

**Community Jobs Scotland Advisory Group Meeting  
Thursday 11 June 2015**

**Minutes and Actions**

**Attendees:**

Victoria Beattie, SG Youth Transitions to Employment Team (Chair)  
Christine Greig, SG Youth Transitions to Employment Team  
Robert Logan, SG Youth Transitions to Employment Team

Donna MacKinnon – SCVO  
Susan Maxwell – SCVO  
AnneMarie Anderson – SCVO  
Hannah Dunbar – SCVO  
Shaun Lundy - SLAED  
Alison Melville – SG Youth Justice & Children’s Hearings Unit  
Barry Fowler – SPS  
Tommy McDade – Barnardo’s  
April Robertson – Skills Development Scotland  
Karen Corrigan – DWP (Deputising for Elaine Livingstone)

**Apologies:**

Michael Hollinger – SCVO  
Margaret Wallace - SCVO  
Gavin Millar – WhoCares? Scotland  
Linda Kirk – SG  
Carolyn Younie – SG

**1. Welcome and Apologies**

- Chair welcomed everybody to the meeting and confirmed apologies for non-attendance.

**2. Actions from Previous Meeting**

- Action 1 – discussions ongoing; SCVO / SLAED to update group before next Advisory Group meeting if possible.
- Action 2 – see following Agenda item
- Action 3 - SCVO to meet with Scottish Throughcare and Aftercare Forum. To brief at next Advisory Group meeting
- Action 4 – complete
- Action 5 – initial meeting held between SCVO and Remploy; follow-up meeting to consider future opportunities focussing on disability and ex-veteran issues. SCVO have contacted Shaw Trust, still waiting on response. Noted that SCVO need Remploy or Shaw Trust to commit to meet numbers and timescales. SCVO to update at next meeting.
- Action 6 – Complete
- Action 7 – Complete. Alison to send out Whole System Approach Evaluation to group members
- Action 8 – Complete. Chair asked group to publicise widely.
- Action 9 – Complete.
- Action 10 – Recognition that perspectives of others are useful but important that focus is on employability agenda. SCVO suggestion that members do 2 minute updates on hot issues.
- Action 11 – Complete

- Action 12 – Robert Logan to circulate details provided by DWP
- Action 13 – Karen Corrigan to provide SCVO with DWP eligibility information.
- Action 14 – Taken as an Agenda item
- Action 15 – Complete.
- Action 16 – SCVO to seek providers views on eligibility criteria (qualification level) and feedback.
- Action 17 – Complete. Open invitation to SCVO to attend SLAED meeting(s) to discuss care leavers

### 3. SCVO Updates

DM spoke to the 4 SCVO Update papers.

#### Paper 1 - Community Jobs Scotland Update paper – 11 June 2015

- VB noted the possibility of statistics dropping as targeting becomes more focused.
- DM advised new Salesforce system would enable data to be investigated more easily; SCVO would look at retention levels for young offenders.
- DM - Meeting still to be held with Minority Ethnic Employment & Training Support (MEETS).
- DM - Participant training going well.
- DM - Software system issues around on-line process resolved to enable launch of Phase 5.
- VB – Minister for Youth and Women’s Employment (Annabelle Ewing MSP) keen to do a visit which focuses on vulnerable young people – good for the Minister to see CJS in action. Consideration to be given to either 6000 placement or the first placement in Phase 5.
- SM – visit possibility either end September / October

**Action: SCVO to provide SG with one or 2 options for potential visit bearing in mind suitability of photo opportunities and potential negative media coverage**

#### Paper 2 – Phase 4 Young Offenders update 01/06/15

- DM acknowledged improvements from Phase 3 as a result of improved connections between SDS, SPS and DWP.
- DM noted that there are still a number of issues impacting on young people sustaining employment – e.g further court appointments.
- DM acknowledged young women in Cornton Vale not supported as well as young men in Polmont and elsewhere. Infrastructure and support available in Polmont – eg SDS support - not as established in Cornton Vale. Also recognition that women are not as ready to enter and sustain jobs due to housing, debt, family, childcare, substance misuse /addiction issues.
- BF advised that he was meeting the Governor of Cornton Vale and that PSP across the prison estate was variable. He would bring CJS to the attention of the 41 Throughcare Officers across the SPS estate.
- BF advised that the Violence Reduction Unit’s application to create a social enterprise (Braveheart Gourmet Burger Van), to the Big Lottery Fund had passed Phase 1. Anticipated that the project would start in July/August including training for the catering industry with a view to related employment across Edinburgh.

#### Paper 3 – Phase 5 Care Leavers Pilot update – 11 June 2015

- DM and SL to discuss local authority uptake and participation in SLAED meeting to discuss CJS and care leavers.

#### Paper 4 – Wage Incentive Phase 3 & 4 Update

- DM acknowledge that the statistics were better than expected.
- VB asked whether there was any feedback from employers indicating what had made a difference; also interested to know if somebody who had been retained by the employer beyond the CJS period if their hours had been increased or maintained; and what could be done differently to keep people on the programme.
- TMcD suggested thought should be given to young people being retained but supported to progress on to an MA.
- VB asked for a case study of the young person working with the Callander Trust.

#### **4. SG Update on ERIs**

- VB updated the group on the new SG ERI.
  - Supports the SG 2020 target to reduce youth unemployment by 40%
  - Aim to encourage micro-businesses to take on MAs
  - £10m package
  - Not limited to Wages
  - Flexible use to meet the additional costs of taking on a young person – e.g barrier removal, training, individual support, transport, childcare
  - For age 16-24 but can also be used for a person up to age 29 with additional support needs if day 1 unemployed
  - Minimum 16 hours per week for up to 52 weeks; people with Additional Support Needs (ASN) able to accumulate minimum hours over a month
  - Eligible business – up to 50 employees
  - Includes second chance rules
  - Delivered by local authorities, managed by SDS
  - Places allocated using Employability fund methodology
  - Identified surplus places to be reallocated
  - West of Scotland ESF match
  - Living Wage employer gets £500 bonus per person
  - 25% of places allocated for ASN clients
  - 1 July start
  - 2240 places nationally
- SL enquired about potential start dates
- VB advised that an email would issue on 11 June with this information
- DM noted that it would be important for SCVO to consider how to maximise CJS with the new ERI.

#### **5. Member Updates**

##### SDS - April Robertson

- Activity underway to broaden participation in MAs and training programmes
- Access fund established for young people with ASN – 3 applications to date
- Potential fund to be launched 25 June for working with young people with disabilities.

- CG updated AR on activity surrounding Self-Directed Support.

**Action: CG setting up meeting with SG policy colleagues to discuss; agreed to keep AR in the loop.**

- AR and DM to discuss organisations who can offer advice and support on “reasonable adjustments”
- MW to provide AR with contact details for West of Scotland MEETS

## DWP – Karen Corrigan

- Universal Credit: Glasgow went live on 8 June
- MAXIMUS succeeded ATOS as assessment provider for Work Choice
- (Anecdotal) no backlogs in Scotland
- Capability assessment within 13 weeks
- More home visits.

### **6. AOB**

- VB updated the group on the SG restructuring for employability and skills.
- VB agreed to ensure that Advisory Board members were copied into any Fair Work consultations

### **7. Dates of Next Meetings**

- 10 September 2015 – Atlantic Quay
- 10 December 2015 – SCVO offices
- 10 March 2016 – Atlantic Quay

**Action: Group members to advise RL on availability for 10 September meeting.**

### **8. Record of Thanks**

VB thanked AnnMarie for all the work she had done with SCVO on CJS and wished her well in her retirement.

### **9. Summary of Actions:**

1. SCVO / SLAED to update group on progress with Protocol Agreement before next Advisory Group meeting if possible.
2. SCVO to meet with Scottish Throughcare and Aftercare Forum and feedback at next Advisory Group meeting.
3. Alison Melville to send out Whole System Approach Evaluation to group members.
4. Robert Logan to circulate updated details of CWP presentation provided by DWP – **Action completed 11 June prior to Advisory Group meeting.**
5. SCVO to seek providers views on eligibility criteria (qualification level) and feedback.
6. SCVO to provide SG with one or 2 options for potential visit bearing in mind suitability of photo opportunities and potential negative media coverage.
7. Christine Greig to set up meeting with SG policy colleagues to discuss activity surrounding Self-Directed Support - April Robertson to be included and updated as necessary.
8. Group to advise Robert Logan on availability for 10 September meeting.