



POLICY AND RESOURCES SCRUTINY COMMITTEE – 14TH JULY 2015

**SUBJECT: YEAR END PROGRESS UPDATE OF IMPROVEMENT OBJECTIVE IO2 –
IMPROVE JOB OPPORTUNITIES SO PEOPLE CAN LIVE BETTER
LIVES - CAERPHILLY PASSPORT PROGRAMME**

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

1. PURPOSE OF REPORT

- 1.1 To provide a yearly update of the Improvement Objective IO2 relating to the Caerphilly Passport Programme to the Policy and Resources Scrutiny Committee and to give an overall update following the closure of the programme, in line with reporting requirements.

2. SUMMARY

- 2.1 The Passport Programme came to a close on 31st March 2015 and the programme met the objectives set. Therefore, Cabinet have chosen not to carry this Improvement objective forward for 2015-2016. Three of the performance measures 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 The report sets out performance against targets until 31st March 2015 and judges the objective to be **successful** as explained by progress of the key elements of the Programme contained within this report.

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 and 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) for 2014-2015 to improve job opportunities and is an Improvement Objective (IO2) for 2014-15 to improve job opportunities by implementing the Council's Passport scheme.

4. THE REPORT

Outcomes achieved

4.1 As at 31st March 2015, 675 young people have been referred into the Passport Programme. The breakdown of referrals is as follows:

- Work Club/Communities First – 151
- Job Centre – 421
- Educ8 – 1
- Innovate – 1
- ITEC - 3
- Careers Wales – 62
- Direct referral – 31
- Youth Offending – 5

4.2 In terms of the targets set as a part of the Improvement Objectives, the following has been achieved as at 31.03.2015 and covering the period of 1/4/14 to 31/3/15:

- 154 work placement opportunities delivered (target of 150)
- 25 apprenticeship opportunities created (target of 25)
- 51 employment opportunities created (target of 40)

4.3 At their final review, participants are asked if they feel they are more work ready. The feedback is 100% feel that they are.

4.4 249 young people have completed their Passport programme. The success rate in terms of securing positive outcomes from those completing the programme is 80%. Of the 199 successful outcomes 83 are working with external organisations, 112 are with CCBC and 4 have returned to education.

Independent Evaluation Feedback

Wavehill undertook an independent evaluation of the Programme. They have spoken with 157 individuals who were referred to Passport - 72 of these have received further support following referral and 85 had not pursued anything with Passport.

4.5 For those who have not progressed any further with Passport there have been a range of reasons often related to a change in circumstances, however, 53% indicated that they have found employment with most of this employment being full time roles.

4.6 For those that have taken up the support offered by Passport 89% have found the initial assessment work useful or very useful; 85% found the employability training useful or very useful.

4.7 80% of those who have worked with the programme say they have been changed by their Passport experiences, these changes include 44% specifically saying they feel more confident, 29% happier and 22% feel more experienced.

4.8 85% say they gained job specific skills; 68% improved social skills for work (self confidence, turning up on time etc); 60% improved their sense of what they want to do; 53% report improved job search skills; 33% improved low basic skills.

4.9 85% say they feel more enthusiastic about work; 90% are more confident about their own abilities.

4.10 91% say they were helped by the coaching/mentoring they received.

4.11 71% say that without Passport they would still be unemployed.

- 4.12 Initial feedback from Wavehill from the employer experience perspective is that all employers contacted by them (30) who were hosting Passport trainees found it easy (2) or very easy (30) to work with the programme. All have said it has been beneficial (3) / very beneficial (27). 29 of the 30 would recommend the programme, 29 of the 30 want the work to continue, 29 of the 30 would work with similar programmes 1 of the 30 didn't know, paperwork was the main issue for the non-committer.
- 4.13 The majority of employers note particular positive impacts from Passport on:
- Improved working practices
 - Improved productivity
 - Improved customer service
 - Helping address skills gaps and skills shortages
 - Improved recruitment practice
 - Improved training and developing practices
- 4.14 The evaluation is continuing with Wavehill re-interviewing some of the participants and employers to follow them through the Programme as case studies for further qualitative feedback.

Evaluation and Audit

- 4.15 As well as the Wavehill Evaluation, the Passport Programme was also been selected for an ESF National Team Evaluation (see appendix 1 for full report).
- 4.16 All audits undertaken to date in terms of paperwork, record keeping etc have been completed successfully to date with just two minor issues being picked up. Support and advice has been provided by the Council's SET officer on audit requirements.

Future

- 4.17 The team had an original allocation for 50 placements for 14-15 which have been filled. A further 50 placements were requested from Welsh Government and had to have participants in place by September 2014. These placements are needed to be used by the end of September. Additionally, the team were supporting the Communities First pilot whereby 52 Job Growth Wales placements had been awarded to support young people living in Community First clusters. There are some challenges as this allocation has to be managed differently to Passport and concerns have been raised by WG that there was a risk of treating young people within the County Borough differently.
- 4.18 Meetings with Cardiff City Council, Blaenau Gwent and Torfaen have been held as well as with the SEWDR (South East Wales Directors of Regeneration) to explore the regional opportunities for Passport. A draft paper for Torfaen and Blaenau Gwent had been produced to consider support for a Passport pilot. This is unlikely to be picked up by HR but potential is there to be picked up by Communities First.
- 4.19 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. This is a discretionary budget that could be impacted by the MTFP challenges.
- 6.2 There are no future financial implications as the project has now closed.

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.
- 7.3 A further report is going through consultation regarding making Passport the conduit for apprenticeship opportunities in the Council in a more formal way.

8. CONSULTATIONS

- 8.1 Head of Workforce & 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 The report has also been shared with the Council's Trade Unions representatives.

9. RECOMMENDATIONS

- 9.1 To note the progress made to date and invite members to discuss and agree with the service judgement of 'successful' for this objective for 2014/2015.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 The progress to date is as per the planned schedule. If members agree the judgement of successful this will be published to the public within the Council's Annual Performance Report in October 2015.

11. STATUTORY POWER

- 11.1 Local Government Acts 1972 and 2000. Local Government Measure 2009.

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Background papers: Wavehill Inception report on the Caerphilly Passport Programme

Appendices:

Appendix 1: Welsh Government National Evaluation Report

Appendix 2: Improvement Objective 2 – Ffynnon reporting dashboard