

Edinburgh and South East Scotland City Region Deal

Joint Committee - 10am, Friday 6 March 2020

Integrated Regional Employability and Skills (IRES) Programme – Update Report

Item number

Executive Summary

This report is to provide the Joint Committee with an update on the progress being made by the IRES Programme.

It will also ask the Joint Committee to note the changes to the Chair and to the IRES Programme Management Office (PMO) since December 2019 and approve the proposed actions stemming from a reflection workshop that took place at the end of last year.

The report will also inform the Joint Committee of the work being done by the PMO with Project Leads to flatten the financial profile for the IRES Programme, in line with a request from Scottish Government.

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Integrated Regional Employability & Skills (IRES) Programme – Update Report

1. Recommendations

1.1 It is recommended that:

- 1.1.1 The Joint Committee note the change made to the Chair of the IRES Board and changes being made to the Skills PMO, in line with the approval from the Executive Board in December 2019.
- 1.1.2 Consider the progress being made in each of the IRES projects, as outlined in the Quarterly Report (Appendix 1).
- 1.1.3 Support the actions that will be taken forward after the Reflection Workshop held on 22 November 2019.
- 1.1.4 Note the work being done with IRES Project Leads to provide Scottish Government with a flattened financial profile for the coming years.

2. Background

1. The IRES Board last met on 11 February 2020. This was the first IRES Board meeting chaired by Steve Grimmond, Chief Executive of Fife Council, since taking over from Angela Leitch at the IRES Reflection Workshop in November 2019.
2. In December 2019, both Colin Forbes (formerly of East Lothian Council) and Ken Shaw (formerly of City of Edinburgh Council) left their respective organisations and, consequently, the IRES Programme Management Office (PMO). The Executive Board approved the proposal that the IRES PMO will continue to be resourced at an equivalent level and the two vacant posts would be advertised to work alongside Adam Dunkerley, the remaining (part-time) IRES PMO resource with an increase in Adam's capacity (0.6fte from 0.4fte):
 - Post 1 will be recruited into the central PMO and will have a “vertical view” of the IRES Programme, ensuring governance and compliance are adhered to, that business cases are realised and supporting the IRES Board to realise the programme as a whole.

- Post 2 is currently being advertised and will be hosted by the Capital City Partnership (CCP). This role will have a more “horizontal view” of the programme, working with project leads to support performance management, compilation and evidencing of financial claims, as well as developing links between the IRES projects and local delivery partners throughout the city region.

3. Main report

3.1 Detailed information on the progress of each of the IRES projects can be found in the Quarterly Report (Appendix 1), but a few key highlights for noting:

- ***Integrated Knowledge Systems (IKS)*** – Have completed a range of workshops with regard to the Talent Bank element and a proposal will be developed.
- ***Labour Market Analysis (LMA)*** – Have appointed a new staff member and have initiated analysis activity in the Health and Social Care sector, following up the work they have done in Tourism and Hospitality. This will be presented to the IRES Board at the June Meeting.
- ***Integrated Employer Engagement (IEE)*** – Staff team has been recruited and stakeholder engagement is ongoing with particular success linking to Developing Young Workforce groups.
- ***Intensive Family Support Service (IFS)*** – Legal agreements between Fife Council and the other five local authority partners are being developed. A project specification has been finalised, with local variations linked to the findings from co-production activity and a Public Information Notice (PIN) was posted on Public Contracts Scotland on 12 February 2020, asking for expressions of interest.
- ***Housing Construction & Infrastructure (HCI) Skills Gateway*** – Wave 1 has commenced across all local authority areas and school outreach is going well. Fife is the only area where engagement with schools has not yet taken place, but contact has been made to set this up.
- ***Digital Driven Innovation (DDI) Skills Gateway*** – Data Education in Schools programme has commenced and is working in four curriculum areas. Other parts of the project (in Colleges and Universities) will commence in quarter 4. The Equality and Diversity lead, working across both Skills Gateways left post in January and recruitment has begun for a replacement
- ***Workforce Mobility*** - Project Lead job specification has gone through the evaluation process and will be advertised before end of February 2020.

3.2 The Reflection Day Workshop took place on 22 November 2019, and brought together over 60 people from a range of different organisations that are involved or will be impacted by the IRES programme. It was facilitated by Lesley Brown, (Chief Operating Officer – Education, East Lothian Council) and provided the opportunity for those involved in the Programme to hear about each of the projects, identify where links could be made and where challenges might need to be overcome when

engaging with their organisation or in their area. The event was well received and feedback was very positive.

3.3 The IRES Board considered the Challenges, Actions and Solutions paper (Appendix 2) at their meeting on 11 February and will be progressing initially with the following actions:

- IRES Project Leads will carry out a series of “roadshow” type events, first in each of the local authority areas, to engage with partners at all levels, to create links into IRES. Although politically and at senior management level, more collaborative joined up working through IRES is the goal, this is not always translated into business as usual as officers can feel isolated from the decision making and not understand where the links can be made. This type of engagement should address this.
- These events will also be more tailored to meet the individual needs/interests of other key partners, such as FE/HE institutions, NHS, Chambers of Commerce, Third Sector and other key organisations.
- Once the new City Region Deal branding and logo has been signed off, Project Leads will be encouraged to produce relevant marketing and promotional materials which will help us to spread the message of IRES more effectively. That this is a change programme, designed to facilitate more collaborative, regional working, where appropriate, not to replace ongoing local activity, which has been raised as a concern.
- The four Developing Young Workforce (DYW) Groups that are represented in the Edinburgh and South East Scotland City Region should come together to support more joined up thinking and to investigate ways for more collaborative, shared working. This has already been taken on by IRES Board member Graeme McEwan, from the Edinburgh, East and Midlothian Board. The Chairs of all four DYW Boards have agreed to meet at least once per quarter, after each IRES Board to reflect on activity and to drive forward a more joined up plan. This will be presented to the IRES Board later in the year.

4. Financial impact

4.1 Due to a number of factors in the first year of the programme, there will be a significant underspend in the IRES Budget. At this time, we are projecting a spend of between £1-1.5 million. This is significantly under the £3 million that was budgeted in the IRES Business Case.

4.2 Delay in receiving the grant offer letter resulted in knock-on delays with the subsequent back to back agreements, which meant much of Quarter 1’s projected spend was not used. Further delays in staff recruitment, additional legal agreements being prepared between lead and delivery partners and additional time for co-production prior to procuring/commissioning activity has made an impact.

- 4.3 During the recent quarterly performance meeting with Scottish Government, it was made clear that any underspend from Year 1 will be made available to the IRES Programme in later years but cannot be rolled over into Year 2.
- 4.4 The IRES Board has instructed the IRES PMO to work with Project Leads to flatten the profile to £3 million per year. This is a complex process and the IRES Board will review options critically so protect the programme ambition and intended outcomes.
- 4.5 It is our intention to re-profile to £3 million per annum, but work with the Project Leads to ensure there is no underspend next year. This will give us the option to go back to Scottish Government to negotiate a more flexible budget in future years, particularly when they have other City Region/Growth Deals with Skills revenue spend, who may have similar Year 1 underspends in future.
- 4.6 Project Leads will also be encouraged to have ready, certain activities that can be accelerated into the fourth quarter of next financial year, should there be any underspend, or if Scottish Government indicate that there is more money available.

5. Equalities impact

1. Each of the IRES Projects have been asked to complete an equalities impact assessment to understand what impact their activity will have in the areas they are operating in. As IRES has inclusive Growth at the heart of the programme, it will be part of our ongoing monitoring and evaluation to understand how we are reaching and supporting more of our target groups and those from the most disadvantaged parts of the City Region, into new opportunities.
- 5.2 A Monitoring and Evaluation Framework for the overall City Region Deal is being developed. This will include targets for groups with protected characteristics and will be reported to Joint Committee in June 2020.

6. Background reading/external references

- 6.1 [IRES Programme business case: Joint Committee report – 17 December 2018](#)

7. Appendices

1. IRES Programme – Quarterly Report
2. IRES Reflection Day Workshop – Feedback, Challenges, Actions and Solutions Paper

Appendix 1 - ESES City Region Deal IRES Programme Quarterly Progress Report (1st October 2019 – 31st December 2019)

Introduction

This report provides detailed information for each of the seven ESESCR IRES projects and should be read in conjunction with the ESESCR IRES Summary Project report which provides the latest available snapshot.

This report is a compilation of information provided by each of the IRES Programme Project Leads and shows milestones achieved, future plans, as well as associated or emerging issues.

1. Integrated Knowledge Systems (IKS)

IRES Activity	Report Period	Author	Status			
			Timeline	Budget	Inclusion	Legacy
Integrated Knowledge Systems (IKS)	Quarter 3: 1 October 2019 to 31 December 2019	Saty Kaur Capital City Partnership Project Manager	GREEN	GREEN	GREEN	GREEN
Note: <u>Status</u> <ul style="list-style-type: none"> “Inclusion” is an assessment of progress made against the project baseline on benefits for programme priority groups “Legacy” is an assessment of progress made on mainstreaming activity or learning that will add value beyond the funding period 						

Summary of Progress and Achievements

The IKS project commenced in June 2019 after the approval of the Business Case.

Progress to date and milestones achieved are identified in more detail in the next section. Brief summary to date:

Progress

- Delivery and Advisory Group is established, governance agreed, and project documentation completed and regularly reviewed.
- Ongoing stakeholder engagement with partners directly involved in the IKS project including 1:1s in the Local Authority areas and group briefing sessions.
- Engagement programme in place for wider Deal engagement including links to other Deals such as Tay Cities.
- Management Information System (MIS) user group established and engagement plan initiated with first phase user experience questionnaire.
- Workshops held with different employer engagement system suppliers to identify user requirements for a programme of pilot activity for 2020.
- Joint working with Integrated Employer Engagement (IEE) manager and engagement with regional Procurement leads and PMO team to initiate programme of activity to inform the Community Benefits workstream.

Challenges

- Additional funding required to deliver data and digital upskilling programme. Funding application to Power Up was unsuccessful. Further funding being explored.

Ask of partners

The agreed Business Case outlines the intention to have all six local authority areas using one MIS, and further work is still to be completed on the technical requirements and user functionality required by the local authorities to move to one system. Partners are requested to support the work being undertaken to understand these requirements by sharing procurement specifications for current systems and lead contacts for Procurement, Data Governance and ICT. Partners are also requested to support the MIS engagement programme through facilitating discussions/workshops/focus groups with system users in their individual local authority areas.

Implementation Progress and Activities

Milestones Achieved during this Period	Next Milestone and Anticipated Timescales	Issues to be Raised with Board (if applicable)
<p><u>Project Management</u></p> <p>Delivery and Advisory Group (DAG) meeting schedule agreed – last meeting 3 December 2019</p> <p>Integrated Impact Assessment (IIA) drafted for Phase 1 – Management Information System (MIS) development – being reviewed by DAG. Will continue to be a living document with quarterly reviews</p> <p>Risk Register continues to be reviewed quarterly. Last version reviewed at DAG and approved</p> <p>Project Plan updated to reflect new timescales for MIS engagement and development – agreed by DAG</p> <p>Monthly PMO updates shared with DAG</p>	<p>Next DAG meeting due Spring 2020</p> <p>Feedback due from DAG on IIA and to be reviewed Spring 2020</p> <p>Risk Register to be updated prior to next DAG</p> <p>Communications plan to be drafted for review and approval by DAG</p>	
<p><u>Stakeholder engagement</u></p> <p>Caselink user group established and met</p> <p>MIS engagement plan ongoing with initial survey responses received</p> <p>Discussion with IEE & DYW to inform employer engagement and Talentbank requirements</p> <p>Meeting with Scottish Government to discuss Equalities and Human Rights</p>	<p>Survey closes 30 December 2019. Analysis of responses to inform next steps of engagement plan</p> <p>Once Talentbank pilot agreed further discussions on DYW involvement</p> <p>Continued dialogue on Equalities and Human Rights</p> <p>Meeting with Tay Cities Deal scheduled for January 2020 to discuss opportunities and crossover</p>	

Milestones Achieved during this Period	Next Milestone and Anticipated Timescales	Issues to be Raised with Board (if applicable)
	Meeting with Edinburgh Council's Head of Strategy and Communications scheduled for January 2020 to look at other Deals across the UK	

<u>Project activity</u> Open Data Framework mapping and analysis initiated Scoping of Talentbank pilot requirements complete by Hanlon – proposal received Scoping workshop for Talentbank pilot with ICONI to inform requirements – awaiting proposal Procurement/Community Benefits workshop to inform Community Benefits workstream Discussions with SDS leads for Marketplace and MyWoW to look at rollout and adoption by partners	Talentbank pilot proposal to be agreed and initiated early 2020 Implementation plan for pilot to be developed and initiated Workshop to be scheduled with SDS in early 2020 to look at options for adoption wider use of MP and MyWoW	
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Financial Inputs and Value for Money

Delivery remains on target and activities remain as originally specified. Initial budget for financial year 2019/20 was £295,000, reprofiled to £107,400 to reflect revised timeline for delivery elements. Full multi year budget is expected to be expended albeit with revised timetable. The majority of expenditure to date has been staffing related and therefore VFM has been assured as costs are based on verified standard pay scales.

Total Expenditure to date (£,000 Cum.)	CRD Claimed Expenditure (£,000 Cum.)	CRD Claimed Expenditure for Period (£,000)	External Leverage Secured for Activity (£,000 Cum.)
80,182	80,182	30,099	

Outputs

There have been no physical outputs as the IKS project is not client facing. At this point no additional Project level outputs are proposed.

Outcomes

There have been no outcomes or impacts achieved as the IKS project is not client facing. At this point no additional project level outcome or impact measures are proposed.

Impacts, Mainstreaming, and Other Positive Changes

Milestones achieved to date are identified above. Longer term outcomes are identified in the project proposition and benefits realisation plan. Project is on track to achieving these and no issues are identified at this time.

2. Labour Market Analysis and Evaluation (LMA&E)

IRES Activity	Report Period	Author	Status			
			Timeline	Budget	Inclusion	Legacy
Labour Market Analysis and Evaluation	Quarter 3: 1 October 2019 to 30 December 2019	Phil Ford SDS LMA&E Lead	AMBER	AMBER	GREEN	GREEN
Note: <u>Status</u> <ul style="list-style-type: none"> • "Inclusion" is an assessment of progress made against the project baseline on benefits for programme priority groups • "Legacy" is an assessment of progress made on mainstreaming activity or learning that will add value beyond the funding period 						

Summary of Progress and Achievements

The LMA&E project has now started, and the theme group has met three times in 2019-20. There is representation from all Local Authorities, NHS, Scottish Funding Council are members and the Higher Education sector is represented through Edinburgh Napier University.

There was a delay in returning the signed grant letter for this project, due to the publication timescales of SDS' annual accounts, but this has now been signed by SDS' Director of Finance and Corporate Governance.

A Labour Market seminar took place on 8th October 2019, at Napier University's Craiglockart campus. 35 individuals booked on to the event. The outcome of this event helped to identify that there was limited capacity for stakeholders to lead on the forthcoming LMA&E projects, but there was appetite for a regional skills observatory. Some partners indicated where they could support planned activities moving forward.

The next significant piece of work which is now underway is to undertake primary research into the skills needs of employers in the Health and Social Care sector, using the model similar to that undertaken for the Tourism sector. Ekosgen has been appointed to lead on this work which will run through until 31 March 2020.

SDS are also in the process of commissioning research (paid for through our partner contribution) into how labour market information is best used across other Scottish regions to support inclusive economic growth. This work will complete in late March 2020.

Further work is underway to develop a labour market toolkit which will highlight career opportunities in key sectors in the South of Scotland. An internal SDS and external partner workshop will run between now and the end of March 2020. The development of the toolkit itself will now be carried out in 2020-21.

The original budget of £50k for 2019-20 will not be spent due to the delay in starting the project. A revised forecast of just under £37k was submitted in September, but this has been decreased again to £26,182, with a further £24,357 coming from partner contributions. The grant letter allows for spend up to £47k for 2019-20. The first grant claim has been submitted for £3,283.05 in January 2020. The reason for the further decrease is to allow greater consultation to take place before commissioning the development of the regional labour market toolkit.

Implementation Progress and Activities

The timeline has slipped against that set out in the project proposition plan, but the timelines have been updated to reflect this change.

Milestones Achieved during this Period	Next Milestone and Anticipated Timescales	Issues to be Raised with Board (if applicable)
<p><u>Partnership and Development</u></p> <p>Theme group now in place and has met three times in 2019-20</p> <p>Project delivery plan moving forward</p> <p>Labour Market conference on 08.10.19 with around 30 delegates attending.</p> <p>Phil Ford is overseeing the project with day to day support 2.5 days per week from Jen Queen, Skills Planning Exec, SDS</p>	<p>External workshop to consider scope of labour market toolkit to be arranged</p> <p>Updated implementation plan agreed</p> <p>Performance and Monitoring and Evaluation processes fully in place</p>	<p>IRES Board to be aware of project underspend from £37k to £26,182 due to changes to timelines and delay in grant letter. No significant impact on project deliverables as activity can be moved into subsequent years.</p>
<p><u>Project Activities and Services</u></p> <p>Labour market seminar with agreed outputs (08.10.19) – research work to be procured with input from wider regional partners</p> <p>Ekosgen appointed to lead on Health and Social Care primary research in November 2019.</p> <p>Plan 2 workshops in February to support development of labour market toolkit for those offering careers advice to individuals.</p>	<p>Commission best practice research into how LMI data can be used to promote inclusive economic growth in other Scottish regions</p> <p>Ekosgen report to be prepared by 31.03.20.</p> <p>Deliver 2 workshops in February with stakeholders (external and internal) to identify changes required to labour market toolkit.</p>	
<p><u>Impact and Legacy</u></p> <p>This was discussed at the labour market conference in October 2019. Partners agreed to support planned research which will provide more detailed information around skills demand and supply challenges in key sectors across the City Region and consider issues around inclusion and under-representation in the labour market.</p>	<p>Offers of support from partners at the conference will help shape the research briefs required for future primary research projects.</p>	
<p><u>Finances</u></p> <p>Grant offer letter has been signed by SDS. Current forecast for 2019-20 is £26,182.</p> <p>Claim for £3,283.05 made in January 2020.</p>	<p>Review planned and actual expenditure month by month.</p> <p>Final claim for 2019-20 to be made in March 2020.</p>	

Financial Inputs and Value for Money

£3,283.05 has been claimed to date. A further financial claim will be compiled and submitted to the accountable body at the end of March 2020. Its anticipated that this will be around £22,899. Partner contributions to date are £1,546 with a further £22,811 to be spent by 31.03.20.

SDS has received the formal Award letter/letter of grant from the Accountable Body (CEC). This has now been signed.

Total Expenditure (£,000 Cum.)	CRD Claimed Expenditure (£,000 Cum.)	CRD Claimed Expenditure for Period (£,000)	External Leverage Secured for Activity (£,000 Cum.)
£4,829.05	£3,283.05	£3,283.05	£1,546

Outputs

There have been no physical outputs achieved as the LMA&E project is an enabling project to provide better regional labour market intelligence to support delivery across the City Region.

Outcomes

There have been no physical outputs achieved as the LMA&E project is an enabling project to provide better regional labour market intelligence to support delivery across the City Region.

Impacts, Mainstreaming, and Other Positive Changes

As outlined above there are limited outcomes at this time as work has been focused on the labour market seminar on 8th October 2019, and commissioning Ekosgen to lead on the Health and Social Care research project.

The Scottish regional best practice research into use of LMI data to promote inclusive growth will identify longer term approaches which are transferable into the ESES City Region.

To help maximise inclusive growth impact, work is ongoing with the HCI and DDI Skills Gateway and other project leads to understand barriers to progression and under-representation across other sectors.

3. Integrated Employer Engagement

IRES Activity	Report Period	Author	Status			
			Timeline	Budget	Inclusion	Legacy
Integrated Employer Engagement	Quarter 3 1 st October 2019 – 31 st December 2019	Ellen Munro CCP IEE Manager	AMBER	AMBER	GREEN	GREEN
Note: <u>Status</u> <ul style="list-style-type: none"> • "Inclusion" is an assessment of progress made against the project baseline on benefits for programme priority groups • "Legacy" is an assessment of progress made on mainstreaming activity or learning that will add value beyond the funding period 						

Summary of Progress and Achievements

PROGRESS

Project progress is behind due to delay in funding draw down.

Team Staffing:

- IEE Manager appointed and started role on 1 October 2019.
 - Recruitment of team delayed due to funding not yet received (progress as follows):
 - Business Assistant (Modern Apprentice) in post, start date 2 December 2019, currently completing internal induction process and has apprenticeship induction scheduled for January 2020.
 - Community Benefits Officer – job offer issued and start date scheduled for 27 January 2020
 - IEE Regional Officer & IEE Recruitment & Skills Centre Officers – will be advertised in January 2020 with a proposed start date by end March 2020 – delay in recruitment due to funding not yet received
- Interview panels to include representation from all local authorities.

SUCSESSES

Stakeholder Engagement:

- Engagement commenced and meetings held with; CEC (Econ Dev & Procurement), Mid Lothian Council, East Lothian Council, West Lothian Council, Fife Council, DYW, DWP. SDS & The Data Lab scheduled for Jan 2020.
- University of Edinburgh (DDI), Napier University (HCI) both engaged and working closely on supporting community benefits clauses on CRD projects.
- University Careers Service (on behalf of all 5 universities) and early engagement with Fife / Edinburgh College and early discussions made on employer engagement online web-based tool and support for Recruitment & Skills Centres. Still to engage with West Lothian College.
- Construction Industry (Community Benefits) engaged with Balfour Beatty, Robertson Construction, Farrans (SFN consortium) to date. An ask has been made to be included in CITB chaired Employer group in 2020, next meeting scheduled for April 2020.

CHALLENGES

Scottish Borders still to engage following numerous requests.

Delay in recruitment of full team

ASK OF PARTNERS

- An ask will be made to the IEE DAG (plus other IRES work streams) to offer wide promotion of the job adverts noted above in their areas to ensure regional attraction is maximised.
- Support interviews
- Access to working space if required
- DAG, approval of;
 - IEE Risk Register (reviewed quarterly)
 - Inequalities Impact Assessment (reviewed quarterly)

Implementation Progress and Activities

The proposed timeline is delayed as noted above. The project plan (to be presented at the DAG Feb 2020) will be updated and detail the proposed changes to the project proposition paper.

Milestones Achieved during this Period	Next Milestone and Anticipated Timescales	Issues to be Raised with Board (if applicable)
<p><u>Team</u> IEE Manager appointed and in post Business Assistant appointed and in post</p>	<p>Community Benefits Officer start date 27 Jan 2020 Advertise 2x officer posts</p>	
<p><u>Stakeholder Engagement</u> Initial meetings underway and relationships built with key local authority partners</p>	<p>Complete initial stakeholder meetings (SDS, The DataLab, Scottish Borders) Once team in place, workstream focused meetings to be scheduled by officers</p>	
<p><u>IEE / IKS Employer CRM Pilot</u> Scoping exercise complete with 3 main MIS providers (Iconi, Hanlon, FORT) Proposals received for 1-year pilot for use by FKRSC & FUSE (and potentially DYW)</p>	<p>Agree preferred provider and secure pilot contract – in conjunction with IKS</p>	
<p><u>Inward Investment Support</u> Raytheon due to open in West Lothian Council area in 2020, engaged Edinburgh Universities Careers Service to secure partnership offer for graduate/skilled recruitment – high number of skilled roles.</p>	<p>Coordinate/facilitate a pop-up recruitment offer for this employer in partnership with West Lothian Council once timeline agreed.</p>	
<p><u>Recruitment Skill Centre Reporting</u> Introduced reporting template at FKRSC to understand the footfall and need of job seekers and support that is required across the product suite available (incl. referrals to external provision, job outcomes, training support, school engagements). Reporting monthly. Report also includes outputs against funding streams.</p>	<p>Received monthly for analysis. To be rolled out to FUSE in 2020.</p>	
<p><u>Employer charter</u> Scoping exercise underway to create employer policy document detailing the requirements and commitments of employers utilising public sector support for recruitment and staff progression and sustainment. This to include fair work practices (e.g. Minimum hours, living wage, priority client groups, disability confident plus more)</p>	<p>Draft 1 to be complete by March 2020. Trail use by RSC for employer uptake and feedback</p>	

Financial Inputs and Value for Money

Costs incurred from September 2019 and claim submitted to City of Edinburgh Council.

Total Expenditure (£,000 Cum.)	CRD Claimed Expenditure (£,000 Cum.)	CRD Claimed Expenditure for Period (£,000)	External Leverage Secured for Activity (£,000 Cum.)
£4,984.61	£4,984.61	£4,984.61	£0

Outputs

No physical outputs to note.

Outcomes

No outcomes to note.

Impacts, Mainstreaming, and Other Positive Changes

Nothing to note to date.

4. Intensive Family Support

IRES Activity	Report Period	Author	Status			
			Timeline	Budget	Inclusion	Legacy
Intensive Family Support (IFS) Service	Quarter 3: 1 October 2019 – 31 December 2019	Adam Dunkerley Fife Council IFS Lead	AMBER	AMBER	GREEN	GREEN
Note: <u>Status</u> <ul style="list-style-type: none"> “Inclusion” is an assessment of progress made against the project baseline on benefits for programme priority groups “Legacy” is an assessment of progress made on mainstreaming activity or learning that will add value beyond the funding period 						

Summary of Progress and Achievements

There has been steady progress on the project since the IRES Board approved changes including funding allocation and removal of ESF from the profile.

- CCP produced a set of recommendations to develop the project beyond the Business Case
- The recommendations were: not pursue ESF as match to the programme; to support alignment of similar services across the region; to develop a framework for reporting on activity; redefinition of funding ratios; move towards a community of practice for stakeholders.
- CCP has visited all six LA leads to develop the fine grain of a service specification in each area.
- CCP have prepared a stakeholder engagement plan, co-production findings, case studies and an Integrated Impact Assessment.

Implementation Progress and Activities

The timeline has slipped against that set out in the project proposition plan and it is now anticipated that client facing activities will begin in April 2020. The implementation plan has been updated to reflect this change.

Milestones Achieved during this Period	Next Milestone and Anticipated Timescales	Issues to be Raised with Board (if applicable)
Partnership and Development Detailed meetings with LA partners regarding similar delivery in their local areas and positioning of new service IFS Board and IRES Board agreed revised implementation plan	Detailed specifications for delivery in each LA produced and published Agree final specification of service at Board meeting in January	IRES Board should consider front-loading of delivery expenditure to allow smaller organisations to bid
Project Activities and Services Co-production and engagement activities with local agencies and stakeholders has continued	Finalise and publish the service specification Carry out procurement/selection process to establish a network of delivery partners	

<p>Impact and Legacy A three-year post-doctoral research fellow has been appointed with funding from Ed:Train (Edinburgh University). She has begun scoping a network analysis of the IFS and is supporting coproduction activity</p>	<p>Mapping completed by Edinburgh University staff Study visit to Exeter to appraise legacy of similar project</p> <p>Scope intersectionality of ongoing Edinburgh University work. Consider participation in seminar series.</p>	
<p>Finances Budget has been reprofiled for Phase one (to 2022) now that Board has agreed to not pursue an ESF application.</p>	<p>Continue to consider alternative match to the programme.</p>	

Financial Inputs and Value for Money

A financial claim for the current quarter of has been submitted to the accountable body for £27,702.73

FC is currently waiting for the formal Award letter/letter of grant to be issued from the Accountable Body (CEC).

Total Expenditure (£,000 Cum.)	CRD Claimed Expenditure (£,000 Cum.)	CRD Claimed Expenditure for Period (£,000)	External Leverage Secured for Activity (£,000 Cum.)
£54,759.69	£54,759.69	£27,702.73	£0

Outputs

There have been no physical outputs achieved as the client facing activities have still to be commissioned. At this point no additional Project level outputs are proposed.

Outcomes

There have been no outcomes or impacts achieved as the client facing activities have still to be commissioned. At this point no additional Project level outcome or impact measures are proposed.

Impacts, Mainstreaming, and Other Positive Changes

As outlined, there are no outcomes at this time as work has been focused on establishing the Project and undertaking the necessary regional mapping, baselining and co-production activity to achieve a fine grain understanding of the existing support available currently for, lone parent, low income and workless families.

The IFS Management Group that will steer the project and feed back to the IRES Board is in the process of developing the specification for the area pilots. Once the SLA is in place between FC and CCP quicker progress can be made with the service design and roll out, financial claims and monitoring and evaluation arrangements.

To help maximise inclusive growth impact work is ongoing with the HCI and DDI Skills Gateway and other project leads to ensure families who are supported through IFS have access to a broad range of quality opportunities.

5. Housing and Construction Infrastructure (HCI) Skills Gateway

IRES Activity	Report Period	Author	Status
HCI Skills Gateway	Quarter 3: 1 st October 2019 – 31 st December 2019	Prof Sean Smith HCI Skills Gateway Programme Lead	GREEN

Summary of Progress and Achievements

Achievements

Roll out of First Skills programmes for HCI

Over 2,000 people in south east Scotland will benefit from the first wave (Wave 1) of skills and career pathways support into future jobs via the Housing, Construction and Infrastructure Skills Gateway.

The HCI Skills Gateway will provide a multi-level support for new entrants to the sector and upskilling existing workforce to progress careers. These provide a key opportunity to enable the region's low carbon ambitions, embedding new technologies and clean-tech approaches for future homes and buildings.

New skills and upskilling will include short work-ready courses for renewable energy for homes, installing electric vehicle charging points, highways and roads infrastructure, environmental technologies.

Media coverage of this went well and some are listed (URL links) below:

([Construction Index](#)) ([Environmental Journal](#)) ([Build Scotland](#)) ([City of Edinburgh Council](#)) ([Scottish Construction Now](#)) ([Project Scotland](#)) ([Construction Index](#)) ([NewStart](#)) ([Edinburgh Chamber of Commerce](#)) ([Midlothian Council](#))

New Courses via College (FE) Regional Partners

List of new HCI courses and training programmes in Wave 1 includes:

- Electric Vehicle Charging Installations
- Highways and Roads (Services and maintenance)
- Building Information Modelling (BIM)
- Environmental Technologies
- New Bricklaying Programme
- Renewables and Energy Efficiency
- Construction sector taster sessions
- Schools outreach programmes

In addition, the regional college partners will be undertaking schools' outreach to promote the short courses and new skills and job opportunities arising through the City Region Deal scope of construction works for the coming decade.

Table 1 shows the regional College partners and courses in Wave 1 which will be provided.

Note: West Lothian will also be providing further courses in Wave 2 to commence in summer 2020.

Short Courses / Training Programmes	Edinburgh College	Fife College	Scottish Borders College	West Lothian College
Electric Vehicle Charging Installation	X	X	X	
New Bricklaying Programme	X	X	X	
Renewables and Energy Efficiency			X	
Environmental Technologies		X		
Building Information Modelling			X	
Highways and Roads Infrastructure	X			
Construction Skills (taster days)	X	X	X	X
Introduction to Construction				X
Schools outreach	X	X	X	X

A full list of numbers supported will be provided in the next report at the end of the term course sessions, including SIMD postcode categorisation.

Schools Outreach (Attendance combined is over 400 – pupils, teachers and parents)

To kick start the schools' outreach and engagement with parents and teachers Prof Sean Smith (HCI lead) has given a series of talk and presentations to several groups in year 1 including:

- East Lothian - Head & deputy head teachers workshops (kindly arrange by East Lothian Works and DYW)
- Midlothian Schools Evening for Engineering & Construction – hosted at Newbattle High School (arranged with DYW)
- East Lothian - Ross High School (S2 parents evening with pupils and teachers)
- Upcoming and arranged - East Lothian – Portobello HS (with DYW)
- Upcoming and arranged - West Lothian – hosted by Bathgate High School – Deputy head teachers workshop (Feb 2020 – with DYW and WLC)

A number of these events have also featured on LinkedIn and social media. Feedback from teachers and parents has been very good.

Talent Development - BeX Programme (Built Environment Exchange)

The first wave of students support of the BeX for 4th year and MSc students has started, where students work on innovation projects with industry as part of their course program. The BeX programme also features a partnership with Saltire Scholarships for students to spend short periods abroad to bring back new skills and knowledge to apply to their future jobs in SE Scotland. Further update on this will be provided at the end of the academic year.

Future Offsite Business Model – (ISCF application)

A collaboration of SFT, Scot Gov, CSIC, Edinburgh Napier, Offsite Solutions Scotland City of Edinburgh Council formed a submission bid to Innovate UK – Transforming Construction. HCI supported the bid development with the objective of aligning our future offsite skills courses to the offsite model approach.

Unfortunately, despite being short listed to the final round in London – the bid was unsuccessful. Partners are currently developing a Plan B with Scottish Enterprise and others.

Animations for online learning – future skills/jobs

We have commenced the animation projects and expect to release about 20 animations in summer 2020 prior to new courses and the academic year starting. This work is being led by Lenka Kovacova HCI Animator.

Equality, Diversity & Inclusion Officer (jointly with DDI – Kirstie Farmer) has been assisting with sector reviews and baseline factors.

Implementation Progress and Activities

Milestones Achieved during this Period	Next Milestone and Anticipated Timescales	Issues to be Raised with Board
Staff - HCI Team		
Strand 1: Milestone achieved. Set up of lead for HCI and support.	Strand 1: Next Milestone: Advertise and secure HCI project Manager – within next 4 months	
Strand 2: Milestone achieved. Set up HCI animator and facilities.	Strand 2: Next Milestone Advertise and secure HCI Administrator – within next 2 months	
Strand 3: Milestone achieved Set up Equality, Diversity & Inclusion officer (in conjunction with DDI)		
New Entrants & Upskilling Course Programmes		
Strand 1: Milestone achieved. Feasibility of new bricklaying shorter course programme	Strand 1: Next Milestone: Track course outputs, deliverables, numbers supported and outcomes	Less spend than planned for the year – due to contracts and start times
Strand 2: Milestone achieved establishment of new taster courses for school pupils or for unemployed.	Strand 2: Review next short course proposals for commencement in Aug/Sept 2020	Uncertainty about future IRES PMO funding and operations – we held back on advertising HCI project manager until knowing outcome of central PMO new make up
Strand 3: FE regional partners provision started and also via Midlothian VTC in Bilston	Strand 3: Meet with BSD, LABBS and FE on courses to support entry to Building Standards officers roles / jobs as 25% workforce due to retire in next 4 years	IRES PMO is now clarified so advert going ahead for HCI PM
Strand 4: All wave 1 new short courses commenced at FE colleges by mid-March 2020		
Outreach / Partnerships		
Strand1: Almost achieved. To engage with regional DYW teams to support engagement	Strand 1: Next Milestone:	

<p>and outreach to Schools. Edinburgh, Midlothian, East Lothian and West Lothian now connected and events held. Fife and Borders still need to start but is planned for within next milestone</p> <p>DEC – Schools</p> <p>Strand 1: Milestone achieved Format and structure of how regionally all FE partners can deliver a connected synergy regional approach</p> <p>Strand2: Underway First DEC programme being operated from Edinburg College with 3 other FE partners to link with HCI support soon.</p> <p>Future Themes</p>	<p>Arrange outreach joint Events with DYW for Fife and Borders Schools</p> <p>Strand 2: Next Milestone: Follow up with DWP to reach unemployed with new short courses</p> <p>Strand 1: DEC operational in all FE partners with SIMD 10 and SIMD 20 schools</p> <p>Strand 2: New course provision for S6 students entering construction, property or engineering via pilot with Lasswade HS, Midlothian</p> <p>Strand 1: Next Milestone Ex forces / Veterans To meet with several organisations who support and engage with such communities to introduce course / job pathways available via HCI</p> <p>Strand 2: Next Milestones Women returners To meet with other non HCI providers who support and link with such groups to ascertain best reach and mechanisms</p>	
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Financial Inputs and Value for Money

Total Expenditure (£,000 Cum.)	CRD Claimed Expenditure (£,000 Cum.)	CRD Claimed Expenditure for Period (£,000)	External Leverage Secured for Activity (£,000 Cum.)
£21,525.96	£75,040.43	1st payment of £53,514.47 for Q1 and Q2 (£11,705.66+£41,808.81) 2nd payment of £21,525.96 for Q3 (£21,525.96)	c. £50,000 in kind support – with further in-kind to be shown in final year Q4 report (12 months cumulative)

Outputs

OUTPUT TABLE – all relates to DES programme at this stage Stakeholder Group (see definitions table and IRES targets)	Engaged (Cum.)	On activity during the period (Num.)	Did not Complete (Cum.)	Successfully Completed (Cum.)	Secured Qualification (Cum.)
1) Number of Participating Clients	400				
2) Priority Client Breakdown					
a. People with a disability					
b. Unemployed or workless					
c. Working Poor					
d. Care Experienced and disadvantaged young people					
e. People from minority ethnic communities					
f. Women returning to work					
g. Women advancing within work					
1) Geographic Breakdown of Clients					
a. City of Edinburgh					
b. East Lothian Council	250				
c. Fife Council					
d. Midlothian Council	150				
e. Scottish Borders Council					
f. West Lothian Council					
	Engaged (Cum.)	SME's Engaged (Cum.)	DDI Focused Engaged (Cum.)	HCI Focused Engaged (Cum.)	Other Sectors Engaged (Cum.)
1) Number of Participating Businesses					
a. City of Edinburgh					
b. East Lothian Council					
c. Fife Council					
d. Midlothian Council					
e. Scottish Borders Council					
f. West Lothian Council					

Impacts, Mainstreaming, and Other Positive Changes

Engagement is under way with several private, public and other sectors.

Outreach to industry will increase over coming 4 months.

The team is contributing to a range of related national initiatives including Scot Gov Building Standards Division, Local Authority Building Standards Officers teams, CITB, CSIC, STEM and new technologies such as TRIMBLE Tech.

6. Data-Driven Innovation (DDI) Skills Gateway

IRES Activity	Report Period	Author	Status
DDI Skills Gateway	Quarter 3 1 st October 2019 – 31 st December 2019	Alison Muckersie DDI Skills Gateway Programme Lead	GREEN

Summary of Progress and Achievements

Data Education in Schools

Deliverables for Year 1 of the project are as follows:

Curriculum Mapping for Data Science

Materials developed for NPA

Monthly Webinars/seminar

Conference for teachers

Establish three knowledge sharing schools

Curriculum Mapping for Data Science

The draft curriculum framework was presented at the WIPSCE (Workshop in Primary and Secondary Computing Education) in November and feedback / comments invited from sector/teaching experts. We are expanding it considering the PISA 2018 assessments. The framework is in revised draft and will be published in Q4.

A framework is currently being devised for the next stage materials development. The project plans to draw on existing subject and pedagogical expertise across the teaching community, and provide a set of standards, a structured writing and reviewing process. This is key milestone for Y2.

Anticipated challenges: recruitment of curriculum materials writers, time schedules for delivery and standardising and quality assuring materials.

National Progression Award (NPA) in Data Science at Level 4, 5, 6

Two schools (Balerno and Newbattle) are piloting the NPA in Data Science in 2019/20 - in addition to FE colleges offering the award. The project team have been working with the SQA to develop definitions and assessments for all six core units at each of the three award levels. These are now in the SQA SOLAR system. In Q4 the project team will begin developing supportive learning materials, liaising with the college leads in the DDI Skills Gateway to ensure joined up support for the NPA in Data Science.

Professional Development

Three hubs have now been established for the delivery of professional development sessions - Moray House School of Education and Sport, Newbattle Centre of Digital Excellence and Wester Hailes Education Centre. Approximately one session per month is running at each hub. A thematic based session programme has been devised to ensure that opportunities to develop the skills and knowledge required for delivery of a data curriculum are being offered.

Challenges: Q3 has seen a dip in attendee numbers at these sessions. We are working on a comms plan for advertising and disseminating these sessions as well as website development but would appreciate support from partners on ensuring these sessions are well attended.

Conference

Draft plans are agreed to host a Digital and Data Literacy conference for teachers in either May or June 2020.

Challenges: Finding suitable venue for consecutive dates is proving challenging but will be pursued in Q4.

Establish Three knowledge Sharing Schools

A draft proposal for selecting and establishing knowledge sharing schools was circulated to digital leads in each of the six regions in October/November 2019 and feedback / comments received. A final outline was sent to the regional Chief Executives and Education Leads and meetings held in Dec 2019 to ensure that the proposal had high level support. Q4 will begin the consultation process with schools, with information sessions scheduled for Jan/Feb 2020. We anticipated having selected the first three knowledge sharing schools by the end of Q4.

Additional Work

The technical infrastructure in schools report is in final confidential review and will be made publicly accessible in Q4. This report provides the underpinning for additional work by the team to establish funding support for tech in schools.

The first two successful sources of external funding have been secured in Q3 and planning will be undertaken in Q4 to develop these initiatives further.

Data Education in Colleges

The priority over recent months has been to recruit a Project Manager and Curriculum Lead for the College programme. Whilst a Project Manager is now in post, filling the Curriculum Lead role has proved more challenging. Agreement was sought from the IRES PMO to divert the funding earmarked for the Course Developer role to curriculum development activity undertaken by existing College staff. This work has now commenced across the four Colleges and the aim is to have 16 course modules prepared by the end of the financial year.

Data Education in Universities

A new BSc (Hons) Data Science has been designed and has been successfully through the university scrutiny process. The validation event for the course is scheduled for 28th January. If successful, the course will be open for a small pilot intake starting in September 2020.

Contact has been made with Edinburgh College to explore the development of articulation pathways from the HND Data Science which is currently under development.

The Programme Spec and the web listing have been reviewed by Kirstie Farmer, in her Equality & Diversity role, to ensure an inclusive use of language, images and overall signposting (including reading lists etc). All documents were updated to reflect this review.

The course comprises 23 modules: 6 per year, with a double credit Honours project in the final year. There is also a Supervised Work Experience route, with students able to apply for a one-year paid placement after the second year. The structure reflects the aim to encourage as many students as possible to take this route, through the development of significant specialist data science skills in the first 2 years of the course (including Python, Fundamentals of Machine Learning, Database Systems and Maths).

The employer engagement activity of the planned Data Placements programme is being deferred to enable some further preparatory work, and to gain a better understanding of the skills and capabilities of students across the region that can then be offered to potential employers. Staff resources to be charged to the project will be in post by August 2020.

Work on embedding core data skills across subject areas has not yet commenced due to unfilled vacancies. A new member of academic staff starts at Edinburgh Napier University in January and the establishment of a cross university, cross discipline curriculum networking group and working group will be the first priority.

Data Training for Work

Project Delivery Manager (PDM) is now in post and has been doing initial stakeholder and landscape mapping. The Product Manager (PM) role is currently being advertised internally with Skills Development Scotland as a secondment opportunity, with application deadline end January and interviews scheduled to take place mid-February. Previous recruitment over the Christmas period was unsuccessful. Planning is in progress for an alternative approach if the current round of recruitment is also unsuccessful. Project Coordinator (PC) role job description and grading is being worked on and will be advertised in early 2020.

Implementation Progress and Activities

Milestones Achieved during this Period	Next Milestone and Anticipated Timescales	Issues to be Raised with Board
Data Education in Schools		
<p>Strand 1: Milestone achieved: Feedback from WIPSCE on curriculum framework has been incorporated into revision. Additional work has been undertaken to relate the framework to the PISA assessments. Final version of framework at next milestone.</p>	<p>Strand 1: Next Milestone: Publishing the curriculum framework</p>	
<p>Strand 2: Milestone achieved: Development of definitions and assessment materials for the NPA Data Science and Data Citizenship for all six core units at each level (4, 5 & 6)</p>	<p>Strand 2: Next Milestone: Development of supportive teaching materials, in conjunction with the FE colleges, to support the delivery of the NPA in Data Science</p>	

<p>Strand 2: Milestone achieved: Initial framework drafted for materials writing process, including peer and pedagogic review process.</p> <p>Strand 3: Milestone Achieved: A programme of sessions for the coming year has been established running monthly in three hub locations</p> <p>Strand 4: Milestone Achieved: Tentative dates confirmed for Data and Digital Literacy conference in May / June. Challenges booking a venue have delayed progress on this.</p> <p>Strand 5: Milestone Achieved: Draft of tech audit report from pilot year has been completed, circulated to partners for review. Final draft is now in final approval stage.</p> <p>Milestone Achieved: Proposal for Knowledge Sharing Schools has been circulated for consultation and sign of by digital leads, chief execs and education leads of the regional councils.</p> <p>Data Education in Colleges</p> <p>Appointment of PM post for Data Education in Colleges</p> <p>Data Education in Universities</p> <p>Appointment course develop BSc Data Science ENU</p>	<p>Strand 2: Next Milestone: Pilot of the framework in Q4 with NPA materials development.</p> <p>Strand 3: Next Milestone: Review of programme sessions and attendance in Q4 and mitigation to be taken to ensure the programme is successfully reaching the community. Project website to be completed to facilitate communications about the project and to advertise the available sessions.</p> <p>Strand 4: Next Milestone: Once venue is identified and booked work will be undertaken to identify and invite speakers.</p> <p>Strand 5: Next Milestone: Tech audit report summary published.</p> <p>Next Milestone: Consultation with schools on Knowledge Sharing Schools and application process undertaken in Q4.</p> <p>Re-advertise for College Curriculum lead</p> <p>Research activity to support expanded e Placement activity</p> <p>Working group to be established for developing core data skills programme</p>	<p>Poor attendance in Q3 will continue to be reviewed in Q4 and steps will be taken to mitigate this</p>
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Data Training for Work		
Secondment for Product Manager role advertised (interviews February)	Recruit Product Manager by end February	Timeline for recruiting 100 learners by end March 2020 will be affected by delay in recruitment of product manager – we will revisit this after the role has been recruited.
Project Implementation Plan Complete	Define parameters for Data Skills Credits Pilot by end March	
Engagement and mapping activity underway	Post grading and job description for Project Coordinator approved by end March	
Equalities & Diversity activity		
Stakeholder mapping has commenced	Stakeholder engagement plan complete by end of March with engagement commenced	
Procurement advice was provided for CRD projects	Development activity for delivery team	
Input to design of BSc in Data Science at ENU	Recruitment for replacement lead as existing postholder leaves at the end of January	
Communications activity		
DDI Skills Gateway Delivery Team held an initial meeting with Mark Bailey, Comms lead from the CRD PMO to begin to shape target audiences and key messages. Activity will be ramped up as “products” become available.	Draft Comms plan to be prepared for discussion with DDI SG Advisory Board at its next meeting on 26 February 2020.	

Financial Inputs and Value for Money

Total Expenditure (£,000 Cum.)	CRD Claimed Expenditure (£,000 Cum.)	CRD Claimed Expenditure for Period (£,000)	External Leverage Secured for Activity (£,000 Cum.)
£83,804	£83,804	£83,804 for Q2 and Q3 (£18,567 Q2 / £65,237 Q3)	c.£280,000 in kind support

Outputs

OUTPUT TABLE – all relates to DES programme at this stage Stakeholder Group (see definitions table and IRES targets)	Engaged (Cum.)	On activity during the period (Num.)	Did not Complete (Cum.)	Successfully Completed (Cum.)	Secured Qualification (Cum.)
3) Number of Participating Clients	230 + 88/70				
4) Priority Client Breakdown					
a. People with a disability					
b. Unemployed or workless					
c. Working Poor					
d. Care Experienced and disadvantaged young people					
e. People from minority ethnic communities					
f. Women returning to work					
g. Women advancing within work	73 + 25				
2) Geographic Breakdown of Clients					
a. City of Edinburgh	52 + 14				
b. East Lothian Council	10 + 1				
c. Fife Council	42 + 1				
d. Midlothian Council					
e. Scottish Borders Council	29				
f. West Lothian Council	6				
	Engaged (Cum.)	SME's Engaged (Cum.)	DDI Focused Engaged (Cum.)	HCI Focused Engaged (Cum.)	Other Sectors Engaged (Cum.)
4) Number of Participating Businesses					
a. City of Edinburgh					
b. East Lothian Council					
c. Fife Council					
d. Midlothian Council					
e. Scottish Borders Council					
f. West Lothian Council					
	As required	As required	As required	As required	As required
5) Other Outputs					
a. As required by Leads...					

Impacts, Mainstreaming, and Other Positive Changes

Engagement is under way with a wide range of private, public and third sector organisations. A presentation to outline the DDI Skills Gateway has been delivered to the Edinburgh Chamber of Commerce, with similar events planned in West Lothian and Fife.

An approach to engaging with the Third Sector is being considered and will be a priority once the College programme is stood up.

The team is contributing to a range of related national initiatives including NPA activity, research into Neurodiversity in Technology occupations and the development of opportunities for wider and more targeted employer engagement in schools.

7. Workforce Mobility (Concessionary Travel)

The Project Delivery group (including SESTRANS) has been established and regular meetings will begin following the appointment of the Workforce Mobility Manager. In the interim several individual meetings have taken place with stakeholders including YoungScot and the South East Scotland Transport Authority (SESTRANS).

Recruitment for Project Manager has been started and expected to be in post by the end of April 2020. The first action for new lead will be to undertake the options appraisal requested by board that will identify the initial pilot actions.

As workforce mobility is a cross-cutting activity the Project lead has also presented to the ESES City Deal Transport Appraisal Board to aid alignment and collaborative action.

Workforce mobility	Implement	Grant Agreement and Project Implementation Plan agreed	Project Manager Appointment (April 2020)	A	A	2	2	<ul style="list-style-type: none"> Project Implementation Plan agreed and inaugural meeting of the WM Project Delivery Group was held on 30 Sep 2019. Regular meetings will take place following appointment of Project Manager Project Manager job appointment process underway through Scottish Borders Council. Some meetings have been held with stakeholders including Young Scot and SESTRANS. Zero spend – Project Manager in post next financial year.
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Definitions Table

Measure	Description	Evidence Requirement and Data Source
Number of Participating Clients	A client who has engaged with the project, has decided to register to receive a service, and has been accepted as a participant.	A signed and dated registration form capturing key information detailing identity, place of residence, eligibility to receive a service, employment status, and other material characteristics. Supporting evidence should include copies of documents that validate identity (e.g. Photographic ID or Passport) and economic situation (e.g. DWP benefit letter).
People with a disability	An individual who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.	Details of the disability should be included on the registration form and validated by the project key worker. This information should also aim to help identify any reasonable adjustments that might need to be put in place to aid participation and progression. Supporting evidence would include copies of assessment that outline nature of the disability or confirm registered disabled status.
Unemployed	A person usually without work who is available for work within the next 2 weeks and is actively seeking work (ILO Definition).	Status should be included on registration form. Supporting evidence could include copies of Universal Credit, Jobseekers Allowance, or ESA (Work Group) benefit awards letters or a bank statement extracts showing benefit payments.
Inactive, not in Education or Training	A person not currently employed that is not recognised as an unemployed job-seeker, but with support could return to the labour market.	Status should be included on registration form. Supporting evidence should be provided by the by the participant that they have been inactive, and this information should be validated by the project key worker.
Working Poor / Low income employed	Those with an income below 60% of the median wage.	Status should be included on registration form. Supporting evidence could include a copy of household income assessment by a money adviser validated by the project key worker, referral from recognised agency/service, In-work benefit award letters (i.e. Working Tax Credits, Income Support if less than 16 hours a week, Child Benefit, or Housing Benefit), or a bank statement extracts showing benefit payments.
Care Experienced and disadvantaged young people	These are individuals designated as in the care of their local authority [Children (Scotland) Act 1995] either at home or away from home. This includes young people leaving care up to and including the age of 25.	Status should be included on registration form. Confirmation from Local Authority or referral from a recognised agency/service who can reasonably be considered to have an accurate knowledge of the participant's circumstances (e.g. DWP, Local Authority, specialist services such as Barnardo's, Scottish Throughcare and Aftercare forum).

Measure	Description	Evidence Requirement and Data Source
People from minority ethnic communities	Those from a different cultural tradition or background from the majority of the population.	Should be detailed on registration form and validated by project key worker.
Women returning to work	Woman returning to work after a career break or to have and look after children	Should be detailed on registration form and validated by project key worker.
Women advancing within work	Women in low paid employment earning below Scottish Living Wage or JRF minimum income standard. Also includes women with junior levels of responsibility in the Data/Digital (DDI) and Construction sectors (HCI).	Should be detailed on registration form and validated by project key worker. Supporting evidence should include either proof of low income or holding a junior role within a target sector
Geographic Breakdown	A resident of one of the six local authority areas in the EDSSES CRD area- City of Edinburgh, East Lothian, Fife, Midlothian, Scottish Borders, and West Lothian.	Should be detailed on registration form and validated by project key worker Supporting evidence could include copies of a utility bill, driving licence etc.
Number of Participating Businesses	A business who has been engaged by the project and who then offers tangible supports or opportunities to participating clients or the Project	Supporting evidence should detailing the benefits being provided and validated by a project key worker
Engaged	A participant who has been registered, completed the initial assessment and has an agreed action plan. The participant is actively participating in activities linked to their action plan.	Supporting evidences would be a signed and dated Registration Form, proof of College/University enrolment (if appropriate), and initial assessment and individual action plan for those from a priority group.
On activity during the period	Activities linked to individual client action plans	Supporting evidences would proof they were still actively engaged in the project, but had not completed during the reporting period
Did not Complete	A participant who has been registered but has ceased to actively participate in activities, is no longer contactable, or who has declined the offer of continued support, prior to achieving any output/outcome.	Exit form accompanied by reason and notes completed by the keyworker
Successfully Completed	A participant who has been engaged with the service and who has achieved the outputs/outcomes outlined in their action plan and now no	Exit/destination tracking form

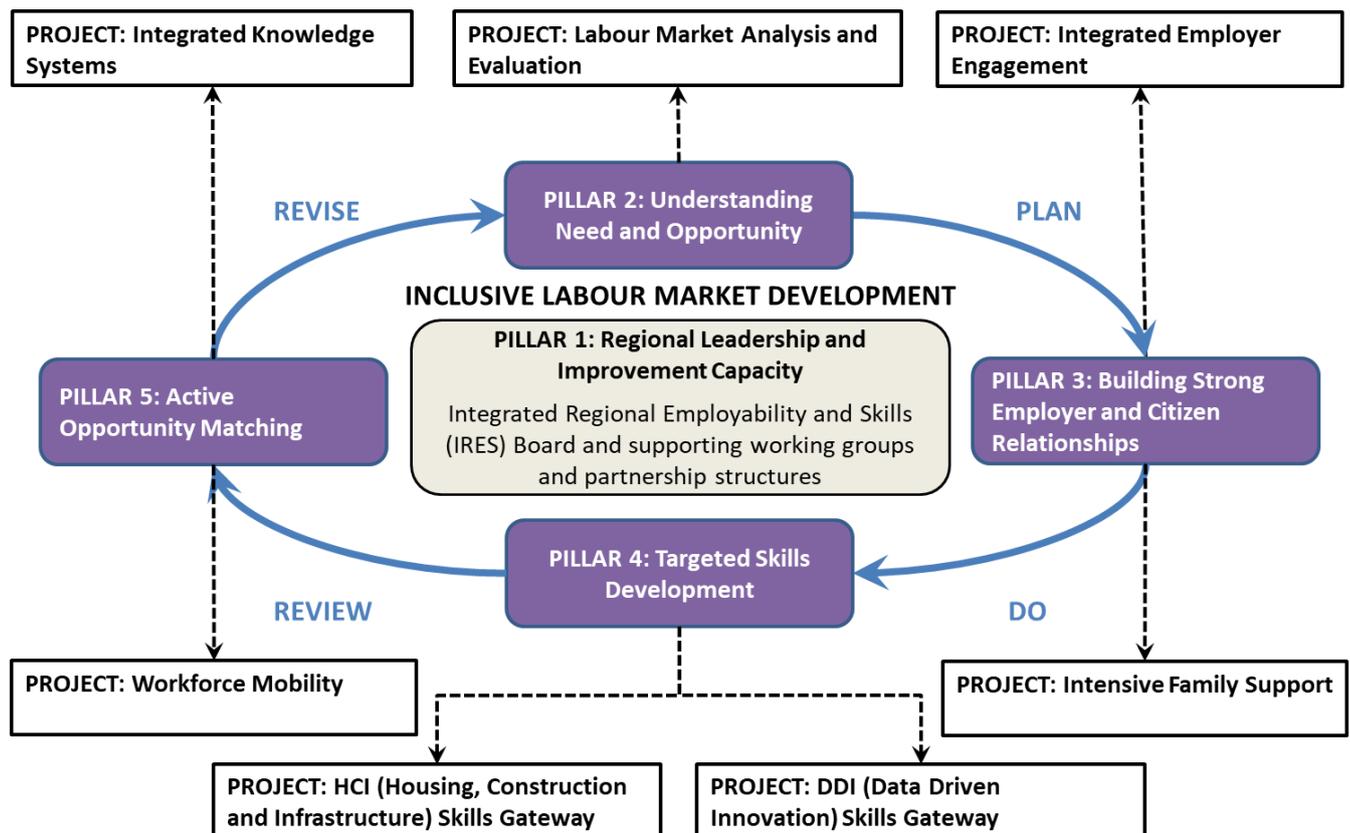
Measure	Description	Evidence Requirement and Data Source
	longer requires support from the service	
Secured Qualification	Completed a training/education problem and achieved a certified qualification when completed	Copy of the qualification certificate or validation by awarding body.
Businesses Engaged	A business who has been engaged by the project and who then offers tangible supports or opportunities to participating clients or the Project	
Secured Work	Entered and sustained employment for at least 4 weeks.	Exit/destination form Job outcome declaration – countersigned/authorised by employer
Secured Better Work	Moved from temporary, zero hours, or low paid employment into a role paying the Scottish Living Wage or above and meeting JRF Minimum Income Standard.	Exit/destination form Job outcome declaration - countersigned/authorised by employer Improved Labour Market Assessment form
Sustained Work	Still in comparable quality paid work six months after initial employment outcome has been logged	Exit/destination form Sustained job outcome declaration
Moved into Education	Commenced full or part time education	Exit/destination form Positive outcome declaration – Countersigned/authorised by College/education body.
Other Positive	Commenced activity in other positive destination, such as full-time training	Exit/destination form Positive outcome declaration – Countersigned/authorised by College/education body
Jobs Generated	The number of job opportunities offered and filled by the participating business	
Other Opportunities Generated	Other supports offered by the employers and taken up by IRES programme participants	
Living wage Employers Engaged	Those employers accredited by Living Wage Foundation/Living Wage Scotland.	https://scottishlivingwage.org/ https://www.livingwage.org.uk/
Fair Work Employers Engaged	Those employers committed to implementing Fair work principles as set out in the Scottish Business Pledge.	https://scottishbusinesspledge.scot/

Appendix 2: Edinburgh and South East Scotland City Region Deal, Integrated Employability and Skills Programme: Partners Reflection Workshop Note

Friday 22 November 2019, 8.30 – 12.00

Introduction

The ½ day workshop session brought together **50 people** from the across the IRES Programme partnership to raise awareness of its ambition, planned activities, and help gather wider views on the potential challenges, opportunities, solution and actions that will help shape the programme and maximise its inclusive growth impact.



Organisations represented at the event were;

- Capital City Partnership
- Department for Work and Pensions
- East Lothian Council
- Edinburgh College
- Edinburgh, Mid and East DYW
- ESES City Region Deal PMO
- Fife Council
- Fife Voluntary Action
- Midlothian Council
- Napier University
- NHS Education for Scotland
- Scottish Borders Council
- Scottish Borders Social Enterprise Chamber
- Scottish Funding Council
- Scottish Government
- Skills Development Scotland
- The City of Edinburgh Council
- West Lothian Council

This is anticipated to be the first in a series of stakeholder engagement events that will be undertaken over the life of the programme to ensure the expertise and knowledge within the

region is fully utilised in building an inclusive, innovative and collaborative regional employability and skills system.

The challenges and ideas identified on the day are detailed below.

Summary of Challenges and Opportunities along with potential Solutions:

Ref	Challenges/Opportunities	Solutions
	THEME: Communications and Marketing	
1	<ul style="list-style-type: none"> - Embedding regional working as an ethos across all six of the local authority partners. 	<ul style="list-style-type: none"> • Senior officials and executives must feed this message down to those who will be delivering the activity, that a regional focus is the way forward • Local Authority employability leads need to be included in shaping how regional activity is implemented locally. Giving them a say in how they deliver the objectives in order to install ownership and drive to deliver
2	<ul style="list-style-type: none"> - Delivery staff need to be aware of the benefits that can come from this type of regional work: - Access to HCI and DDI provision that would not be available if not for ESESCRD / IRES 	<ul style="list-style-type: none"> • More events/workshops to bring frontline staff together • Better communications to "sell" the message and promote new opportunities for those they are working with • Good news/Case studies publicised to spread the message of new, additional activity that would not be possible without IRES
3	<ul style="list-style-type: none"> - Promotion and marketing of wider IRES programme ambition, expectations and vision. 	<ul style="list-style-type: none"> • Consistent approach by partners to marketing of DDI Skills Gateway programme to key target groups and sector.
4	<ul style="list-style-type: none"> - For local third sector providers to know what is being commissioned and to be able to get involved at a regional level when their focus and priorities are in one locality 	<ul style="list-style-type: none"> • Support creation of cross-regional working groups to develop relationships necessary to make consortium bids
5	<ul style="list-style-type: none"> - General • Apprenticeship levy has changed attitudes negatively – feeling paying twice - need to change perception 	-
6	<ul style="list-style-type: none"> • Overcoming worry of “threat” from City Deal at the delivery/local level - • Day job – Ensuring local staff embrace rather than reject City Deal activity - 	<ul style="list-style-type: none"> - • Bringing together delivery staff, sharing best practice and looking to replicate successful approaches in key areas. • Involving local staff in co-design, co-production. Including “What works for business” in service design
7	<ul style="list-style-type: none"> - Skills Gateways – (DDI & HCI) • Need to simplify what it is • Get narrative right 	-

- Ref	- Challenges/Opportunities	- Solutions
	<ul style="list-style-type: none"> • Develop other pathways e.g. return learners • Comms needed – make inclusive • Need to focus on low carbon • Piece of work needed sharing info with pathways, employers, parents 	
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-	THEME: Joint Working	
- 8	<ul style="list-style-type: none"> - New opportunities for joint-working/bids for new activity across the region, whether that be between 2, 3, 4 or all 6 local authorities to work at a regional level - where appropriate. 	<ul style="list-style-type: none"> • Certain aspects of NOLB could be implemented with a regional focus and could support savings through economies of scale • Scottish Government's Employability Programme - either replacement for Fair Start, or new Fair Start, could be delivered in partnership by the six LA's if we work together effectively • the replacement to ESF funding (Shared Prosperity Fund), could have a regional dimension in order to promote economy of scale and to enhance the IRES Programme • Additional Skills Gateways could be added, should this approach be successful - especially in key sectors such as Tourism or Health and Social Care. These could also be added to in emerging sectors in engineering etc.
- 9	<ul style="list-style-type: none"> - Embedding DYW learning and activity more effectively into the IRES Board strategy. 	<ul style="list-style-type: none"> • Become active participants in the Boards activity. Create regular forum with all four local DYW chairs and leads following each IRES Board to develop and deliver integrated and supportive strategy.
- 10	<ul style="list-style-type: none"> - Produce a single action plan for youth (and adult) employability across all partners and regions. 	<ul style="list-style-type: none"> • Work across council and DYW boundaries to produce a simple joined up plan involving all partner organisations.
- 11	<ul style="list-style-type: none"> - Create common objectives and KPI's for all partner groups and organisations involved in the delivery of the plan 	<ul style="list-style-type: none"> • As above – single set of common KPI's for the whole region. Importance of common language and shared objectives to build awareness and advocacy for the agreed actions.
- 12	<ul style="list-style-type: none"> - Ensuring we have a consistent data language across different stakeholders i.e. What is a job outcome, in-work progression etc 	<ul style="list-style-type: none"> • Understanding better the frameworks already in place and working towards a consistent understanding
- 13	<ul style="list-style-type: none"> - Translating opportunities for business audience and engaging businesses and social enterprises 	<ul style="list-style-type: none"> • Focus on comprehensive comms activity with businesses and their intermediaries
- 14	<ul style="list-style-type: none"> - Developing and embedding Data Skills deliverables within mainstream curriculum. 	<ul style="list-style-type: none"> • Upskilling of staff members to empower knowledge and understanding to support vision, development and delivery within curriculum.

Ref	Challenges/Opportunities	Solutions
15	Added value of single system working	There are great opportunities, but also a challenge of showing why a single system approach delivers greater benefit on the ground.
16	Tighter public funding over next few years	Deeper joint working with partners and identification of efficiencies
17	Need to support development of regional intelligence hub	Closer working with academic partners to build new regional intelligence hub, building on conference held on 08.10.19
18	Regional impacts of Brexit on labour market not fully known	Further research to consider Brexit impact regionally and on key sectors
19	<ul style="list-style-type: none"> Test of change (can use regional partnership to trial new things before one or more LA's committing to spend) Bringing together new policy - NOLB, PESF, UK Shared Prosperity Fund, Fair Start Scotland etc... To provide cohesive management 	<ul style="list-style-type: none"> Opportunity for supporting new social policy – add employability to other strands of activity, such as health, housing etc Promoting good health and wellbeing as routes out of poverty Volunteering City Region area to SG as a test-bed for new joined-up Employability activity Understanding this is not about quick wins but longer term future gains
20	Being able to better understand the customer journey from school to work and beyond and what interventions have made a difference – to make better use of this intelligence to inform strategy	Committing to a long term 8-10 year vision where we work towards better and cleaner data gathering, shared data access and ultimately quality expert data analysis that converts learning into easy to understand strategy
	THEME: Wider Engagement with Business	
21	Working better with employers to access a developing skilled workforce with confidence and getting jobs quicker and more seamlessly to market	Creating a unified Talent Bank system where everyone can register with approval and qualifications logged – for job alerts and matching
22	Responding to local employability issues – eg. redundancy, inward investment	Flexibility in planning for delivery and implementation of interventions
23	Translating opportunities for business audience and engaging businesses and social enterprises	Focus on comprehensive comms activity with businesses and their intermediaries
24	<ul style="list-style-type: none"> Employer engagement – how do people accessing third sector and smaller employability services benefit from the pathways promoted How do we tackle stigma relating to key barriers such as criminal records or mental 	<ul style="list-style-type: none"> Have clear and open systems for promoting new opportunities and employment pathways to ensure maximum uptake Invest in free training for employers relevant to employing key target group such as those with criminal records or people with mental health challenges.

- Ref	- Challenges/Opportunities	- Solutions
	health problems so that people can and do get jobs	
- 25	<ul style="list-style-type: none"> - Encourage employers to become disability confident and race disparity aware by signing up to the Government commitment to encourage and make employers aware of the benefit of employing those people. 	<ul style="list-style-type: none"> • To ask the IRES partnership to promote what DWP/Government Disability Confident and Race Charter involves by upskilling the partnership.
- 26	<ul style="list-style-type: none"> • Support local delivery staff to understand why a joined up, more regional approach can be better/ more appropriate at certain times • Ensuring we meet need of Business and Clients • Link in and share approach “One door” • Competing nature of contracts - not about “Uniformity” • Ensuring meet need of “Target” clients • Reducing inequalities • Map + understand customer journey • Different issues facing businesses, but also the citizens in different locations throughout the city region – there cannot be a “single size fits all” approach 	<ul style="list-style-type: none"> • Sharing examples of best practice and demonstrate how simplifying the landscape can be a strong message + beneficial to our businesses - • Join up thinking + support standardised approach - • Provide an effective service for business link to DYW - • Bring 4 DYW chairs together, agree a common approach - • DYW Representative offered to facilitate this – should be followed up to ensure this goes ahead. – Identified as a “quick win”, that can be easily facilitated. - • Linking employer facing teams • Understanding that regional working doesn’t necessarily mean “uniformity”. But where there are opportunities for LA’s to work together for specific targets, or organisations, particularly Third sector to work across areas to access new opportunities, should be encouraged/supported
-	THEME: TRANSPORT, TRAVEL, MOBILITY	
- 27	<ul style="list-style-type: none"> - Sustainable / flexible transport links to travel to work / FE/HE locations 	<ul style="list-style-type: none"> • Bypass orbital bus route (and park &ride interchanges) to take in FE/HE sites as well as employment zones / community based learning access points /new tech support for home working / re- distribution of economic land supply across city region/ re develop town centres for employment / reopen Edinburgh south/ west Midlothian/Peebles rail line or create new north south tram line
- 28	<ul style="list-style-type: none"> - Transport costs for Skills Gateway deliverables – i.e. inclusive growth training 	<ul style="list-style-type: none"> • Requirement to match the transport costs from this IRES programme to meet the needs of learners on the Skills Gateway programmes
- 29	<ul style="list-style-type: none"> - For travel and transport – how do we add value to the proposals so that they are not just a financial ‘patch’ that no body uses due to cultural barriers 	<ul style="list-style-type: none"> • Consider investing in ‘travel training’ within employability services. • Invest in social enterprise driving school and electric car hire/pool building on model developed in Aberdeen and through Keep Fife Moving

- Ref	- Challenges/Opportunities	- Solutions
	<ul style="list-style-type: none"> - Some jobs are not accessible by public transport 	
- 30	<ul style="list-style-type: none"> - Travel aspect is key, particularly with disadvantaged families, travel horizons and openness to travel is a barrier 	<ul style="list-style-type: none"> • IFS must be a locally based, outreach model • Delivered locally, by providers with a local presence and experience
- 31	<ul style="list-style-type: none"> • Waverley line – lack of local jobs – Learn from it • Cars also important – especially in rural setting • Seeing more people further away from labour market unwilling to travel small distances • S.B issue regarding distance to HE/FE • Improving bus systems – specific pick ups • PB scheme in Fife trial • Too Edinburgh centric at times 	<ul style="list-style-type: none"> •
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-	- THEME: Data Training for Work	
- 32	<ul style="list-style-type: none"> • Develop a national skills framework and provide quality assurance to existing and new training against the framework • Opportunity to upskill and retrain, preventing unemployment and increasing potential for employment in higher skilled roles • Opportunity to scale the framework and programme nationally • Clear alignment with Scottish Government priorities re up/reskilling 	<ul style="list-style-type: none"> • Specialist Recruitment in the timeframe provided to allow the pilot to commence (looking at secondment opportunity at present) • Engaging employers who may not see the value and importance of the programme, addressing the need for data adoption training at Exec level • Bandwidth and availability of trainers to deliver scale of what is required • Ensuring no overlap/duplication of effort across IRES and other programmes of work.
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-	- THEME: Schools	
- 33	<ul style="list-style-type: none"> • Knowledge Sharing School - our selection and governance processes • Support for infrastructure changes and rollout across schools that would support the data skills programme 	<ul style="list-style-type: none"> •

- Ref	- Challenges/Opportunities	- Solutions
	<ul style="list-style-type: none"> • Quality assurance processes and procedures for all aspects of the programme • Industry and community partnership forming and developing • Dissemination and communication of the programme to key networks 	
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-	THEME: Further Education / Colleges	
- 34	<ul style="list-style-type: none"> • Recruitment into key posts – especially in relation to curriculum development. Is there an opportunity to share expertise across institutions? • How to identify and select third sector partners in a fair and transparent manner • Marketing the opportunity • Ensuring effective partnership working across other workstreams 	-
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-	THEME: Higher Education / Universities	
- 35	<ul style="list-style-type: none"> • Marketing new undergraduate provision (eg BSc Data Science) is an opportunity for drawing in those studying maths at Higher/ Advanced Higher more directly into computing but the main challenge is a lack of understanding of data science as a subject discipline (new) or as a career. • A unique opportunity to embed data skills across subject disciplines (for example nursing and business management) which will require inter-disciplinary working and upskilling. • Creating new data placements for undergraduate students (with specific focus on inclusive growth) in a crowded space (increasing MSc places with placement). 	-