



**POLICY AND RESOURCES SCRUTINY COMMITTEE –  
21ST JANUARY 2014**

**SUBJECT: 6-MONTH PROGRESS UPDATE OF IMPROVEMENT OBJECTIVE 2 -  
CAERPHILLY PASSPORT PROGRAMME**

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151  
OFFICER**

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**1. PURPOSE OF REPORT**

1.1 To provide the six-month update of the Improvement Objectives relating to the Caerphilly Passport Programme to Policy and Resources Scrutiny Committee.

**2. SUMMARY**

2.1 The Passport Programme progress is continuing well with significant work being undertaken. Three of the Improvement Objectives are in line with the ESF objectives set for the programme; two are additional measures looking at the impact of the programme on those participating and the percentage of positive outcomes achieved.

2.2 Progress so far is on schedule to meet the Improvement Objectives set. The report sets out performance against targets to date. Prior to the launch on 5th April 2013 and since there has been a significant amount of activity and the report also touches on some of the key elements of the Programme.

2.3 There has been a rolling programme of team meetings, working group meetings and project board meetings since the Programme began. This is the governance structure for the Programme.

2.4 To date 472 referrals have been received to the programme.

**3. LINKS TO STRATEGY**

3.1 The Passport Programme supports the Council's People Strategy, Learning and Development Strategy, Education for Life and Corporate Strategies, Corporate Plan.

3.2 Supports the Regeneration Agenda, and links in with our strategy for achieving the WHQS standard.

3.3 The Passport Programme links to Strategic Equality Objective 6, Diversity in the Workplace.

3.4 The Passport Programme is a Council Improvement Objective (IO2) to improve job opportunities.

## 4. THE REPORT

### Outcomes to date

- 4.1 So far 472 young people have been referred into the Passport Programme. The breakdown of referrals is as follows:-
- Work Club – 113
  - Job Centre – 300
  - Educ8 – 1
  - Innovate – 1
  - Careers Wales – 48
  - Direct referral – 6
  - Youth Offending – 3
- 4.2 Future referrals will be managed in a different way to ensure the right calibre of candidate is put forward to the Passport Programme. The programme was established for young people who are work ready to gain work experience. A number of referrals in have been young people who are not work ready and need additional or different support to be successful in the workplace. By directing the referrals from the Job Centres to the Communities First team who work alongside the Passport Programme they can refer on the right young people and also support those who are not work ready into the right provision that best suits their needs.
- 4.3 In terms of numbers in the programme to date:-
- There are 6 young people currently in Tier 1 and a total of 176 have previously gone through tier 1 (not all moved through to Tier 2)
  - There are 83 people currently in Tier 2 (having been through Tier 1)
  - There are 26 apprentices in Tier 3
- 4.4 So far a total 176 placements have been delivered across the tiers from January 2013 until January 2014 against a target of 150.
- 4.5 Of those 176 placements we have been able to track since completing their work placement, 1 has gone on to further education or training 3 into CCBC training contracts (funded by Corporate Apprenticeship and Trainee Budget or internal service area budgets), 43 into vacancies, 22 with the Council (including 4 CCBC apprenticeship posts) and 21 to other organisations.
- 4.6 In terms of the percentage of participants who now feel they are more work ready from participating in the programme this information is being collated from different sources. The project is being externally evaluated by Wavehill and an element of the evaluation is how the programme has impact the individual in terms of confidence, experience and readiness to enter sustainable employment. Additionally, the team are undertaking work around reviewing the individual through the programme. The outcomes from that piece of work demonstrate that 100% of participants able to be contacted felt that they were more work ready since completing the Passport Programme.
- 4.7 The third indicator is the percentage of positive outcomes achieved. Young people participating in the programme are tracked post placement to establish the outcomes. To date 63% of those participating have gone into employment or further education.
- 4.8 The fourth indicator, in line with the ESF target is to create 25 apprenticeship opportunities per year. So far 26 apprenticeship opportunities have been created for young people between 1st April 2013 - 31st December 2013 within and outside of the Council.
- 4.9 The final indicator is to create 40 employment opportunities per year of the programme. So far 46 opportunities have been created for young people participating within the programme.

### **Additional Appointment**

- 4.10 As a result of a finance re-profile, agreed by the Project Board and the ESF team at Welsh Government, there has been an opportunity to appoint an additional Passport Support Officer to the team. This will help deal with the workloads in the team as the number of trainees increase. The successful appointee started November 2013.

### **Working Group and Project Board**

- 4.11 The working group has continued to meet on a monthly basis. The group has representatives from the partners engaged in the project on a daily basis and this group continues to be successful in dealing with operational challenges and agreed changes to the model to improve delivery. Some recent examples of this are the changes being made to the front end of the model to compress the period of time in training to 2 weeks rather than being spread over a four-week period and to put those young people referred in via the Job Centre to the Communities First team for the initial assessment.
- 4.12 The Project Board meets on a quarterly basis and membership has been extended to include a Job Centre Plus and Careers Wales representative on the Board. The Project Board is currently being chaired by the Head of Workforce and OD and the Working Group is chaired by the HR Service Manager (Strategy and Operations) they can be aware of the outcomes and some of the challenges being met.

### **Marketing, Branding and Publicity**

- 4.13 Marketing and branding was developed and is being used. A range of marketing has been used including billboards, advertising on buses, literature and pens, pencils, bags etc.
- 4.14 Regular press coverage on Passport Programme successes has been developed with support from the Communications team. This is good, positive publicity for both the programme and the Council.

### **Audit**

- 4.15 The team recently went through an audit by the ESF team. The result was very successful with one small recommendation being made. (Appendix 1)
- 4.16 An evaluation of the Programme is currently being undertaken by Wavehill Ltd who have been awarded the work after a procurement exercise. A draft inception report has recently been received (Appendix 1) and this will help scope out the next phase of the evaluation work and identify if any changes to the planned Wavehill work programme are needed.
- 4.17 The Passport Programme has also been selected for an ESF National Team Audit. This is scheduled for March 2014 but information will be required for submission before that date and is likely to be in the next month or so.

### **Future Developments**

- 4.18 The Project Manager and the Passport Programme Manager recently participated in a video conference organised by Welsh Government with regional groups who have also been running projects around apprenticeships / work experience funded by ESF. Representatives from those groups visited Caerphilly on the 19th December to share best practice and look at what learning could be gained by each project. Further meetings will be scheduled in 2014.
- 4.19 Meetings are being established with Cardiff City Council, Blaenau Gwent and Torfaen as well as the SEWDRG (South East Wales Directors of Regeneration Group) to explore the regional opportunities for Passport.
- 4.20 The model has been cited as the case study for a section in the Welsh Government document on the Youth Engagement and Progression Framework. This section is on Employability and Employment Opportunities.

## **5. EQUALITIES IMPLICATIONS**

- 5.1 The Passport Programme is a positive action programme, designed to support a specific group of young people who have been identified as having particular barriers in terms of career opportunities, work experience, training and development.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 Council allocated an annual budget of £485,000 per annum for the direct funding of apprenticeships and trainees.
- 6.2 The additional money is via grant funding. Depending on the success of the programme, the intention would be to reapply for funding to maintain the project, which could be regionalised in the future. Advice has been sought from the Finance Officer and European Funding Officer in relation to these claims.

## **7. PERSONNEL IMPLICATIONS**

- 7.1 There is a positive benefit to the programme both in terms of dealing with the Council's workforce planning challenge and by supporting young people into employment.
- 7.2 Negotiations with the Trade Unions have been completed to give trainees prior consideration for entry level internal vacancies in the Council if there are no suitable candidates from the redeployment pool.

## **8. CONSULTATIONS**

- 8.1 Head of Workforce and OD, HR Service Manager, Strategy and Operations, Community Regeneration Manager, Passport Programme Manager, Strategic Co-Ordination Manager and Council's Senior Policy Officer (Equalities and Welsh Language) have all been consulted and their views are reflected in the report.
- 8.2 There is ongoing consultation with Corporate Management Team. The report has also been shared with the Council's Trade Unions representatives.

## **9. RECOMMENDATIONS**

- 9.1 To note the progress made to date.

## **10. REASONS FOR THE RECOMMENDATIONS**

- 10.1 The progress to date is as per the planned schedule

## **11. STATUTORY POWER**

- 11.1 Local Government Acts 1972 and 2000.

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Appendices:

Appendix 1 Wavehill Inception Report on the Caerphilly Passport Programme