

## COMMUNITY JOBS SCOTLAND ADVISORY GROUP

Tuesday 24 January 2017: 11.00 – 13.00

Atlantic Quay, 150 Broomielaw, Glasgow, G1 8LU

### • AGENDA & Evaluation Tracker

11.00	<ul style="list-style-type: none"> <li>• <b>Welcome from Chair</b></li> <li>• <b>Apologies:</b> <ul style="list-style-type: none"> <li>– Tommy McDade, Barnardo's</li> <li>– Kevin Fulton, SG Rehabilitation &amp; Reintegration Unit</li> </ul> </li> </ul>	Chair
11.40	<p><b>Outstanding Actions from October 2016 meeting:</b></p> <ul style="list-style-type: none"> <li>• SLAED to provide details of known LA Veterans contacts to SCVO (either directly or via RL)</li> <li>• Participation Measure – SCVO/SDS Data Sharing agreement - SCVO to provide an update at next Advisory Group meeting.</li> <li>• SCVO to provide EB with some examples of disability participants taking up full time places as a result of Universal Credit impacts.</li> <li>• VB to inform SG Defence colleagues of continued difficulties in trying to get access to early service leavers before they leave the military.</li> <li>• SCVO to provide updates on the numbers undertaking training/obtaining qualifications or certifications as a standing Agenda item for the Advisory Group.</li> <li>• SCVO to evaluate the Employer Training event and provide feedback initially to SG and then to the Group.</li> <li>• SCVO to provide AR at SDS with numbers on CJS from the BME group.</li> </ul>	Chair
12.00	<p><b>Member updates:</b></p> <ol style="list-style-type: none"> <li>1. SG Youth Transitions Team: <ul style="list-style-type: none"> <li>–</li> </ul> </li> <li>2. SCVO: <ul style="list-style-type: none"> <li>– The Gathering Jobs Fair</li> <li>– Early Service Leavers</li> </ul> </li> <li>3. SLAED: <ul style="list-style-type: none"> <li>– Corporate Parenting survey</li> <li>– LA Veterans Officers/Champions</li> </ul> </li> <li>4. DWP</li> <li>5. SDS: <ul style="list-style-type: none"> <li>– new Disability Employment Advisor role and Impacts on CJS referral process.</li> </ul> </li> <li>6. Other member updates</li> </ol>	All
12.45	<p><b>AOB</b></p> <ol style="list-style-type: none"> <li>1. CJS Evaluation Tracker – updates (if required)</li> <li>2. Proposed date for next meeting – week of 24-28 April 2017</li> </ol>	Chair
13.00	<b>Close and Lunch</b>	

*\*Please note timings and topics are indicative and subject to change during the meeting*

## CJS Evaluation – Recommendations Tracker – Updated July 2016

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 January 2016 meeting.</li> <li>• <b>Update:</b> Phase 6 funding and detail confirmed – support for up to 700 opportunities targeted at specific vulnerable groups in line with DYW recommendations, including young people progressing from a pilot of up to 100 pre CJS work experience opportunities linked to Activity Agreements.</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>Ongoing Action:</b> <i>Group to consider other ways of engaging new employers for CJS e.g. using the DYW Regional Groups.</i></li> <li>• <b>Action:</b> <i>SCVO have developed one generic CJS promotional leaflet - electronic and paper versions – which will be circulated around stakeholders.</i></li> </ul>
<p><b>3 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>use the Living Wage as a stimulus</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>– Recognise the need to have some flexibility to allow more jobs per employer if there is a case to do so and will discuss with SG to seek authorisation to do so during Phase 6</li> </ul> </li> </ul>

<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>• 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:</b> SCVO to hold workshops on recruiting, employing and supporting more vulnerable CJS employees:-</li> <li>• <b>Update:</b> SCVO have met with Open Doors to discuss how to improve support for employees and employers and how to promote the In Work Support package for those who progressed into permanent employment.</li> <li>• SCVO also attended the SG Justice employer support co-design event in June.</li> <li>• <b>Ongoing Action:</b> SCVO to provide ongoing updates on employer training events/workshops.</li> </ul>
<p><b>5</b></p>	<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>• Application form includes a part for employers to detail the sustainability aspect of the CJS opportunity.</li> <li>• SCVO will work with Open Doors Consortium to promote the In Work Support package available to those who move into permanent employment.</li> <li>• Implementation of the SCVO and SLAED protocol will assist with making transition planning links. To note while the protocol states that “SCVO contact CJS employers at least 6 weeks before the end of a CJS job to encourage them to contact the Local Employability Partnership if a young person is going to finish CJS and does not have a positive destination” – SCVO will continue to examine ways in which they can provide the LEP with information as timely as possible.</li> <li>• <b>This is an important recommendation and progress on Transition Planning work will be kept under regular review.</b></li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Action:</b> <i>As a result of the Protocol agreement what plans do SCVO have around developing the current transition planning to ensure that there is an increase in the focus and earlier implementation in the process?</i></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>• Sign off to take place and circulation to Group thereafter.</li> <li>• <b>Update:</b> Protocol signed off by SCVO – 29 January 2016 – Awaiting signed copy from SLAED but Shaun Lundy can confirm agreement has been given.</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> <ol style="list-style-type: none"> <li>1) <b>Effectiveness of the marketing efforts</b> – <i>data should be recorded on the size (e.g. number of employees) and local authority area of each third sector organisation applying for CJS jobs. This can then assess whether additional marketing efforts are needed in some localities.</i></li> <li>2) <b>Uptake of off-the-job training</b> – <i>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.</i></li> <li>3) <b>Characteristics of the young people</b> – <i>and in particular the length</i></li> </ol>	<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 additional through the Training Fund.</li> <li>• <b>Action on Point 4:</b> <i>SDS and SCVO have now met with Scott Gray of SG Youth Transitions to Employment Team to take forward linking CJS into the Participation Measure. The next step is to have a more technical meeting.</i></li> <li>• <b>Update:</b> Technical meetings have been held – further action being taken forward by SDS and SCVO.</li> <li>• <b>Action on Point 2:</b> <i>Consider in house training and certification as part of Phase 6.</i></li> <li>• <b>Update:</b> Phase 6 will have increased focus on ensuring CJS participants gain recognised certification and/or ensure there is a</li> </ul>

<p>of unemployment prior to starting on CJS.</p> <p>4) <b>Completeness of the outcomes data</b> – 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.</p>	<p>tangible method of qualifying an increased employability skill set.</p> <ul style="list-style-type: none"> <li>• <b>Ongoing Action: SCVO will provide regular updates through the Advisory Group on the training being delivered during Phase 6 and on progress towards CJS participants gaining recognised qualifications/certification.</b></li> </ul>
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<b>Pilot programmes:</b>		
<b>Young people with convictions pilot:</b>		<b>Comments/Actions</b>
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:</b> Barry Fowler (SPS) to look into feasibility of a work experience pilot through linking up CJS to the Community Integration unit (CIU). SCVO/SG will consider whether this can be included as part of Phase 5.</li> <li>• <b>Update:</b> CIU pilot is currently ongoing through Greenock and Cornton Vale prisons but is in the early stages.</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>
1	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>

2	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>
3	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>
4	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>
5	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>
6	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>