving to be very successful and we have had a number of progressions over the last 4 weeks. To support the online learning we are transferring one of our tutors to deliver programmes via Adobe Connect.

Case Study 3

We are currently running our YEI Programme remotely and provide every participant with a weekly wellbeing review alongside the monthly reviews of their Individual Learning Plan. We continue to share key worker job vacancies and online learning opportunities with our young people and provide full employability support including CVs and Application Support. We are taking on new referrals by engaging with key stakeholders and have already this week had an employment outcome.

We are running the #IWill Pathway Facebook Page which provides up to date information, job vacancies, online training, quizzes and mindfulness exercises. This is alongside our live sessions which are delivered by both ourselves and other Training Providers and a weekly virtual Youth Club. Our successful Youth Café is to become a virtual Youth Club led by young people and will be facilitated by our Youth Coaches. It is hosted by Facebook and is held every Thursday between 2pm-4pm and includes: open discussions, isolation disco, quizzes, challenges and guest speakers.

We also deliver a number of social action projects, linking young people to voluntary placements within their local community. We offer young musicians, DJ's and artists the opportunity to showcase their talents via the virtual Youth Club and will be delivering a number of informative vlogs.

All participants receive a resource pack to help them complete the activities and support them through these difficult times whilst promoting the opportunities available through the Tees Valley Pathways Programme.

Upcoming Events

Celebration Event

The proposed event had to be postponed; however, we still plan to hold an event in the future for the Tees Valley Pathways & Routeways Programmes which will recognise the success of the programme. The purpose of the event will be to celebrate the performance, celebrate the achievements of young people and promote the Tees Valley Pathways and Routeways Programmes.

May 2020 – Virtual Cluster Meetings

The YEI Project Team appreciates the continued positive activities being provided by Delivery Partners. We are therefore currently arranging some Virtual Cluster Meetings which will take place in May 2020. The purpose will be to share best practice from Partners, highlight good news stories and discuss the recent guidance from the Managing Authority. We are currently working with our IT Team to set this up and will confirm the date as soon as possible to all Delivery Partners.

Equality and Diversity

Equality & Diversity continues to be a priority and over the first quarter of the year:

- Equality & Diversity was an Agenda item at Cluster Group Meetings in February and Contract Officer Meetings in January and February;
- Edition 1 of the newsletter was produced and issued across the Consortium and Stakeholders in January 2020 and will continue to be issued on a quarterly basis;
- Equality & Diversity was a standard agenda item in all Contract Reviews;
- During Quarter 1 the Project's Equality & Diversity Action Plan has been updated;
- The forthcoming Cluster Group Meetings will be held as a teleconference to enable a continued focus on Equality & Diversity.

The focus for Quarter 2 will be to:

- Refresh the Directory of Opportunities to ensure the document meets the needs of Delivery Partners, Stakeholders and Employers;
- Highlight opportunities to upskill Staff Members within all Delivery Partners across the YEI Consortium;
- Ensure reasonable adjustments have been made to allow access for people with disabilities onto the Tees Valley Pathways and Routeways Programme.

Our focus on Equality and Diversity is to ensure that no participants or groups are excluded from accessing the support through the Tees Valley Pathways and Routeways Programme.

Sustainability

Sustainability continues to be a priority and over the first quarter of the year:

- Sustainability was an Agenda item at Cluster Group Meetings and Contract Officer Meetings;
- Delivery Partners were updated on progress and best practice at the previous Cluster Group Meetings;
- A newsletter was produced and will be issued on a quarterly to Consortium members and Stakeholders which highlighted key areas/initiatives.
- Sustainability will continue to be a standard agenda item at all Contract Reviews.

The focus for Quarter 2 will be to:

- Encourage Consortium members to reduce the use of office consumables and to promote energy efficient equipment;
- Engage with employers on the Low Carbon/Green Economy to promote opportunities for participants to access employment as this is an identified Growth Sector for the Tees Valley;
- Use recycled paper and print double sided to reduce usage.

Marketing

We still plan to develop an updated Directory of Opportunities. We have received a pro-forma from each Delivery Partner which highlights their offer through the programme and their contact details. An electronic Directory of Opportunities is currently being designed which will be available for circulation in May 2020.

Guidance and Support

We would encourage all Delivery Partners to read the guidance which has been issued and is updated regularly by the Managing Authority. You have all received the link from your Contract Officer; however, for those who haven't seen this information please [click here](#).

We continue to provide ongoing support to all Delivery Partners and should you need to contact a member of the team please do not hesitate to do so. Our contact details remain the same and to confirm they are as follows:

Scott Campbell.
Mob: 07773474725
Email: scott.campbell@hartlepool.gov.uk

Martyn French
Mob: 07973 734654
Email: martyn.french@hartlepool.gov.uk

Malcolm Yorke
Mob: 07970 172019
Email: malcolm.yorke@hartlepool.gov.uk

Sue Davies
Mob: 07971 360141
Email: susan.davies@hartlepool.gov.uk

Caitlin Squire
Email: caitlin.squire@hartlepool.gov.uk

Claudia Hill
Email: claudia.hill@hartlepool.gov.uk

Millie Howey
Email: millie.howey@hartlepool.gov.uk

Thank You!

We would like to extend a big thank you to Julie Seymour who officially retires from Hartlepool Borough Council at the end of May 2020. Julie's actual leave date is 20th May 2020 and she will be sorely missed after 17 years of service. This will be a big loss to the Council's Learning & Skills Service and, in particular, the Youth Employment Initiative Team.

Patrick Wilson, Learning and Skills Manager from Hartlepool Borough Council said: *"I would like to wish Julie and her family good luck, she has been an excellent Ambassador for the Council and an excellent and well regarded Project Coordinator. She will be missed not only by me but also by all Staff within the Learning and Skills Team, where she is really well liked and highly regarded by all Staff Members."*

We would like to take this opportunity to thank Julie for all her hard work as she was critical in securing, implementing and managing the Tees Valley Pathways & Routeways Programmes. Without Julie's expertise, determination and tenacity the programmes would not have supported over 8,000 participants across the Tees Valley. I am sure you will all join us in wishing her a long and happy retirement from the Council.

We hope you have enjoyed this edition of the Newsletter, please provide any feedback or features you would like to see. If you have anything you would like including in the next edition then please contact us on YEI@hartlepool.gov.uk.



TEES VALLEY MAYOR