

Section 4 Integrated Impact Assessment

Summary Report Template

Audit Risk level

(Risk level will be added by Equalities Officer)

Each of the numbered sections below must be completed

Interim report		Final report	✓	(Tick as appropriate)
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1. Title of plan, policy or strategy being assessed

Employability Third Party Grants Fund

2. What will change as a result of this proposal?

The City of Edinburgh Council is committed to the improvement of locally funded employability provision.

The Council funded employability grants programme has delivered funding for local services to assist in the provision of services at any stage of the Strategic Skills Pipeline to support people aged 16 + to progress into further education, training or employment.

The proposed programme for 2019-2022 was reviewed within the framework of co-production, led by Capital City Partnership and City of Edinburgh Council's Economic Development Service (Employability and Talent Development Team). A reference group was convened in October 2017, to review the strategic priorities for future investment and to develop a co-produced criteria for future grant funding.

The main differences from the 2014 criteria are:

- Greater focus on key disadvantaged client groups - including individuals affected by mental health issues, over 50s, carers, lone parents, care experienced young people and people leaving prison;
- The introduction of intergenerational work and support of the transition from school;

- Clearer links to emerging labour market demand with emphasis on sustainability and resilience in a changing labour market.

The maximum award for each application remains unchanged at £75,000 per annum, for a period of up to three years. The positive outcome for providers is the capped limit on funding which helps minimise dependence on council grant funding. There is also provision for organisations to apply for one year pilot funding.

3. Briefly describe public involvement in this proposal to date and planned

The initial meeting was held in October 2017, with co-production beginning soon after. This included meetings with providers and service users, plus a survey.

Deputy Head Teachers 16+ Meeting: 16th January 2018

A presentation and focus groups with the Deputy Head Teachers of schools across the city was held in January 2018. This focused on the use of Challenge Fund in schools, how successful/useful they are and how to integrate the grants with other school funding such as PEF.

The focus groups found that a number of Challenge Fund providers were already working in schools and the service they were providing was seen as an addition to the curriculum. Schools found the provision to be useful, however there were certain changes which could be made to improve this, including: providers increasing capacity to deal with pupils; providers doing outreach instead of having pupils travel; providers using more group work.

To increase the integration with school funding, schools felt it would be useful for providers to engage with schools when preparing a bid. A directory of grant holders and what their provision is for schools was also suggested.

Providers' Event: 9th February 2018

A meeting for providers from across the city was held in Norton Park Conference Centre on 9th Feb 2018. Approximately 60 providers attended the event to hear presentations from Capital City Partnership, Skills Development Scotland and City of Edinburgh Council. These presentations set the scene and discussed the co-production process, data from clients in the city, the local authorities' approach to localities and the new Economic Strategy.

Providers were split in to tables and discussed the future of the Challenge Fund – it's purpose, priorities and any other input they had.

This information was summarised and included on the JUFJ website for providers to access. Consulting with local services provides access to clients in local areas

JUFJ Forum: 23rd February 2018

At the quarterly JUFJ Forum in February, a presentation on the Challenge Fund was given to providers. This outlined an overview of the current Challenge Fund, the co-production to date, plans for further co-production and next steps.

Service User Survey – May-June 2018

A survey seeking the views of service users was circulated via Survey Monkey to providers. Providers were asked to work with service users to complete the survey, with a total of 43 responses collated.

Users ages ranged from 15-62, showing the need to cater to all working age clients. Clients also indicated they were often working with more than one provider, showing an integrated approach from providers.

Users indicated a range of support required, with the most common being help with CVs and job search, work experience, help with confidence or help with how I'm feeling and gaining qualifications.

Service User Focus Groups – 19th, 26th June 2018

Two focus groups were held with service users at two of the funded providers – Citadel Youth Centre and Key To Potential. This built on the data collected via the survey and provided more qualitative data.

These focus groups looked at the journey the young people had been on and the support they had been given by providers, referral routes etc. A total of 15 young people participated in the focus groups.

Information collated from co-production informed the specification, which was launched on 27th August 2018. The launch event was open to all providers and advertised via EVOG Compact (Edinburgh Voluntary Organisations Council) and JUFJ websites.

4. Date of IIA

6th February 2019

5. Who was present at the IIA? Identify facilitator, Lead Officer, report writer and any partnership representative present and main stakeholder (e.g. NHS, Council)

Name	Job Title	Date of IIA training	Email
Vivienne Robinson <i>Facilitator</i>	Senior Economic Development Officer		vivienne.robinson@edinburgh.gov.uk
Craig Dutton <i>Partnership Representative</i>	Strategy and Contract Officer	1 st November 2017	craig.dutton@capitalcitypartnership.org
Kate Kelman <i>Partnership Representative</i>	Programme Manager		kate.kelman@capitalcitypartnership.org.uk
Sylvia Baikie <i>Review Panel, Edinburgh Health and Social Care Partnership</i>	Public Health Practitioner, NHS		sylvia.baikie@nhslothian.scot.nhs.uk

6. Evidence available at the time of the IIA

Evidence	Available?	Comments: what does the evidence tell you?
Data on populations in need	Yes	<p>All data tells us which areas of the city are experiencing the greatest inequality and poorest outcomes, using a range of indicators that inform Scottish Index of Multiple Deprivation (SIMD) and other poverty and inequality statistics. This includes, but not limited to:</p> <ul style="list-style-type: none"> • Employment • Income • Crime • Housing • Health • Education • Access (distances to access services e.g. GP) <p>According to SIMD data, there are a total of 597 datazones within City of Edinburgh. Of these 597, 37 datazones (6%) are within the 10 percent most deprived datazones within Scotland.</p> <p>The most deprived areas in each locality are:</p> <ul style="list-style-type: none"> • Pilton/Granton/Muirhouse • Niddrie/Craigmillar/Bingham • Gracemount/Burdiehouse/Southouse/Moredun • Murrayburn/Westerhailes/The Calders <p>That said, SIMD identifies deprived areas - not people. Guidance on the use of SIMD by Scottish Government highlights that:</p> <ul style="list-style-type: none"> • Not all deprived people live in deprived areas: Two out of three people who are income deprived do not live in deprived areas; and • Not everyone in a deprived area is deprived: Just under one in three people

Evidence	Available?	Comments: what does the evidence tell you?																																																																																													
		<p>living in a deprived area are income deprived.</p> <p>Specifically for this service, it is important to look at labour supply data. As such, the 2018 NOMIS data on Edinburgh's Labour Supply provides a valuable insight in to who we should targeting:</p> <div data-bbox="715 613 1321 672" style="background-color: #4f81bd; color: white; padding: 5px; text-align: center;">Labour Supply</div> <div data-bbox="715 701 1321 730" style="background-color: #d9d9d9; padding: 2px;">Employment and unemployment (Oct 2017-Sep 2018)</div> <table border="1" data-bbox="715 730 1321 1193"> <thead> <tr> <th></th> <th style="text-align: center;">City Of Edinburgh (Numbers)</th> <th style="text-align: center;">City Of Edinburgh (%)</th> </tr> </thead> <tbody> <tr> <td colspan="3">All People</td> </tr> <tr> <td>Economically Active†</td> <td style="text-align: right;">286,000</td> <td style="text-align: right;">80.3</td> </tr> <tr> <td> In Employment†</td> <td style="text-align: right;">272,900</td> <td style="text-align: right;">76.6</td> </tr> <tr> <td> Employees†</td> <td style="text-align: right;">240,900</td> <td style="text-align: right;">68.4</td> </tr> <tr> <td> Self Employed†</td> <td style="text-align: right;">29,600</td> <td style="text-align: right;">7.5</td> </tr> <tr> <td> Unemployed (Model-Based)§</td> <td style="text-align: right;">11,000</td> <td style="text-align: right;">3.9</td> </tr> <tr> <td colspan="3">Males</td> </tr> <tr> <td>Economically Active†</td> <td style="text-align: right;">147,100</td> <td style="text-align: right;">84.7</td> </tr> <tr> <td> In Employment†</td> <td style="text-align: right;">142,000</td> <td style="text-align: right;">81.8</td> </tr> <tr> <td> Employees†</td> <td style="text-align: right;">124,700</td> <td style="text-align: right;">72.4</td> </tr> <tr> <td> Self Employed†</td> <td style="text-align: right;">17,300</td> <td style="text-align: right;">9.3</td> </tr> <tr> <td> Unemployed§</td> <td style="text-align: right;">5,000</td> <td style="text-align: right;">3.4</td> </tr> <tr> <td colspan="3">Females</td> </tr> <tr> <td>Economically Active†</td> <td style="text-align: right;">139,000</td> <td style="text-align: right;">76.2</td> </tr> <tr> <td> In Employment†</td> <td style="text-align: right;">130,800</td> <td style="text-align: right;">71.6</td> </tr> <tr> <td> Employees†</td> <td style="text-align: right;">116,200</td> <td style="text-align: right;">64.6</td> </tr> <tr> <td> Self Employed†</td> <td style="text-align: right;">12,300</td> <td style="text-align: right;">5.7</td> </tr> <tr> <td> Unemployed§</td> <td style="text-align: right;">8,100</td> <td style="text-align: right;">5.8</td> </tr> </tbody> </table> <div data-bbox="743 1270 1359 1299" style="background-color: #d9d9d9; padding: 2px;">Economic inactivity (Oct 2017-Sep 2018)</div> <table border="1" data-bbox="743 1299 1359 1630"> <thead> <tr> <th></th> <th style="text-align: center;">City Of Edinburgh (Level)</th> <th style="text-align: center;">City Of Edinburgh (%)</th> </tr> </thead> <tbody> <tr> <td colspan="3">All People</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">68,200</td> <td style="text-align: right;">19.7</td> </tr> <tr> <td> Student</td> <td style="text-align: right;">22,400</td> <td style="text-align: right;">32.8</td> </tr> <tr> <td> Looking After Family/Home</td> <td style="text-align: right;">13,500</td> <td style="text-align: right;">19.7</td> </tr> <tr> <td> Temporary Sick</td> <td style="text-align: center;">#</td> <td style="text-align: center;">#</td> </tr> <tr> <td> Long-Term Sick</td> <td style="text-align: right;">11,900</td> <td style="text-align: right;">17.5</td> </tr> <tr> <td> Discouraged</td> <td style="text-align: center;">!</td> <td style="text-align: center;">!</td> </tr> <tr> <td> Retired</td> <td style="text-align: right;">9,500</td> <td style="text-align: right;">13.9</td> </tr> <tr> <td> Other</td> <td style="text-align: right;">9,600</td> <td style="text-align: right;">14.1</td> </tr> <tr> <td> Wants A Job</td> <td style="text-align: right;">17,800</td> <td style="text-align: right;">26.2</td> </tr> <tr> <td> Does Not Want A Job</td> <td style="text-align: right;">50,300</td> <td style="text-align: right;">73.8</td> </tr> </tbody> </table>		City Of Edinburgh (Numbers)	City Of Edinburgh (%)	All People			Economically Active†	286,000	80.3	In Employment†	272,900	76.6	Employees†	240,900	68.4	Self Employed†	29,600	7.5	Unemployed (Model-Based)§	11,000	3.9	Males			Economically Active†	147,100	84.7	In Employment†	142,000	81.8	Employees†	124,700	72.4	Self Employed†	17,300	9.3	Unemployed§	5,000	3.4	Females			Economically Active†	139,000	76.2	In Employment†	130,800	71.6	Employees†	116,200	64.6	Self Employed†	12,300	5.7	Unemployed§	8,100	5.8		City Of Edinburgh (Level)	City Of Edinburgh (%)	All People			Total	68,200	19.7	Student	22,400	32.8	Looking After Family/Home	13,500	19.7	Temporary Sick	#	#	Long-Term Sick	11,900	17.5	Discouraged	!	!	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Evidence	Available?	Comments: what does the evidence tell you?
		<p>The Council's Performance and Business Analytics Service have identified poverty and low income data sets which show locally recognised areas of poverty and low income, in which more than 40% of residents are estimated to live in households where incomes are below the UK poverty threshold.</p> <p>Locality profiles were also developed as part of the Locality Improvement plans, showing a range of information about the locality including:</p> <ul style="list-style-type: none"> • Population • Population growth • Health • Household income • Child poverty <p>This information is beneficial to third party services delivering services for disadvantaged individuals but needs to be supported with specific data on key client groups including individuals affected by mental health issues, those with caring responsibilities, lone parents and care experienced young people. Looking thematically at the barriers will necessitate removing any geographical boundaries or definitions based entirely on the ward demographics.</p>
Data on service uptake/access	Yes	The Caselink database is used for all of the employability programmes funded through Employability and Talent Development. This measures client data, including gender, age, barriers faced, dependents, progressions and outcomes, caring responsibilities, long term conditions, ethnicity, criminal convictions, health issues, sensory impairment, skills and literacy needs.

Evidence	Available?	Comments: what does the evidence tell you?
		<p>These employability programmes and target groups are listed below:</p> <ul style="list-style-type: none"> • <u>Activity Agreements</u>: – targets young people (16-19) at risk of not securing a positive destination • <u>Modern Apprenticeships</u> – supports 16-24 year olds to complete a Modern Apprenticeship within the Council • <u>Project SEARCH</u> – supports young people with a disability through an internship programme within the Council and NHS • <u>All in Edinburgh</u> – supports people with a disability to achieve sustainable employment • <u>Subsidised childcare for working parents</u> – subsidised childcare places in the most deprived areas of Edinburgh to allow parents to return to work. • <u>Integrated Employability Service</u> – employability support for people, particularly in areas of deprivation; to be re-branded from April 1st 2019 under a recently awarded contract as ETIES, Edinburgh Targeted and Integrated Employability Service.
Data on equality outcomes	Yes	All data is collected and presented to the Jobs Strategy Group by Capital City Partnership.
Research/literature evidence	Yes	<p>Background information was presented to the Project Board for the meeting on 16th January 2018. This collated national and local data to inform the review and included:</p> <ul style="list-style-type: none"> • Edinburgh Regional Skills Assessment (Skills Development Scotland). • Poverty and Income Inequality in Edinburgh (CEC) • NOMIS Edinburgh Labour Market Profile 2016/17 • Edinburgh Economy – Summary of key trends (CEC)

Evidence	Available?	Comments: what does the evidence tell you?
Public/patient/client experience information	Yes	<p>The review was conducted within the framework of co-production to provide opportunities for the engagement of service users and providers in shaping the future direction of the grants programme.</p> <p>Information collected from the client survey and focus groups contributed and facilitated the specification, taking into account the client feedback, experience and views.</p> <p>The survey highlighted that:</p> <ul style="list-style-type: none"> • Clients require support with the following issues: CV help; job searching; support with childcare; career guidance; in-work support; and funding; • Clients identified at least one of the following barriers as making it difficult to find work: Childcare (cost/flexibility); lack of skills/experience; qualifications/education; confidence; knowledge of how to find a job; benefits/housing issues; health issues; age/sex discrimination; criminal record; funding and lack of appropriate jobs available. <p>Locality events with providers highlighted four key themes to inform the specification:</p> <ul style="list-style-type: none"> • Delivery – the service should link to the Council’s localities model, with delivery taking place in communities and have a heavy focus on outreach. • Integration – any service should be integrated not only with other employability provision, but also with other services to provide a holistic approach. • Reducing Inequality – clients for the service will have multiple barriers, with

Evidence	Available?	Comments: what does the evidence tell you?
		<p>specific groups being targeted.</p> <ul style="list-style-type: none"> • Rewarding Success – success should be measured through KPIs, with an emphasis placed on moving people in to “good jobs”.
Evidence of inclusive engagement of service users and involvement findings	Yes	The engagement was open to all contracted providers and their clients.
Evidence of unmet need	Yes	The services are non-discriminatory and open to all.
Good practice guidelines	Yes	<p>In order to continually improve the customer experience, and following consultation with the providers' network, the Joined Up For Jobs partnership introduced a customer care quality standard for provider organisations. All providers need to hold or be working towards the charter.</p> <p>Providers seeking City of Edinburgh Council funding need to comply with the Council Standard Conditions of Grant.</p> <p>Following the introduction of the new localities model and emphasis on integration of services, the Joined Up for Integration Project is creating a new Integration Charter with elements of self-assessment and formal interview.</p> <p>All grant holders are monitored through quarterly contract management checks to ensure that the level of service is maintained and improved.</p> <p>All client data is added to the Management Information System, Caselink by providers. Organisations are also required to submit quarterly reports and are subject to an annual audit by Capital City Partnership.</p>

Evidence	Available?	Comments: what does the evidence tell you?
Environmental data	No	All data
Risk from cumulative impacts	No	Risk is regularly reviewed by Capital City Partnership as an integral aspect of contract management.
Other (please specify)	Yes	All grant holders use Caselink and will be required to adhere to the GDPR terms and conditions outlined in their contract, information sharing agreement and GDPR guidance and training provided by Capital City Partnership.
Additional evidence required	N/A	N/A

7. In summary, what impacts were identified and which groups will they affect?

Equality, Health and Wellbeing and Human Rights	Affected populations
<p>Positive</p> <p>Equality is at the heart of the programme – accessing good quality job opportunities is fundamental to reducing inequalities and improving health and wellbeing.</p> <p>The programme will aim to support clients from disadvantaged backgrounds and areas of deprivation who are looking to move in to employment or progress in to better employment. As a result, it will tackle inequality issues by supporting people to move out of poverty, including in-work poverty.</p> <p>Integration with other employability services and related non-employability services will be seen as a key element of the future service. The removal of other issues (housing, financial, health) is vital to progressing clients along the Strategic Skills Pipeline.</p> <p>Negative</p>	<ul style="list-style-type: none"> • Older people and people in their middle years • Young people and children • Men (including trans men), Women (including trans women) and Non-binary people (include issues relating to pregnancy and maternity including same sex parents) • Disabled people (includes physical disability, learning disability, sensory impairment, long term medical conditions, mental health)

<p>Changes in the economic climate and the landscape in Edinburgh during the grant award period may influence and change priorities. As a result, it is important to ensure that the grants programme overall is reviewed regularly.</p> <p>Monitoring whether clients from all groups have the same opportunities may prove challenging. However all clients using the service must be logged on our management information system Caselink, so this data can be analysed.</p>	<p>problems)</p> <ul style="list-style-type: none"> • Minority ethnic people (includes Gypsy/Travellers, migrant workers, non-English speakers) • Refugees and asylum seekers • People with different religions or beliefs (includes people with no religion or belief) • Lesbian, gay, bisexual and heterosexual people • People who are unmarried, married or in a civil partnership
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<p>Environment and Sustainability</p> <p>Positive</p> <p>The programme is expected to offer city wide provision, delivered within localities, with outreach ensuring that there will be limited travel requirements for clients.</p> <p>Providers will be expected to commit to linking in with other local offers, such as making use of local facilities for delivery.</p> <p>Providers will also, where possible, support clients to work in the local area to reduce travel to work etc (without restricting clients ambitions).</p> <p>Negative</p>	<p>Affected populations</p> <p>As above</p>
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It is not anticipated that there will be any negative environment and sustainability impacts on anyone engaging with the service.	
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<p>Economic</p> <p>Positive</p> <p>The aim of the Third Party Grants Programme is to ensure that those wishing to enter the labour market or progress can access specialist and tailored support to increase their life opportunities and opportunities for economic well-being and sustainability.</p> <p>There is an intention to connect service providers into the network of subsidised childcare services to facilitate the progression for those with children.</p> <p>Negative</p> <p>It is not anticipated that there will be any negative economic impacts on anyone engaging with the service.</p>	<p>Affected populations</p> <p>As above</p>
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8. Is any part of this policy/service to be carried out wholly or partly by contractors and how will equality, human rights including children’s rights , environmental and sustainability issues be addressed?

The grants programme will be delivered by a range of third sector organisations. A condition of the grant offer is that applicants evidence the ability to deliver accessible and inclusive services that comply with the Council Standard Conditions of Grant.

9. Consider how you will communicate information about this policy/ service change to children and young people and those affected by hearing loss, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language? Please provide a summary of the communications plan.

Any decision on Third Party Grants Programme will be made through the Council's committee structures. Once a decision has been made on confirming the recommended service providers, the associated report will be available for the public to view on the Council's Committee Papers Online website.

Individual providers will be responsible for the marketing and promotion of their services. It is expected that information will be shared with the Joined up for Jobs network online and across other communication channels, such as the JUFJ Forum. All services are publicised in the Joined up for Jobs Directory which is available online at the JUFJ website.

Any associated media for this service will be designed to be accessible and easy to understand for a range of population groups, especially our target customers as per the Standard Grant Conditions.

10. Is the policy a qualifying Policy, Programme or Strategy as defined by The Environmental Impact Assessment (Scotland) Act 2005? (see Section 4)

No

11. Additional Information and Evidence Required

If further evidence is required, please note how it will be gathered. If appropriate, mark this report as interim and submit updated final report once further evidence has been gathered.

N/A

12. Recommendations (these should be drawn from 6 – 11 above)

12.1 To review the progress and priorities with grant holders at agreed points in the timeline to ensure continuing relevance of service provision; in context of economic, labour market and other significant changes in the 3 year period.

12.2 Monitoring whether clients from all groups have the same opportunities may prove challenging. However attempts must be made to monitor data on clients from Caselink to ensure there is equality of opportunity for all.

12.3 Attempts to market the service will be made in a way accessible and easy to understand for a range of population groups, especially our target customers.

13. Specific to this IIA only, what actions have been, or will be, undertaken and by when? Please complete:

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and contact details)	Deadline for progressing	Review date
Regularly review the grant programme with providers and include regular performance/contract management meetings throughout the year and annually.	Kate Kelman	October 19	December 19
Quarterly review of Caselink data, reported back to CCP Board	Kate Kelman	Quarterly	
Develop links between third party grant holders and contracted childcare providers	Craig Dutton	October 19	December 19

14. How will you monitor how this policy, plan or strategy affects different groups, including people with protected characteristics?

The grants programme will be managed by our arm's length company Capital City Partnership, who will provide regular reports on performance. This will include the impact the service is having on targeted groups, including those with protected characteristics.

15. Sign off by Head of Service

15.1. Name –

15.2. Date –

16. Publication

Send completed IIA for publication on the relevant website for your organisation. [See Section 5](#) for contacts.

Section 5 Contacts

City of Edinburgh

Complete impact assessments should be forwarded to the Equalities Officer.