

**MEETING 10/04/2014**

**Ref: 12128**

**ASSESSMENT CATEGORY - Resettlement and Rehabilitation of Offenders**

**PLIAS Resettlement**

**Adv: Joan Millbank**

**Base: Brent**

**Amount requested: £120,090**

**Benefit: Brent and Harrow**

**Amount recommended: £120,000**

**Purpose of grant request:** A full-time Employment Caseworker to provide employment information, advice and guidance to ex-offenders and ex-prisoners facilitating their community reintegration and transition into employment.

**Background**

PLIAS Resettlement is a West London-based charitable company set up in 2004 specialising in ex-offender and ex-prisoner rehabilitation. Annually, PLIAS delivers pre and post-release support for a period of up to twelve months to more than 2,000 recipients of community and custodial sentences. PLIAS works to enable them to overcome complex and multiple practical and personal, emotional and employment barriers; helping people to turn their lives around to achieve community reintegration. Provision includes motivation and confidence building, skills assessment and personal development, employment skills, support with housing, benefits, mental health and addiction issues, family services, and activities to support alternatives to crime and offending behaviour for youths identified as 'at risk' of offending. Over the last two years the charity has experienced increased numbers of people accessing its services. It currently sees an average of 25-30 new clients each month, many of whom have mental health issues and/or learning difficulties.

PLIAS has developed strong relationships with local mental health organisations including Mind, Mencap, Revolving Doors Agency, the Sainsbury Centre for Mental Health, and the Mental Health Foundation Trust. A working action group has been established with Mind and Central & North West London Mental Health Foundation Trust to support PLIAS clients with mental health needs. The charity has an established working relationship with prisons across London, including Pentonville, Brixton, Wormwood Scrubs, Holloway, Thameside, ISIS, and Wandsworth.

**Funding History**

None.

**Current Application**

The charity is seeking a grant to employ an additional full time Employment Caseworker with overhead costs. Over a three-year period, the post holder – working within the charity's employment programme team - will provide a structured, flexible programme of personalised training, mentoring, and support to ex-offenders and ex-prisoners experiencing complex and multiple disadvantages. Service-users will have access to a bespoke package of high-quality personal development, employability, vocational and 'soft' skills training.

The post holder will provide in-depth diagnostic needs and skills assessment on a one-to-one basis, and offer solutions to personal and practical employment barriers through provision of information, advice, guidance, mentoring, financial management, CV writing and interview techniques, job profiling and job brokerage

services. Clients will also be referred to local agencies for specialist interventions such as Cognitive Behavioural Therapy counselling; bespoke literacy, numeracy and IT training. Work placement opportunities will be provided by community-based employers and local businesses, with which relationships have already been built.

Need has been identified through independent internal evaluation and reference to external research, for example, Bradley Report 2009 (Most offenders with lower-level mental health disorders present no public risk and could best be treated outside prison), Concilium Report 2009 (Programmes offering vocational training and progression to sustainable employment, significantly reduce re-offending rates).

150 clients are expected to complete the employability skills training programme, after which 42 clients (28%) are expected to enter sustainable, long-term employment; 45 clients (30 %) secure work trials/tasters; 30 clients (20 %) take on voluntary work placements and 54 clients (36 %) will undertake further learning or training. The charity estimates that 70% of clients will not re-offend; it will be working with its partners to increase this return.

### **Financial Observations**

Audited accounts for the year ended 31st December 2012 show total income of £497,487 and a surplus on unrestricted funds of £23,550 (4.7% of turnover).

The charity's reserves policy is to hold 2 months' worth of general running costs, which based on the budget for the current year equates to £103,860. At 31st December 2012 free unrestricted reserves were below target at £32,581, equating to 2.7 weeks' worth of total expenditure.

Draft accounts for the year ended 31st December 2013 show total income of £492,071 and a surplus of £14,362 (2.9% of turnover), all of which is on unrestricted activity.

The budget for the current year 2014 shows total income of £693,448 of which £350,700 (50.6%) had been secured as at 17th March 2014. After total expenditure of £623,160, a surplus of £70,288 (10.1% of turnover) is anticipated, comprising £55,288 on restricted activity and £15,000 on unrestricted funds. This forecast surplus should see free unrestricted reserves increase to £61,943 as at 31st December 2014, equating to 1.2 months' worth of total expenditure.

### **Officer's Appraisal**

While you have not funded this charity previously it has a strong track record in project design and delivery. Independent evaluation reveals strong findings. This application addresses your 'Resettlement and Rehabilitation of Offenders' programme. PLIAS has made a good case for funding and the 'offer' of a 70% non-reoffending rate at a cost of £1,143 per client represents very good value. The initiative offers targeted support to ex-offenders experiencing mental ill health including male and female offenders, those from Black and Minority Ethnic communities, and those with may also have physical and /or learning difficulties. As such it also addresses your 'Improving Londoners' Mental Health' programme.

### **Recommendation**

**£120,000 over three years (3 x £40,000) towards the salary and overhead costs of a full-time Employment Caseworker.**

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>PLIAS Resettlement</b>	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? <b>Brent</b>	
Contact person: <b>Ms Norma Hoyte</b>	Position: <b>Executive Director</b>
Website: <b>http://www.pliasresettlement.co.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	Charity, Charitable Incorporated Company or company number: <b>1119468</b>
When was your organisation established? <b>05/12/2005</b>	
<p><b>Aims of your organisation:</b></p> <p>PLIAS Resettlement is a West London-based, third sector organisation specialising in ex-offender &amp; ex-prisoner rehabilitation, education, training and employment support. Annually, PLIAS delivers pre/post-release support (up to 12 months) to more than 2,000 recipients of community and custodial sentences, enabling them to overcome complex and multiple, practical &amp; personal, emotional &amp; employment barriers and achieve community reintegration through positively transforming their lives. Provision includes motivation/confidence building, skills assessment and personal development, and support with housing, benefits, mental health and addiction. PLIAS Resettlement services meet 5 strategic objectives:</p> <ul style="list-style-type: none"> <li>• To reduce the risks of re-offending</li> <li>• To support the community reintegration, rehabilitation and resettlement of ex-offenders &amp; ex-prisoners including the promotion of family support</li> <li>• To support ex-offenders &amp; ex-prisoners suffering labour market exclusion</li> <li>• To provide education &amp; training for unemployed ex-offenders &amp; ex-prisoners</li> <li>• To develop and support alternatives to crime &amp; offending for youths identified as 'at risk' of offending.</li> </ul>	
<p><b>Main activities of your organisation:</b></p> <p>The range of rehabilitation, resettlement, education, training, &amp; employment support services provided by PLIAS includes:</p> <ul style="list-style-type: none"> <li>• Prisoner pre-release support; disclosure advice</li> <li>• Skills/barriers/needs diagnostic assessments; SMART action plans &amp; regular reviews; 1:1 mentoring support; Matrix-accredited information, advice &amp; guidance</li> <li>• Functional Skills (Literacy/Numeracy/IT); accredited education &amp; training</li> <li>• CV writing/job application; motivation/confidence building; interview techniques &amp; personal development workshops; work placements &amp; volunteering</li> <li>• Employment Information, Advice and Guidance; local vacancy information &amp; labour market intelligence; employer engagement, job search/brokerage &amp; self-employment options; local/regional/national transport availability</li> <li>• Accommodation/financial/legal advice; family counselling/mediation</li> </ul>	

## Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
<b>11</b>	<b>2</b>	<b>3</b>	<b>15</b>

## Property occupied by your organisation

Is the main property owned, leased or rented by your organisation?	If leased/rented, how long is the outstanding agreement?
<b>Leased</b>	<b>2 years</b>

## Environmental Impact

City Bridge Trust wants to help voluntary sector organisations to have a positive environmental impact. Please tell us how much your organisation is already doing to have a positive environmental impact using the definitions below to help you decide.

**Making progress: We have reviewed our organisation's environmental impact and have started to carry out a plan of improvements.**

## Grant Request Details of grant request

Under which of City Bridge Trust's programmes are you applying?

**Resettlement and Rehabilitation of Offenders**

Which of the programme outcome(s) does your application aim to achieve?

**More ex-offenders successfully and sustainably resettled in the community and re-offending rates reduced**

**More offenders and ex-offenders receiving help and support to improve their mental health**

Please describe the purpose of your funding request in one sentence.

**A full-time Employment Adviser to provide employment information, advice and guidance to ex-offenders/ex-prisoners facilitating their community reintegration & transition into sustainable employment.**

When will the funding be required? **01/04/2014**

How much funding are you requesting?

Year 1: **£40,904**

Year 2: **£39,612**

Year 3: **£40,574**

**Total: £120,090**

Do you plan to continue the activity beyond the period for which you are requesting funding? If so, how do you intend to fund it?

**Yes. We will apply for social funding (Investment Contract Readiness, Big Lottery, Social Investment Business, DoH Voluntary Sector Investment Programme, and Health & Social Care Volunteering Fund) and government-funded public sector contracts (Department for Work & Pensions, Skills Funding Agency, Ministry of Justice, European Social Fund) which generate income through a Payment by Results model.**

If you need any planning or other statutory consents for the project to proceed, what stage have the applications reached?

**None required.**

## Summary of grant request

### NEED

PLIAS is the only local organisation providing a holistic, practical approach to this client group's specialist support requirements. Demand for our services has increased over the last 2 years from PLIAS Resettlement User Engagement Forum & prisons across London (Pentonville, Brixton, Wormwood Scrubs, Holloway, Thameside, ISIS, & Wandsworth). We see 25-30 new clients in the community each month, many of whom have mental health issues or learning difficulties/disabilities requiring intensive 1:1 support. We continually receive applications for additional National Careers Service Information Advice and Guidance sessions but funding constraints limit our delivery. Public spending cuts, welfare developments (universal credit), & digital inclusion imperative (e.g. online benefits/banking) are amongst the factors causing this increased service demand which we lack the funding & staff base to fulfil.

### DELIVERY

Bespoke package of personal development, employability, vocational and 'soft' skills training, mentoring & support. Employment Caseworker provides in-depth diagnostic needs/skills assessment; solutions to personal/practical employment barriers with SMART action planning & monthly reviews. Signposting/referral to support organisations for specialist interventions e.g. Cognitive Behavioural Therapy counselling. Work placement opportunities provided by community-based employers and social enterprises. Intensive 1:1 support designed specifically to assist clients into education, training & employment opportunities with 12 month aftercare service.

A holistic approach which supports clients overcome their employment barriers through:

- In-depth diagnostic assessments
- CV writing and interview techniques
- Employability training, job search/brokerage
- Bespoke literacy, numeracy & IT training
- Budgeting/money management
- Disclosure advice & in-work support

Project Objectives, Measurable Through Outputs/Outcomes

- 100% (150 clients) receive intensive assessment & ongoing SMART action planning with monthly reviews
- 100% (150 clients) receive ongoing information, advice & guidance
- 100% (150 clients) complete employability skills training programme
- 75% (113 clients) referred to specialist services for additional support
- 50% (75 clients) assigned a mentor (synergy with our existing services)
- 28% (42 clients) enter sustainable, long-term employment
- 20% (30 clients) secure voluntary work placements
- 30% (45 clients) secure work trials/tasters
- 36% (54 clients) engage in further learning/training

### WHY PLIAS?

PLIAS is committed to community reintegration/resettlement, overcoming barriers & securing sustainable employment. PLIAS has a robust track record (15,000+ individuals assisted; 820 information, advice & guidance sessions per month; 40% service-users progress into learning; 30% into work; 15% progress within work; 76% report increased confidence; 71% develop new skills; 71% improved motivation; 90% increased ability to overcome barriers). PLIAS has skilled & experienced trustees/staff/volunteers (legal advisors, criminologists, qualified tutors, counsellors & mentors; 50% community staff & 45% volunteers are ex-offenders). PLIAS has established relationships with organisations delivering services in the seven 'pathways' of resettlement; Voluntary, Community & Social Enterprise sector networks; employer networks; training providers; probation/prisons;

specialist support organisations.

#### MEETING THE TRUST'S OUTCOME AIMS

Providing ex-offenders with literacy, numeracy, education, employability & personal development information, advice, guidance & support, the project will increase the numbers of ex-offenders successfully/sustainably resettled in the community & reduce re-offending rates; & the numbers of ex-offenders (including those from BME communities) accessing appropriate mental health support services

#### MEETING GOOD PRACTICE PRINCIPLES

Service-users are involved in project design/development through PLIAS Resettlement Engagement Forum & in project management/running through the Steering Group.

Equality and Diversity (E&D) policy/implementation plan championed by Operational Director, who chairs E&D Steering Group & ensures E&D practices comply with legislation.

Volunteers undergo rigorous recruitment, screening, induction, training & matching procedures with consistent support/supervision & regular consultation/feedback.

Environmental policy/strategy involves continuous recording/monitoring of impact to identify efficiency savings; set/review annual reduction targets/benchmarking; minimise waste/increase use of recycled materials; energy/water efficiency; control of mileage, building emissions, office consumables; observation of Waste Electrical & Electronic

### Outputs and outcomes

What are the main activities or outputs you want to deliver? Please include no more than 5. By activities or outputs we mean the services, products or facilities you plan to deliver. If you plan to deliver work over more than one year you should include activities over the full grant period requested. Try to be specific.

**150 clients (100%) receive intensive diagnostic needs/skills assessment and individualised Action Plan with monthly 1:1 reviews. Assessment results inform SMART Action Plan, which guides/records all ongoing information, advice and guidance activities, and identifies support needs and key interventions necessary to ensure clients reach their progression goals.**

**150 clients (100%) complete our employability skills training programme: CV development, writing speculative letters, application forms and interview preparation; assistance in developing the soft skills/attitudes valued by employers; referral to skills development/vocational training appropriate to their progression towards sustainable employment (e.g. ESOL, SfL, vocational courses).**

**113 clients (75%) signposted, referred and introduced to external specialist organisations for additional support and information including health and mental health conditions, learning difficulties and disabilities, Cognitive Behavioural Therapy counselling, family mediation, housing, financial, and legal advice and alcohol/drug misuse.**

**75 clients (50%) assigned a Mentor (in alignment with our existing services). PLIAS mentoring interventions encourage/respect self-determination i.e. working 'with' offenders not 'on' them. Alongside a focus on clients' risks and needs, our (up to 12-months) interventions support and develop their personal/social strengths and resources capable of overcoming desistance obstacles**

**Employment, training and education outcomes: 42 clients (28%) enter sustainable, long-term employment; 45 clients (30 %) secure work trials/tasters; 30 clients (20 %) secure voluntary work placements; 54 clients (36 %) engage in further learning/training.**

What main differences or outcomes do you hope the activities you have described above will achieve? Please include no more than 5. By differences or outcomes we mean the changes, benefits, learning or other effects that result from the work your project would deliver. These might be for individuals, families, communities or the environment.

**Improved positive life outcomes; increased social inclusion; improved personal, practical and attitudinal skills; confidence, motivation, self-esteem, responsibility, personal appearance/presentability, personal/career aspirations; timekeeping, personal hygiene, self-awareness, health/fitness, concentration; improved awareness of rights and responsibilities. Measured through self-assessment questionnaires; staff assessment; Action Plans; reviews; distance travelled from initial assessment.**

**Improvement in client employability skills and employment prospects. Measured through numbers receiving skills assessments; numeracy/literacy assessments completed; careers advice sessions; updated CVs; job search sessions; interviews skills training; ability to identify suitable jobs and complete application forms; and number of employers contacted and job applications submitted.**

**Improved access to community services supporting resettlement and reintegration; reduction in drug/alcohol use. Measured through: self-assessment Outcomes/Recovery Star™; reduction in OASys score; numbers achieving Action Plan targets; numbers of successful referrals to specialist support agencies.**

**Reduction in offending. Measured through self-assessment Outcomes/Recovery Star™ system; reduction in OASys score; comparison with OGRS score. Number of clients not re-offending within one-year follow up period and receiving court conviction, caution, reprimand or warning within one year follow-up or further six month waiting period (MoJ 'proven re-offence' definition, 2010)**

**Progression to employment, training and education. Measured through the number of clients gaining employment, securing voluntary positions, and involved in work placements/tasters/trials. Documented through completion of employer/work placement verification templates, and training provider, college/university enrolment documentation and recorded on management information systems.**

## Who will benefit?

### About your beneficiaries

How many people will benefit directly from the grant per year?

**50**

In which Greater London borough(s) or areas of London will your beneficiaries live?

**Brent (70%)**

**Harrow (30%)**

What age group(s) will benefit?

**16-24**

**25-44**

**45-64**

**65-74**

What gender will beneficiaries be?

**All**

What will the ethnic grouping(s) of the beneficiaries be?

**A range of ethnic groups**

If Other ethnic group, please give details:

What proportion of the beneficiaries will be disabled people?

**11-20%**



## Funding required for the project

**What is the total cost of the proposed activity/project?**

Expenditure heading	Year 1	Year 2	Year 3	Total
Salary	30,620	31,377	32,163	93,160
Employer's National Insurance	3,230	3,309	3,390	9,929
Recruitment Costs	2,000	0	0	2,000
Staff Training	1,000	1,000	1,000	3,000
Project Management Costs	4,054	3,926	4,021	12,001
	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>40,904</b>	<b>39,612</b>	<b>40,574</b>	<b>120,090</b>
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**What income has already been raised?**

Source	Year 1	Year 2	Year 3	Total
None	0	0	0	0
None	0	0	0	0
None	0	0	0	0
None	0	0	0	0

<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**What other funders are currently considering the proposal?**

Source	Year 1	Year 2	Year 3	Total
None	0	0	0	0
None	0	0	0	0
None	0	0	0	0
None	0	0	0	0

<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**How much is requested from the Trust?**

Expenditure heading	Year 1	Year 2	Year 3	Total
Salary	30,620	31,377	32,163	93,160
Employer's National Insurance	3,230	3,309	3,390	9,929
Recruitment Costs	2,000	0	0	2,000
Staff Training	1,000	1,000	1,000	3,000
Project Management Costs	4,054	3,926	4,021	12,001
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>40,904</b>	<b>39,612</b>	<b>40,574</b>	<b>120,090</b>
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## Finance details

Please complete using your most recent audited or independently examined accounts.

Financial year ended:	Month: <b>December</b>	Year: <b>2012</b>
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Income received from:	£
Voluntary income	40,800
Activities for generating funds	0
Investment income	50
Income from charitable activities	456,637
Other sources	0
<b>Total Income:</b>	<b>497,487</b>

Expenditure:	£
Charitable activities	471,297 <del>411,526</del> <i>gm</i>
Governance costs	2,640 <del>62,411</del> <i>gm</i>
Cost of generating funds	0
Other	0
<b>Total Expenditure:</b>	<b>473,937</b>
<b>Net (deficit)/surplus:</b>	<b>23,550</b>
<b>Other Recognised Gains/(Losses):</b>	<b>0</b>
<b>Net Movement in Funds:</b>	<b>0</b>

Asset position at year end	£
Fixed assets	38,868
Investments	0
Net current assets	45,081 <del>83,949</del> <i>gm</i>
Long-term liabilities	0
<b>*Total Assets (A):</b>	<b>83,949</b>

Reserves at year end	£
Endowment funds	0
Restricted funds	12,500
Unrestricted funds	71,449
<b>*Total Reserves (B):</b>	<b>83,949</b>

**\* Please note that total Assets (A) and Total Reserves (B) should be the same.**

### Statutory funding

For your most recent financial year, what % of your income was from statutory sources?  
81-90%

### Organisational changes

Describe any significant changes to your structure, financial position or core activities since the date of your most recent accounts:

None

### Previous funding received

Please list the funding received by your organisation from the following statutory sources during the last THREE years.

	2010 £	2011 £	2012 £
City of London (except City Bridge Trust)	0	0	0
London Local Authorities	0	0	0
London Councils	0	0	0
Health Authorities	0	0	183,000
Central Government departments	300,000	362,000	280,000
Other statutory bodies	0	0	0

### Previous grants received

Please list the grants received by your organisation from charitable trusts and foundations (other than City Bridge Trust) during the last THREE years. List source, years and annual amounts. Please include the 5 largest only.

Name of Funder	2010 £	2011 £	2012 £
Lankelly Chase Foundation	15,000	15,000	20,000
Pilgrim Trust	20,000	10,000	10,000
Big Lottery	0	30,480	0
Tudor Trust	20,000	0	0
	0	0	0

### Declaration

I confirm that, to the best of my knowledge, all the information I have provided in this application form is correct. I fully understand that City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.

Please confirm: Yes      Full Name: **Norma Hoyte**

Role within                      **Executive Director**  
 Organisation: