

Appraisal application form for Interaction NMP Board

A Summary and basic information

| | | | |
|--|--|--------------------|----------|
| 1. Title of proposal | "Changing Gear" MOTOR VEHICLE PROJECT | | |
| 2. Date submitted | 14th August 2007 | | |
| 3. Summary of proposal (max 150 words) i.e. what does the proposal involve and what will it achieve? | | | |
| <p>A fully equipped Motor Vehicle Workshop and all PPE will be issued to the young people. The tutor with the relevant qualifications and CRB check will deliver the 3901 qualification and practical sessions in basic mechanical principles.</p> <p>The project will provide open access to all young people aged 14-16years in the Golf Green and Pier wards If they are 16 plus they will have the opportunity to experience a work placement as part of the e2e programme. Additional accredited qualifications CIEH Health and Safety and CIEH Manual Handling will also be available as part of their programme.</p> <p>They will be provided with cooked breakfast daily before training commences. Transport will be available if required and If appropriate a referral to the "Youth Mentor" Project which provides support to young people that are vulnerable and are in danger of becoming involved in the criminal justice system. The aim is to and reduce anti social behaviour, provide an opportunity for re engagement into learning and encourage and motivate young people to be a positive member of their community thus developing their self esteem and confidence.</p> <p>[This would be a pilot project from October 2007 – March 2008 as reflected in the**costing]</p> | | | |
| 3. How much will the proposal cost in total? | | | |
| | From NM | From other sources | Total |
| Capital | | 25,000 | 25,000 |
| Revenue | 26,160 | 10,000 | 36,160 |
| Total | 26,160 | 35,000 | **61,160 |
| 4. Organisation responsible | | | |
| Name of contact and position | Diane Boyd Centre Manager | | |
| Address | 102 Oxford Road Clacton on Sea Essex CO15 3TH | | |
| Phone | 01255 431877 | | |

e mail

Diane.Boyd@nacro.org.uk

B The proposal

1. What is the problem you are trying to address?

Set out the problems and causes, using statistics and evidence where available – referring to the delivery plan and its targets and outcomes

A] To reduce the high percentage figure of -58.65% who have no qualifications leading to significant problems in income and employment as shown in the Indices of Multiple Deprivation 2004{revised} and reflected in the local high NEET percentage.

B] To reduce the high levels of drug and alcohol misuse this is often caused by social and economic depravation.

C] Anti social behaviour caused by lack of facilities in the evenings and weekends that provide motivation and engagement creating a feeling of social exclusion.

D] Unsafe areas as perceived by residents at hot spot times during evenings and weekends

E] Local communities have lack of nutritional knowledge resulting in the level of health issues reaching 23.54% as opposed to Tendring DC currently at 11.17%.

2. Proposal objectives?

List the objectives for the proposal (these should be measurable) which can be used to evaluate the impact of the project

Reduce anti social behaviour by 20%

40 Young people to enrol on project per year [20 – 6 months]

80 % of young people to achieve units towards the 3901 Qualification

90% of young people to achieve a CIEH Health and Safety or Manual Handling qualification.

Progressions – 50% of young people to progress into either FE/employment/employment with training.

All young people 16plus will have the opportunity to take part in Motor Vehicle work experience.

3. How do you propose to address the problem?

List the activities and set out who will benefit.

A] To reduce the high percentage of young people that have no qualification or are in the NEET group we will provide practical sessions held in workshop embedding literacy and numeracy and through theory session for written evidence of 3901. Gain relevant qualifications and work experience to up skill and develop their confidence, motivation and self esteem.

Working in partnership with local schools to ensure development of community engagement and to increase qualifications and achievement for the young people that are in danger of exclusion.

B] Providing workshops and outreach support by specialist agencies to reduce the high levels of drug and alcohol misuse in the area. Providing an open access policy to the project to allow the young people the opportunity to achieve sustainable employment thus enabling them to improve their social and economic situation.

C] Provide Youth Mentor support to young people that are vulnerable and are in danger of becoming involved in the criminal justice system. The aim is to reduce anti social behaviour by 20%, provide an opportunity for re engagement into learning and encourage and motivate young people to be a positive member of their community thus developing their self esteem and confidence. Currently 3% of young people referred aged 10-18 are from the pier ward and 19% from Golf Green 22% from the Harwich wards and 18% from rural areas and 38% from wards in the Clacton area.

D] Reduce the resident's perception regarding the deterioration of the town centre from 44% by making the area safer by encouraging young people to make a positive contribution to their community. This can be achieved by engaging young people on to structured motivating projects during evenings and weekends which will provides support, training and qualifications with an opportunity to gain employment or progress into further education. Removing barriers regarding transportation with provision of centre minibus and pre arranged location and pick up times.

E] Increase nutritional knowledge to reduce the level of health issues by the provision of nutritional breakfast to encourage a healthy diet with access to "Health for Life" qualification and healthy living guidance will be available throughout the project as outlined by the North East Essex PCT, Local Action plan for Tendring.

Overall summary;

The project endeavours to encourage and develop private sector engagement through work placements and "taster days" and provide local job opportunities for local people.

Nacro Essex currently provides a supportive development programme that encourages young people in their progression to their chosen goal with a humanistic ethos and a focused learning journey.

4. How does this proposal address the problem. List activities and describe evidence from similar initiatives if possible.

The activities have been embedded throughout all the projects delivered within Nacro as these are key objectives following the Every Child Matters agenda. SCHOOLS PLUS - Similar initiatives/projects such as the Schools plus Project. A total of 35 young people enrolled on to the Schools Plus programme last year and an amazing 81% of the young people became fully engaged on our Alternative Education Programme and have achieved qualifications.

FIREBREAK PROJECT-The "Firebreak Project" has undoubtedly made an extremely positive impact on the young people's development and learning experience. All the students whilst on this programme increased their motivation and maintained a good attendance record and their timekeeping and behaviour improved during the project and in centre. With the support of the training instructors they encourage the young people to achieve and develop their social skills. A total of 31 young people aged 14-16 years took part in three Firebreak Projects [26 Schools Plus and 5 from the e2e programme aged 16] this has only been possible with the help of Connexions funding. 75% of the young people successfully completed the course. Statistics show the young people behaviour following the programme. As you will see they provide a positive picture of outcomes achieved;

| | |
|------|--|
| 92% | Maintained good attendance time keeping |
| 8% | Attendance has deteriorated |
| 15% | Stopped substance misuse |
| 15% | Increased disruptive behaviour |
| 74% | successfully gained place at F E College or secured employment |
| 8% | Re offended |
| 100% | have achieved at least one qualification since attending "Firebreak" |

The "Firebreak Project" provides a fresh approach in relation to training and development for young people that not necessarily want to become "fire-fighters" and to be a most positive learning experience. The young people's accomplishments have been recognised and rewarded which has transformed the young people's negative perception of their own capabilities into a positive.

NACRO ESSEX MURAL PROJECT-A group of 25 young people from NACRO ESSEX created an artistic masterpiece at their centre in Oxford Road. The mural which is approx 4 feet by 15 feet is a true reflection of young people's experiences and their place in today's society. The mural incorporates caricatures of the students that took part.

The group designed and completed the piece of art over 6 months and the finished project was recognised by The Clacton Chamber of trade. Anne Oxley on behalf of "The Chamber" has approached NACRO to design a mural for "Christmas Tree Island" for the Christmas trading period.

The YIPPEE Project funded by CONNEXIONS was designed to provide additional mentoring support and address the needs and priorities of young people currently in the NEET Group. Addressing their emotional well being whilst developing their confidence, reducing barriers and encouraging them to move into education and or employment. Giving them a voice to make decisions about their future and providing activities that stimulate their minds and develop their attitudes to create a more positive approach to employment and further education.

The project has developed their knowledge about their local community and the need for their involvement as part of community projects or a project being delivered in their community. Qualifications and skills have been accessible to young people that were unable to engage in full time mainstream education. Developing writing and creating four different videos to promote "Firebreak", the YIPPEE Project, drugs awareness video "Open Weekends", also educational and documentary footage to compliment and finally a talking heads short video on anti bullying.

Learning how to respect each other and themselves is a fundamental quality that they are encouraged to develop. This quality will increase their prospects of securing employment or further education pathway to help them to widen their life experience in aim to reach their full potential and promote inclusion.

5. Community involvement

How have residents been involved in developing the proposal?

Stakeholder and Partnership working has been essential ,it has provided us with evidence that a practical Motor Vehicle Project would be a vital asset in engaging young people that are in the NEET group or who are involved in nuisance youth activity as identified in the ASB hotline statistics. Connexions, Tendring District Council, Education Welfare, Secondary Schools in the Tendring District, Police and Youth Offending Team are supportive of this project. Letters of support are available upon request.

6. Management arrangements?

Describe the arrangements for ensuring the proposal is managed, monitored and delivered as planned. Please give names of two references or referees (people that you've worked with before) that we can contact in advance of the appraisal process.

The projects are delivered by a tutor who is accountable for;

Monitoring /attendance/achievements/ reviews of progress/ setting targets and goals/ registering for relevant qualifications and certification/working with relevant agencies to provide support.

Project will be Monitored and evaluated in centre by Centre Manager and line managed by Regional Manager.

References;

1. Doug Rodway

Youth Offending Team Colchester.

Stanwell house

Stanwell Street

Colchester

Essex

CO2 7DL

2. Chris French

Primary Care Trust

Kennedy house

Kennedy way

Clacton on Sea

Essex

7. Risks

| Risk | Impact | Likelihood Low /Medium / High | Importance Low /Medium / High | Contingency and/or mitigation actions |
|--|---|--|--|--|
| Initial implementation or build risks for the project | | | | |
| Lack of Referrals | Lack of referrals would mean that our targets would not be met and would have a detrimental effect in relation to the reduction of the NEET% and anti social behaviour. | Med | high | Raise awareness and develop working relationships with partnership network and outreach. Promote the benefits of the project to ensure referrals and engagement Complete service level agreements, defining priorities and outcomes |
| Rural location of service users/ Transport | Barriers to young people engaging Due to financial restraints or accessibility to public transport | Low | high | Provision of centre minibus with organized pick up and drop off points |
| Private sector engagement – employer placements. | Negative views from potential host employers to provide work experience opportunities due to previous experiences | Med | high | Nacro provides a high standard of support in relation to induction, health and safety, child protection, equality and diversity and placement support throughout the young persons work experience |
| | | | | |
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| | | | | |

C Finances

1. What is the total cost of the proposal?

Itemise the total spend as much as possible and set out the period this will cover, indicating what proportion is required from NM

| | item | £ year 1 [**6 month] | £ year 2 | £ year 3 | Total |
|----------------------|---------------------------------------|----------------------------|----------|----------|-------|
| | | | | | |
| | | | | | |
| Revenue (NM) | Mobile/ Stationary/mark eting | 1,000 | | | |
| | Trainer charge & management | 13,000 2250 | | | |
| | Accreditation/ Placement checks | 2700 250 | | | |
| | Admin/insuranc e/fuel/ | 2560 | | | |
| | Small tools & equipment | 2,000 | | | |
| Total (NM) | | 26,160 | | | |
| Other funding | | 35,000 | | | |
| | | | | | |
| Total | | ** 61,160 | | | |

2. Value for money

Explain how this proposal provides value for money not only in terms of cost but also in terms of quality

Strong partnership involvement and networking to maximise opportunities for referrals and provision of support.

A Seamless transition for young people as a progression route to either e2e programme for post16 or Further Education or employment.

Auditable documentation and evaluation and monitoring reports providing statistics confirming good value.

Regional risk and performance management reviews

Support and guidance from mentors

Full use of available resources and support structure already embedded within the centre providing a humanistic, open access approach with the emphasis on inclusion.

3. What resources are already invested by your, and other, organisations in the area on this issue?

The Nacro Essex project delivers four major projects - e2e Post 16 funded by the LSC, Alternative Education Programme for 14 – 16 year olds funded by the Local Education Authority, Youth Mentor Project funded by Tendring District Council providing support for young people 10 -18 as a preventative tool to avoid them entering the criminal justice system .A three year Football Foundation Sports Project "REACT" which endeavours to engage young people through various sporting activities, promotes healthy lifestyles and nutritional eating.

We work with a wide span of partners in our delivery including Primary Care Trust, Youth Offending, Connexions, Essex County Fire and Rescue , Police, Open Road Holistic Centre ,TCVS ,local Tendring Schools and education welfare.

We provide innovative project that engage and stimulate young people such as the "Firebreak" Project and "Right Trax". Various art and media project which include Murals for the town centre and educational and promotional videos including drugs awareness and anti bullying.

We provide breakfast and lunch at the" Lazy Bones Breakfast Club and Diner" and External fun activities and cultural trips to Kentwell Hall Colchester Zoo and The Harwich Heritage Trail and "Theatre Active" Workshop.

4. Why is NM money needed? To provide the financial support required to sustain the Motor vehicle work experience and grow stronger links working relations so as to network through the

To provide the opportunity to deliver a project that will achieve the targets that are outlined in the delivery plan and relevant to the Nacro ethos.

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| 5. Can you be paid this money in arrears, or do you need it to prime the project? |
| We will require the money quarterly in advance to ensure the sustainability of the project. |
| 6. Who are your organisation's auditors? (Please attach a copy of your last set of audited accounts) |
| BDO Stoy Hayward LLP Chartered Accountant and Registered Auditors Emerald House East Street Epsom Surrey |

D Options

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|---|
| 1. What other options have been considered to address this proposal and if they were, why have they been rejected? |
| None |

E Measuring and sustaining the impact

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| Taking into consideration the objectives for the project set out in section 2, what outcomes do you hope to achieve? (I.e. overall results and benefits that relate to the delivery plan? How will the outcomes be measured? |
| <ul style="list-style-type: none"> ✓ Reduce anti social behaviour by 20% ✓ 40 Young people to enrol on project ✓ 80 % of young people to achieve units towards the 3901 Qualification ✓ 90% of young people to achieve a CIEH Health and Safety or Manual Handling qualification. ✓ Progressions – 50% of young people to progress into either FE/employment/ employment with training. ✓ All young people 16plus will have the opportunity to take part in Motor Vehicle work experience. |

2. What monitoring arrangements will be put in place?

Set out your milestones (what you will have done by when) and outputs (things you can count to measure your activities) How will spend be monitored?

- ✓ **Audits**
- ✓ **Project Action plan**
- ✓ **Risk management**
- ✓ **Staff Support and supervision**
- ✓ **Monthly accounts supplied by Nacro, Wisbech**

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| <p>3. Evaluation</p> <p>Following implementation of the project how will you evaluate if your objectives have been met and ensure that there is continuous improvement?</p> |
| <p>We would develop and evaluate the project by asking young people to attend Learners forums so their voice can be heard and comments and any issues discussed each month to improve services provided for the young people. To complete learner feedback forms by the young people and using their comments as an agenda item in the monthly forums. To complete monthly reviews with their key trainer and scheduled, meetings with their Connexions personal advisor to reflect on achievements and set goals.</p> |

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| <p>4. The long term and future</p> <p>What is the exit strategy when NM resources are no longer available and how will the benefits be sustained?</p> |
| <p>Our ongoing strategy would be to promote the project through Connexions, schools and education welfare and other sources of referral as the long term aim is to provide a vocational and practical project that will up skill the young people and encourage them in to employment or FE.</p> <p>As with all projects that are funded for a fixed term period we systematically apply for alternative sources of funding and where appropriate if we are unable to source the required funding would scale down the project to provide essential basic knowledge.</p> |

Appraisal and approval structures

| Amount of funding | Appraisal method | Approval required |
|--------------------------|---|---|
| Up to £2.5k | Neighbourhood Manager can carry out appraisal and submit for approval | Neighbourhood Manager and 2 Board members one of whom should be a resident board member if possible |
| Over £2.5k | Neighbourhood Manager and two board members one of which should be a resident board member if possible must go through the project appraisal form and submit for approval | Full Board |

Signed:Diane Boyd.....(project proposer) Date:

Name:

Appraisal Checklist – Interaction NMP Board Sharon Alexander

Proposal

Date

| Summary | Yes/no | Notes / changes required |
|---|------------------|---|
| Does this proposal impact on mainstream services or resources? | Yes | The project works with Schools and the PCT |
| Do we know what level of service are delivered by and resources committed to the area by this organisation? | Yes | The project will have the benefit of existing Nacro resources and the support and leadership of the Nacro Manager |
| Will this help us achieve our agreed outcomes? | Yes | This will meet the targets of LAA 14.1 NEET and contribute toward crime reduction |
| Is it based on the needs and wishes of local people? Have they been involved in the creation of the project idea? | Yes | Stakeholders and partners were engaged with and have supported this project |
| Will it make a lasting difference? | Yes | Participants self esteem and confidence will increase and a significant proportion will go on to further learning and will gain a qualification as a result of attending this course. |
| Is this a substitute for mainstream funding? | No | |
| Does it provide best value? | | |
| Is it too risky? | No | A risk assessment has been undertaken |
| Are we confident it will be well managed, monitored and evaluated? | Yes | |
| Section A | Yes or no | Notes / changes required |
| Is it clear what is being proposed? | Yes | |
| Is it clear how much money is required? | Yes | |
| Is it clear who the responsible organisation is? | Yes | |
| Section B | | |
| Is it a convincing proposal in terms of setting out problems, objectives and | Yes | |

| Summary | Yes/no | Notes / changes required |
|----------------|---------------|---------------------------------|
| activities? | | |

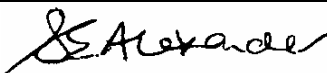
| | | |
|---|-----|--|
| Will the proposal contribute to the delivery plan outcomes? | Yes | This will meet some of the recommendations outlined in the delivery plan including reducing anti-social behaviour, reduce NEET and improve employment prospects. |
| Is it clear how the proposal relates to existing service delivery in the area, and neither substitutes nor duplicates related services? | Yes | Nacro works closely with schools, the PCT, the Youth Offending Team, TDC and Essex Police. |
| Have residents been adequately involved in developing the proposal (or their views taken into account)? | No | However, the project has taken into account the findings from its partner organisations such as Connexions, TDC, and the Youth Offending Team. |
| Are management arrangements adequate? | Yes | |
| Have risks been adequately considered and planned for? | Yes | |

| Section C | Yes or no | Notes / changes required |
|---|------------------|--|
| Are the finances clear and reasonable and do they provide adequate detail? | Yes | |
| Does the proposal provide value for money? | | This is not clear |
| Is adequate information provided on the resources already invested by the organisation? | Yes | |
| Is an adequate explanation provided for why NM money is required? | Yes | |
| Section D | | |
| Have other options been adequately considered? | No | |
| Section E | | |
| Have measurable outcomes been identified? | Yes | |
| Are adequate monitoring arrangements in place? | Yes | However, it would benefit the IP programme to see clear milestones in place. |
| Are mechanisms in place for | Yes | |

| | | |
|--|-----|---|
| evaluation? | | |
| Is it clear what the exit strategy is and how the benefits can be sustained? | Yes | The project's aspirations will be promoted through schools and partnership work with a view to securing future support. |

Decision of appraisal panel

| | |
|--|-----|
| Recommend approval | Yes |
| Do not recommend approval | |
| Recommend changes required before approval | |
| If so, please state or refer to above sections | |

| | |
|---------------|--|
| Name | Sharon Alexander |
| Signed |  |
| Date | 7 September 2007 |

..Appraisal Checklist – Interaction NMP Board

| Proposal | Date | |
|---|------------------|--|
| Summary | Yes/no | Notes / changes required |
| Does this proposal impact on mainstream services or resources? | Y | Will impact indirectly on the e2e |
| Do we know what level of service are delivered by and resources committed to the area by this organisation? | Y | |
| Will this help us achieve our agreed outcomes? | Y | |
| Is it based on the needs and wishes of local people? Have they been involved in the creation of the project idea? | Y | Application states that there is evidence of need – but none provided for assessment |
| Will it make a lasting difference? | Y | |
| Is this a substitute for mainstream funding? | - | Does this overlap with e2e work? |
| Does it provide best value? | | No easy to assess |
| Is it too risky? | N | Need should be identified. |
| Are we confident it will be well managed, monitored and evaluated? | Y | |
| Section A | Yes or no | Notes / changes required |
| Is it clear what is being proposed? | Y | |
| Is it clear how much money is required? | Y | |
| Is it clear who the responsible organisation is? | Y | |
| Section B | | |
| Is it a convincing proposal in terms of setting out problems, objectives and activities? | N | See final comments |

| | | |
|---|---|--|
| Will the proposal contribute to the delivery plan outcomes? | Y | |
| Is it clear how the proposal relates to existing service delivery in the area, and neither substitutes nor duplicates related services? | N | See above comment re: e2e overlap. Additionally, require more clarity on group targeted – proposal summary states 14-16 yr old but Youth mentor referrals are 10-18 yr old – more clarity! |
| Have residents been adequately involved in developing the proposal (or their views taken into account)? | | No consultation evident in proposal |
| Are management arrangements adequate? | Y | |

| | | |
|--|---|--|
| Have risks been adequately considered and planned for? | N | More thought/contingency planning for risk required. |
|--|---|--|

| Section C | Yes or no | Notes / changes required |
|---|------------------|---|
| Are the finances clear and reasonable and do they provide adequate detail? | Y | |
| Does the proposal provide value for money? | - | Difficult to assess VFM |
| Is adequate information provided on the resources already invested by the organisation? | Y | |
| Is an adequate explanation provided for why NM money is required? | N | More detailed required for £97K |
| Section D | | |
| Have other options been adequately considered? | N | |
| Section E | | |
| Have measurable outcomes been identified? | Y | |
| Are adequate monitoring arrangements in place? | Y | |
| Are mechanisms in place for evaluation? | Y | |
| Is it clear what the exit strategy is and how the benefits can be sustained? | N | No clear exit strategy – project ' lives or dies' on continual funding – low sustainability |

Decision of appraisal panel

| | |
|--|---|
| Recommend approval | |
| Do not recommend approval | |
| Recommend changes required before approval | ✓ |

If so, please state or refer to above sections

More clarity is required on the following:

Is the group targeted in this proposal the group that are:

1. the highest at risk for drugs and alcohol?
2. those causing ASB at weekends and evenings?
3. those contributing to unsafe hot spots at weekends/evenings
4. suffering from low nutritional knowledge/health issues

No evidence provided that this is what community wants/needs

Are there opportunities for those trained in 3901 qualification to progress to full time employment?

Will a cooked breakfast everyday, really address health issues of targeted group?
Who will provide the cooking facilities for this?

From the application, the existence of the project is fundamentally dependant on funding – I would query the sustainability of pursuing this in light of potential drip feed funding.

| | |
|---------------|-----------------------------|
| Name | Reuben Ayavoo |
| Signed | Hard copy to follow. |
| Date | 07/09/2007 |