

**Community Jobs Scotland Advisory Group Meeting  
Thursday 10 September 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  
Linda Kirk – SG Rehabilitation & Reintegration Unit  
Alison Melville – SG Youth Justice & Children’s Hearings Unit  
Louise Piaskowski – SG Looked After Children Unit  
Donna MacKinnon – SCVO  
Susan Maxwell – SCVO  
AnneMarie Anderson – SCVO  
Michael Hollinger – SCVO  
Shaun Lundy - SLAED  
Barry Fowler – SPS  
Cheryl-Ann Cruikshank – WhoCares?Scotland  
April Robertson – Skills Development Scotland  
Lorna Hay – DWP (Deputising for Elaine Boyce)

Ross Mackintosh, SG Drugs Policy Unit  
Hilary Scott, SG Drugs Policy Unit

**Apologies:**

Margaret Wallace - SCVO  
Carolyn Younie – SG  
Tommy McDade, Barnardo’s

**1. Welcome and Apologies**

- Introduction of Ross and Hilary from SG Drugs Policy Unit
- Apologies confirmed for non-attendees.

**2. Actions from Previous Meeting**

1. See SLAED update
2. Complete
3. Complete
4. Compete
5. Complete
6. SCVO looking at geographical areas to consider Minister visits – confirmed Minister visited Glenboig Neighbourhood House on 14 September for additional funding and extended age range announcement.
7. CG undertook discussions around employability fund only and for CJS purposes there is no need for any follow up.
8. Complete

**3. CJS Evaluation – general comments on report**

**Main Points:**

- Chair proposes that as a Group we should consider how to take forward the report findings and recommendation.
- Chair confirms the evaluation and proposed next steps have been communicated to the Cabinet Secretary and Minister.

- On the whole the evaluation is a positive report.
- SCVO confirmed that they are looking to undertake a programme of training for CJS employers to help them improve their understanding of the support needed by the vulnerable groups.
- SG Youth Employment and Justice colleagues can link up wider SG Divisions and consider if existing programmes, guidance documentation and appropriate specialist stakeholders can join up with this training.

**Action: Group Members to consider what they can do to help feed into the CJS employers training event(s).**

- YP with Convictions retention figures are improving.
- As part of Phase 5 consider a possible link up with Community Integration Unit (CIU) to pilot pre-release work experience taster sessions through CJS for YP with Convictions.
- Secure units already undertake work experience programmes
- CG reminded members that a new work experience standard is being developed and that this should be reflected in any pilots.

**Action: BF to look into feasibility of a pilot and feedback. SG to circulate the new work experience standard**

#### **4. CJS Evaluation – feedback and taking recommendations forward**

- SLAED would like SCVO and TERU to undertake a presentation on the report after SCVO and SLAED meet on the 24 September to finalise the protocol agreement.
- Main points and Actions are noted at ANNEX A - Recommendations Tracker

**Action: SL to invite SCVO, TERU and SG to attend SLAED meeting to discuss evaluation.**

#### **5. Phase 5 Developments:**

- Confirmation of funding for 100 additional places for vulnerable groups for Phase 5 – pilots of 50 places for early service leavers and 50 places for 25-29 year olds with convictions. In addition an extension to the age range up to 29 for places available to vulnerable groups and those with a disability.
- Initial discussions with SCVO, Inspiring Scotland, Opportunity for All Co-ordinators and Youthlink Scotland on how to improve transition arrangements and to consider the possible development of CJS work experience opportunities as part of Activity Agreements.
- Progress update will be given at next meeting in December 2015.

#### **6. Substance Misuse and employability barriers**

HS and RM gave a broad overview of the Drugs Policy Unit (DPU) work around helping to remove employment barriers for people with substance misuse histories.

- DPU have access to both Health and Justice budgets
- Drug and alcohol strategies receive annual funding of £30m and £39 respectively
- Current strategies are looking into moving YP into training education or employment – main concentration on the older cohort
- Employability is key to these strategies

- Proposed pilot in 4 LA areas – Ready for Work programme
- Prevention is the main focus - pathways available to help YP dropping out of CJS through Drug and/or alcohol problems.
- ADP's are a key link up in providing support
- ADP's are generally based in each LA – coordinator posts within LA's or local NHS boards

**Action: HS to send RL contact details for all ADP's in Scotland – to be circulated to SCVO/Group**

- There are a variety of support networks available and this could be an opportunity to link them all together or make it easier for CJS participants/employers to access.
- Strathclyde University are looking to undertake some project work for SG to develop specific APPS for our use. Could this be developed to provide to support CJS?

**Action: VB will contact Strathclyde University to consider developing an APP which will provide a link to these support networks.**

## 7. Ministerial visits and event attendance:

- Consideration is being given to announcement of the 6,000<sup>th</sup> CJS opportunity.
- Minister (Ms Ewing) will be making this announcement but further details not yet available.
- Updates will be given to the Group when known.

## 8. Member Updates:

SCVO:

- Currently sitting at 5,966\* CJS opportunities overall
- At date of meeting Phase 5 has 95\* starts/expected starts
- looking to achieve a positive outcome rate of circa 60% from remaining Phase 4 places.
- Phase 5 has 89\* referrals for YP with convictions places – 36 not being taken forward due to various issues around job readiness.
- HMP Edinburgh has a high uptake in referrals for 25-29 year olds with convictions.
- Places for those with a disability – 5\* starts with 9\* more ready to be matched
- SCVO holding a care leavers careers fair with WhoCares?Scotland in October.

**Action: WC?S to provide details of the careers fair to RL for circulation to Group**

(\* figures as at the date of meeting)

SDS:

- Confirms the introduction of the SG's Participation Measure which will help SDS better identify young people for CJS referral.
- SDS and SG will meet with SCVO to link CJS into the Participation Measure

**Action: Scott Gray of SG Youth Transitions to Employment Team to take forward a meeting with SDS and SCVO to link CJS into the Participation Measure.**

DWP:

- Introduction of Specialist Employment Support programme from 1 September 2015:
- 6 organisations providing support for up to 2 years
- National (UK) programme)
- Expectation to help circa 3,400 people nationally (UK)
- Engages those furthest from the labour market

**Action:** LH will send slides/fact sheet on the programme to RL to circulate to Group

## 9. AOB and date for next meeting

- Chair confirms that consideration is being given to an alternative approach to the CJS update paper by using more of a dashboard style of paper for future meetings.

**Action:** Group to consider whether a dashboard style of update paper would be a preferable option for provision of the CJS update information.

- Youth Employment Division have developed a Ministerial Guidance note for organisations to refer to when inviting Ministers to events or meetings.

**Action:** RL to circulate Guidance Note to Group for wider circulation to interested stakeholders

- Proposed date for next meeting of **Thursday 3 December 2015** – meeting to be held at SCVO offices.

### **Summary of Actions:**

1. Shaun Lundy to invite SCVO, TERU and SG to attend SLAED meeting to discuss evaluation.

#### **Complete – SLAED meeting 22 October**

2. SCVO to develop CJS promotional leaflets - electronic and paper versions - for circulation to CJS stakeholders – **to be completed by the end of October 2015.**
3. Linking up CJS to Community Integration Unit – Barry Fowler (SPS) to look into feasibility of a work experience pilot through linking up CJS to the Community Integration unit.
4. Robert Logan to circulate new Work Experience Standard.

#### **Complete – attached to circulation email**

5. Group to consider other ways of engaging new employers for CJS e.g. using the DYW Regional Groups – to be fed back either before or during the next meeting.
6. SCVO/Group to consider if there something that could be done to improve the application form.
7. SCVO to consider how to introduce transition planning into the CJS application process for both the employer and employee - to be fed back before or during the next meeting.
8. SCVO to take forward planned workshops on recruiting, employing and supporting more vulnerable CJS employees. Group to feed into this if required.
9. Hilary Scott to send Robert Logan contact details for all ADP's in Scotland – to be circulated to SCVO/Group

#### **Completed – 17 September**

10. Victoria Beattie to put forward a proposal for a CJS App to provide a link to relevant support networks for CJS as part of the Strathclyde University project for developing a IT tools or APPs for the Scottish Government.
11. Cheryl-Ann Cruikshank to provide details of the careers fair in October - Robert Logan to circulate to Group.
12. SDS and SCVO to meet with Scott Gray of SG Youth Transitions to Employment Team to take forward linking CJS into the Participation Measure
13. Lorna Hay to send slides/fact sheet on the Supported Employment Programme to Robert Logan who will circulate to Group

#### **Completed – 14 September**

14. Robert Logan to circulate Guidance Note to Group for wider circulation to interested stakeholders

#### **Completed – attached to circulation email**

## CJS Evaluation – Recommendations Tracker

Core CJS Programme	Comments/Actions
<p><b>1 Increasingly Target More Vulnerable Groups of Young People:</b> The labour market is continuing to improve with falling unemployment and rising reports of recruitment problems. However, it is known from previous recoveries that the more vulnerable will be the last to benefit. The experiences of the Wage Incentive jobs and the Phase 4 pilots shows that the CJS model can be applied to more vulnerable groups of young people. Entering Phase 5, the percentage of CJS jobs and wider resources allocated to these more vulnerable groups should continue to increase as CJS provides an excellent opportunity for them to gain real work experience but in a supportive and developmental environment</p>	<ul style="list-style-type: none"> <li>• Consideration should be given to continuing with a shifting emphasis towards supporting more from the vulnerable groups. To be discussed further at the December 2015 meeting. <b><i>[NB: this is subject to the upcoming SG Spending review]</i></b></li> </ul>
<p><b>2 Continue Engaging New Third Sector Organisations:</b> For CJS to continue to grow and diversify the types of jobs available, it is important that SCVO continue to explore ways of engaging smaller third sector organisations in the CJS programme, with closer collaboration with local authorities one option. By increasing the number of organisations engaging with CJS, the quality of the jobs should increase as organisations have to be more innovative in their offer if they are to be successful in the allocation of CJS jobs. The effectiveness of the marketing efforts then needs to be monitored with data recorded on the size (e.g. number of employees) and local authority area of each third sector organisation applying for CJS jobs.</p>	<ul style="list-style-type: none"> <li>• SDS would find it useful to have a formal guidance note on CJS to use when trying to engage new employers</li> <li>• <b><i>Action: SCVO to develop CJS promotional leaflets - electronic and paper versions - for circulation to CJS stakeholders – <u>to be completed by the end of October 2015.</u></i></b></li> <li>• <b><i>Action: Group to consider other ways of engaging new employers for CJS e.g. using the DYW Regional Groups – <u>to be fed back either before or at the next meeting.</u></i></b></li> </ul>

<p><b>3</b></p>	<p><b>Limit Number of CJS Jobs per CJS Employer:</b>          To help increase the quality of the CJS jobs on offer and ensure that the CJS employees receive a more personalised employment, training and development experience in their CJS job, it is recommended that for each Phase a limit of no more than five young people per CJS employer in anyone local authority area is established. Another means of helping to increase the quality of the CJS jobs is to <b><i>use the Living Wage as a stimulus</i></b> to create more demanding, less routine jobs that will offer greater long-term benefits for the CJS employees.</p>	<ul style="list-style-type: none"> <li>• Variety of views expressed and it was felt that:-             <ul style="list-style-type: none"> <li>– Focus should be on increasing the quality of the jobs rather than limiting the number per employer.</li> <li>– Some national CJS employers can offer good quality jobs in larger numbers as these are spread across the country.</li> <li>– SCVO consider employers historical CJS performance before considering allocating places.</li> <li>– SCVO prefer the flexibility of allowing more jobs per employer if there is a case to do so.</li> <li>– consensus that this recommendation may not be appropriate for CJS given the diverse range of employers and participants.</li> </ul> </li> </ul> <p><b>This recommendation will be discussed at the SLAED meeting and fed back to the Group at Decembers meeting.</b></p>
<p><b>4</b></p>	<p><b>Greater Scrutiny of Young People Applying to CJS:</b>          To better meet CJS employers' expectations around the quantity and quality of applicants put forward to them, Jobcentre Plus and SDS advisors should seek and then act on the feedback received from CJS employers around the recruitment process. This will help Jobcentre Plus and SDS advisors to better identify the young people most suited to the CJS opportunities. However, for this to work effectively, CJS employers must be clear and forthcoming with their feedback</p>	<ul style="list-style-type: none"> <li>• Recognised that there were different strands to this recommendation.</li> <li>• More discussion is needed to consider where CJS sits on the LA employability pipeline – <b>this will be discussed at the SLAED meeting and feedback to the Group at December meeting.</b></li> <li>• With the focus of CJS on vulnerable groups it sits across different stages of the pipeline.</li> <li>• Job readiness is the key factor for considering the relevant pipeline stage.</li> <li>• recognition that the application forms often do not reflect the qualities and attributes of the young person – this often comes across better in an interview?</li> <li>• the employers maybe have a different expectation about the types of young people who are applying for CJS opportunities</li> <li>• <b>Action: consider if there something that could be</b></li> </ul>

		<p><i>done to improve the application form.</i></p> <ul style="list-style-type: none"> <li>• <b>Action: SCVO to hold workshops on recruiting, employing and supporting more vulnerable CJS employees.</b></li> </ul>
5	<p><b>Encourage the Transition Planning from Induction Onwards:</b> The CJS jobs remain temporary jobs and it is important that the CJS employees are prepared from the outset for their transition after the end of their CJS contracts. By starting this planning process early, the CJS employees and employers can discuss what skills the CJS employees want to develop in their jobs and what training and qualifications they feel would benefit them most. CJS employees are therefore primed to see CJS as a stepping stone to something, rather than an end in itself that may lead to being kept on by the CJS employer.</p>	<ul style="list-style-type: none"> <li>• <b>Action – SCVO to consider how to introduce transition planning into the CJS application process for both the employer and employee. Feedback to be given to the group by or at Decembers meeting.</b></li> </ul>
6	<p><b>Implement the SCVO-SLAED Protocol:</b> The relationship between SCVO and the local authorities has been strained and the protocol offers the opportunity to build afresh and work in closer partnership to the ultimate benefit of the CJS employees. Both sides need to commit to the protocol with SCVO being more open in their information sharing, while the local authorities (particularly the local authorities with the greatest number of CJS jobs) should identify a named individual with a CJS remit who works with SCVO to build connections with their local employability pipeline.</p>	<ul style="list-style-type: none"> <li>• SCVO/SLAED meeting on 24 September to finalise the protocol</li> <li>• <b>Sign off to take place at SLAED meeting on 22 October and circulation to Group thereafter.</b></li> </ul>
7	<p><b>Enhance Performance Management of CJS Programme:</b> Notwithstanding the need to ensure that the outcomes data for the Phase 4 pilots is captured to enable a full assessment of performance to be made, there is scope to further improve the performance management of the CJS programme to provide greater intelligence on how well it is operating and insight into whether additional action is required. Reading across the evaluation’s findings, specific improvements could be made around the:</p> <p>1) <b>Effectiveness of the marketing efforts</b> – data should be recorded on the size (e.g. number of employees) and local authority area of each</p>	<ul style="list-style-type: none"> <li>• Marketing efforts are being addressed as part of recommendation 2 – ways of engaging more new employers.</li> <li>• Off the job training can be promoted as part of the work to introduce transition planning into the application process.</li> <li>• Recognition that many CJS employers are providing in house training to CJS employees and not claiming</li> </ul>

*third sector organisation applying for CJS jobs. This can then assess whether additional marketing efforts are needed in some localities.*

- 2) ***Uptake of off-the-job training*** – a breakdown of which CJS employees have accessed off-the-job training by local authority area and occupation type should be produced. By doing so, partners can then assess whether there are any distinctive patterns in uptake that could be targeted for action – e.g. arranging group training in other locations across Scotland.
- 3) ***Characteristics of the young people*** – and in particular the length of unemployment prior to starting on CJS.
- 4) ***Completeness of the outcomes data*** – with the outcomes of 20% of CJS Phase 3 participants unknown, there is a need to explore other options to capture the outcomes data. The main one would appear to be the CJS employers as many appear to periodically contact their former CJS employees to see how they are getting on. They are therefore more likely to have the young people's up-to-date phone, email and social media contact details.

additional through the Training Fund.

- ***Action for Point 4: SDS and SCVO to meet with Scott Gray of SG Youth Transitions to Employment Team to take forward linking CJS into the Participation Measure.***



Pilot programmes:		
Young people with convictions pilot:		Comments/Actions
1	Extend age limit and eligibility to the programme.	<ul style="list-style-type: none"> <li>Recommendation complete - now part of the extended developments for Phase 5.</li> </ul>
2	Consider pre-release work experience tasters.	<ul style="list-style-type: none"> <li><b>Action: Barry Fowler (SPS) to look into feasibility of a work experience pilot through linking up CJS to the Community Integration unit. SCVO/SG will consider whether this can included as part of Phase 5</b></li> </ul>
3	Ensure wide package of support for the young people.	<ul style="list-style-type: none"> <li>PSP support now more widely available for CJS.</li> </ul>
4	More support for CJS employers	<ul style="list-style-type: none"> <li>Adv Group will feed into and help SCVO take forward a training event or a programme of training for CJS employers to help them improve their understanding of the support needed by the vulnerable groups. <b>(links to action at recommendation 4 of Core CJS Programme)</b></li> </ul>
5	Increase length of CJS contracts to up to 12 months	<ul style="list-style-type: none"> <li>Recommendation complete - now part of Phase 5</li> </ul>

<b>Care leavers pilot</b>		<b>Comments/Actions</b>
<b>1</b>	Ensure a stronger commitment amongst partners to the delivery of the care leaver pilot.	<ul style="list-style-type: none"> <li>• SCVO have plans in place for continuing recruitment through discussions with LA's looked after children contacts and a mix of specialist care organisations.</li> </ul>
<b>2</b>	Establish a stronger CJS care leaver lead	<ul style="list-style-type: none"> <li>• Recommendation complete - SCVO have an identified lead for the care leaver places.</li> </ul>
<b>3</b>	Double the number of care leavers CJS starts coming from referral organisations.	<ul style="list-style-type: none"> <li>• Group felt that the programme has moved on significantly since this recommendation.</li> </ul>
<b>4</b>	Increase the length of the CJS contracts on a case-by-case basis.	<ul style="list-style-type: none"> <li>• Recommendation complete - Phase 5 offers care leavers and other vulnerable groups opportunities lasting up to 12 months if needed.</li> </ul>
<b>5</b>	Ensure wide package of support for the young people.	<ul style="list-style-type: none"> <li>• Linked to actions being taken forward against recommendation 1 for core CJS programme .</li> </ul>
<b>6</b>	More support for CJS employers – particularly those who are new to supporting young people with a care background.	<ul style="list-style-type: none"> <li>• Links to the actions being taken forward as part of recommendation 4 from the young people with convictions pilot and recommendation 4 of the core CJS programme.</li> </ul>