

**City of York Council – Learning Culture & Children’s Services
Machinery of Government changes – Post-16 Funding Transfer: Transition Plan
Version 1 (February 2009)**

This transition plan, which aligns with those of Sub-Regional Partners and Stage 2 MOG Submission criteria, outlines key activity to April 2010, when funding for 16–19 education will transfer from the LSC to the Local Authority. To facilitate this work a transition group has been formed, which will meet on a monthly basis. Its membership is listed below:

Jill Hodges (JH) (Chair), Assistant Director (School Improvement and Staff Development)
Paul Murphy (PM), Assistant Director (Early Interventions and Partnerships)
John Thompson (JT), 14–19 Partnership Manager
Julia Massey (JM), Learning City York Manager
Yasmin Wahab (YW), Management Information Service Manager
Mike Barugh (MBa), Senior Schools Accountant
Anthony Knowles (AK), LSC York Partnership Director
Peter Cairns (PC), Legal Services
Mark Bennett (MBt), Senior HR Business Adviser

1. Governance		
1.1 Create appropriate management arrangements within the LA in partnership with LSC		
Audit current Skills and Capacity within LA	JH, JT, AK	Mar 09
Provide briefing on LA activity for LSC Staff and follow up FAQs service	JH, JT, MBt	Feb 09
Review DCSF LA Blueprint and prepare draft 14–19 Team staffing structure	JH, JT	Mar–Apr 09
Transition Year staffing in place		Sep 09
Permanent transfer of LSC staff		Apr 10

1.2 Ensure Effective Arrangements for Governance		
Review roles and remits of 14–19 Strategy & Resources and 14–19 Partnership Group to ensure separation of providers from commissioning, rigorous monitoring and evaluation of commissioned provision, and to reinforce accountability to YorOK board	JM, JT	In place for Sep 09
Align 14–19 Partnership meetings with SR cycle of activity (see Appendix 1)	JT	In place for Sep 09
Include post-16 funding in budget and financial monitoring procedures	MBa	In place for Apr 10
1.3 Create an effective 16–19 commissioning process delivering 14–19 priorities		
Work with relevant groups and stakeholders, including regionally and sub-regionally, to develop common principles and clarify roles, responsibilities and operational protocols	P Dwyer, JH, JT	Jan–Mar 09
Analyse and gather data to inform Local Area Statement of Need and subsequent commissioning process	YW, AK, JT	Apr–Sep 09, then annually
Produce commissioning strategy document as an appendix to 14–19 Plan alongside 2013 provision map update	AK, JT, JM	Sep 09, then annually
Develop monitoring and evaluation procedures for commissioning linked to appropriate QA Standards	AK, JT	Sep 09 – Apr 10
Ensure clear roles and responsibilities for transition year staffing team to facilitate LA lead / LSC support roles	AK, JH, JT	May–Sep 09
Ensure clear roles and responsibilities for LA commissioning team	JH, JT	In place for Apr 10
2. Data, Communication and management Information Systems		
2.1 Make links as appropriate to RDA, LSC Government Office and other relevant agencies		
Review existing lines of communication with RDA, GO, LSC/YPLA identifying named contacts for all relevant strands of activity and aligning with other Council Service arms (eg Economic Development) to ensure efficiency, coherence and alignment with SR cycle of activity	Transition Team	May 09 meeting

Identify member of transition year staffing to lead on work with National Apprenticeship Service	Transition Team	May 09 meeting
Revise 14–19 team roles table for distribution to stakeholders	JH, JT	Jul 09
2.2 Create an MIS system that supports and assists commissioning		
Review existing MIS arrangements within LCCS (SISD and EIP), specifically the separate MIS contracts for Connexions to achieve better alignment or a unified service	Transition Team	Feb 09 meeting, then YW, PM
Consult stakeholders on new information sharing protocols to support 14-19 Partnership Group in developing high quality provision for all learners	JM, YW	Oct 09 – Jan 10, in place for Apr 10
2.3 Analyse supply and demand		
Build on existing good practice involving LA and LSC staff by establishing data group which will pool information from LSC, YPLA, LA, Connexions and AWP to inform annual development of 14–19 and Commissioning Plans	Transition Team	Jun 09 meeting, in place for Apr 10
2.4 Integrate Area Web Prospectus and learner tracking mechanisms into planning		
Work, through AWP Steering Group, to secure provision of data and review information produced for use in tracking year	JM, JT	Feb–Aug 09
Develop capacity within EIP to ensure efficient provision of data going forward following move of AWP “in house”	PM, JM	Feb–Jul 09, in place for Sep 09
2.5 Develop Common Application Process		
Monitor progress of pilot activity in North Yorkshire (through shared funding agreement) and inform York providers of evaluations	S Down, JT	Apr–Jul 09
Following publication of DCSF policy and guidance (“early 2009”) develop proposals consistent with DCSF timeline for introduction of CAP in York, with working group of members of 14–19 Partnership Group (current DCSF “aspiration” is Sept 2010)	S Flatley, JM	Apr 09 – Feb 10

2.6 Fully involve colleagues from EIP in planning for commissioning		
Review/revise representation on 14–19 Partnership bodies of EIP staff, including Connexions and MIAL teams to efficiency and impact	S Flatley, JM, PM	Any changes in place for Sep 09
Raise profile of data around September Guarantee, NEETs and statutory entitlements to better inform planning		From Sep 09
2.7 Further develop arrangements to capture “learner voice”		
Review outcomes of Diploma “Learner Voice” through Consultant and Edge Learner Forum (2008/09) and other existing practices.	Transition Team	Jul 09 meeting
Develop systematic “Learner Voice” arrangements integrated with other initiatives (eg Student Councils)	JM, J Philpott	In place for Sep 10
2.8 Further develop arrangements to capture “stakeholder” voice		
Consult stakeholders (HEIs, Employers and their representative groups, Economic Development, Adult Learning and Skills, Providers) on most appropriate mechanisms for involvement	JM, NYBEP, R Ranson, Higher York	Mar–May 09
Implement structured programme aligned with SR cycle of activity	JM, JT	In place for Sep 09
3.Resources and Capacity (Including personnel, finance and support)		
3.1 Appoint appropriately skilled staff		
In line with 1.1 above, prepare staffing structure for 14–19 team for approval by DMT, including financial sustainability	JH	Feb–Jul 09
Work with LSC colleagues to support transfer of staff through national arrangements	MBt	Jul–Aug 09
3.2 Provide CPD programme to support introduction of expanded 14–19 team		
Provide appropriate induction for new team members	JT, MBt	Sep 09 – Aug 10

3.3 Provide CPD to support implementation of new post-16 funding arrangements		
Provide regular updates on national, regional, sub regional and local developments for stakeholders through 14–19 Bulletin and briefing events	JT, AK, S Down	Feb 09 and ongoing
Provide responsive CPD programme to support providers in effectively engagement with new arrangements	AK, JT	Apr 09 – Mar 10
3.4 Establish financial and budgetary management systems		
Liaise with LSC, SRG and others to establish needs	JT, MB	Mar–May 09
Consult corporate Finance team about audit requirements	MB	May–Jul 09
Set up formal monitoring of LSC funding transfers to providers in transition year	MB, AK	In place for Sep 09
Develop LA system for post-transfer operation	MB	In place for Sep 10
3.5 Install equipment and resources to support commissioning process		
Establish needs in relation to MIS, Finance, transferring staff and any other aspects	Transition Team	Feb–Jul 09
Procure, install and make necessary accommodation arrangements	JH, JT	Sep 09 – Aug 10
3.6 Ensure that legal and statutory duties are identified and adhered to		
Review all legal and statutory duties and develop proposals for systems which will ensure compliance	PC	Mar 09 – Mar 10
4. Policy and Planning Processes and Protocols		
4.1 Establish planning and business cycles to take account of supply and demand		
Design the commissioning process and associated tasks (including compliance with national and local priorities) to ensure that they fit all relevant planning and business cycles at city and provider level (and meet national, regional and sub-regional requirements) in line with SR cycle of activity	JH, JT	Feb–May 09

Work with LSC to introduce shadow planning and business cycle	JH, JT	Apr 09 – Mar 10
Produce revised 14–19 Plan and 2013 Provision map, taking into account outcomes of “Vision York” study and DCSF Guidance (02/09)	JT	Jun–Jul 09
Implement full “stand-alone” LA planning and business cycle	JT	From Apr 10
4.2 Ensure links to Regional and Sub-Regional planning processes and cycles		
In line with 2.1 above, confirm key contacts in relevant agencies to ensure coherent communications	JT	May–Jul 09
In line with 4.1 above, ensure links and complementary processes with national, regional and sub-regional requirements	JT	May–Jul 09
4.3 Develop a 14–19 Capital Strategy		
Establish LCCS Officer Group monitoring relevant capital grants and projects (P Dwyer, K Hall, M Tansley, JH, JT)	K Hall	Dec 08
Review facilities requirements following production of new 14–19 Plan (see 4.1 above) and identify priorities for development through BSF, other DCSF funding and partners’ own capital allocations	JH, 14–19 Partnership Group	Sep–Dec 09
4.4 Ensure transport / access policies and strategies are integral and support 14–19 developments		
In line with 1.2 above clarify 14–19 team and structure links to Moving into Adult Life, Behaviour Support Service, Access and Special Educational Needs teams	JH, JT, JM	In place for Sep 09
Ensure coherence between LA commissioning and Regional Strategic Planning Forum LLDD sub-group activity (Representative J Lupton)	JT, J Lupton	Feb 09 onwards
5. Quality Assurance and Monitoring Systems and Procedures		
5.1 Develop KPIs to inform commissioning		
Review the range of KPIs currently used in the LSC Business Cycle, along with other KPIs impacting on 14–19 agenda (eg CYPP, NPIs, LAA, GO Progress Checks)	AK, JM	Apr–May 09

Agree indicator set for use in commissioning from Sep 09	14–19 Strat & Resources	Jun 09
5.2 Ensure choice of providers is informed by robust data (including performance against QA standards)		
Review current range of providers and existing QA processes and use to inform new 14–19 Plan and ongoing commissioning	AK, JT	Apr–Jul 09
Ensure that local practice is informed by, and amended as a result of, National Guidance and Regional and Sub-Regional practices to ensure consistency	JT	Ongoing
5.3 Establish any discretionary procedures		
Alongside 3.5 above, determine what discretionary procedures there may be and develop proposals and recommendations for establishment or otherwise	PC	Mar–Jun 09
Agree discretionary procedures to be taken forward to 14–19 Partnership	Transition Team	Jul 09 meeting
5.4 Establish any dispute resolution procedures		
Review existing LSC / LA protocols and practices	AK, JT	Apr–Jul 09
Consult on any new arrangements deemed necessary for post-transfer commissioning	14–19 Strat & Resources	Autumn 09
Ensure that local practice is informed by, and amended as a result of, National Guidance and Regional and Sub-Regional practices to ensure consistency	JT	Ongoing