

Combined Impact Assessment Template

Taking steps to tackle poverty and inequality.



Title of Initiative	Employability Pipeline East Lothian
Completion Date	April 2019
Completed by	Jacqui Henderson
Lead officer	Lesley Brown

Type of Initiative:

- | | | | |
|-----------------|-------------------------------------|--------------------|-------------------------------------|
| Policy/Strategy | <input type="checkbox"/> | New or Proposed | <input type="checkbox"/> |
| Programme/Plan | <input type="checkbox"/> | Changing/Updated | <input checked="" type="checkbox"/> |
| Project | <input checked="" type="checkbox"/> | Review or existing | <input type="checkbox"/> |
| Service | <input type="checkbox"/> | | |
| Function | <input type="checkbox"/> | | |
| Other | | | |

1. Briefly describe the policy you are assessing.

Set out a clear understanding of the purpose of the policy being developed or reviewed (e.g. objectives, aims) including the context within which it will operate.

East Lothian Council is accessing European Social Fund money to deliver the East Lothian Strategic Employability Pipeline; by accessing this additional funding enhancements will be made to employability services. This initiative (project) will focus on specific support for people facing multiple barriers to employment. Although unemployment has been reducing there remains a large cohort of individuals who are still unemployed or inactive. This project will target these unemployed or inactive people who have multiple barriers to employment e.g. two or more barriers. These participants are far from the labour market and require intensive support and work preparation to enable them to secure and maintain employment.

The pipeline is characterised by five stages which is useful when considering the range of support required for different groups of young people and adults on the journey toward and into sustained employment. However, it is important to be aware that people progress at different rates and it is not always essential to move through every stage of the pipeline. It is vital that each young person or adult starts at the stage of the pipeline that is suitable for them and that they are supported to progress through a route toward an outcome which works for them as individuals.

The Pipeline Stages:

- Stage 1 – Registration, Assessment and Case Management – This stage involves the initial referral and engagement and is the entry point into the employability pipeline for all clients. Initial meeting will involve checking eligibility and assessing the client's needs, assessing what provision is most suited to the client's circumstances, and agreeing the first steps of the pipeline journey (suitable stage and activity). An action plan will detail this information and information will be gathered via the Management Information System (Caselink). A Case Manager will be assigned to the individual and will maintain responsibility for the client's journey and ongoing engagement and support.
- Stage 2 – Overcoming Barriers - At this stage, clients require a significant level of support to help them to remain engaged and move forward in terms of meeting their educational, skills, personal and social development needs. Barrier removal often involves specialist provision and a wide ranging package of intensive, often prolonged, support tailored to the needs of the individual. This stage will identify and address barriers e.g. childcare, debt, addictions, criminal record, homelessness, confidence, motivation, core skills deficit, health, etc.
- Stage 3 – Employability Training – Stage 3 activity has a specific employability focus and are usually designed for clients who are closer to the labour market but require to brush up on their general employability skills, develop some sector specific skills and potentially gain some work experience in a workplace. Developing the clients employability skills would aim to improve skills in jobsearching, job application, and interview technique. Specific vocational training, work experience and volunteering activities.
- Stage 4 – Work Focused Activity – Activity at this stage are designed for clients who are job ready and require support to access appropriate employment. Activity will focus on employer support, engagement and job matching. This will involve supporting client's source vacancies through a range of employers, supporting employees through submitting CV's, application forms and preparing clients for real interviews. Individually tailored work experience placements designed to provide a realistic insight into the working environment, whilst providing ongoing support by Employment Support Workers. Jobmatching for young people to employers who receive a wage subsidy to employ the young people for 6 months.
- Stage 5 – Inwork Aftercare and Workforce Skills Development – This stage focuses on ensuring clients are able to sustain work, clients who have secured work will receive ongoing support through regular contact and reviews, any issues can be addressed and if further training is required this can be identified to ensure employment is sustained. Debt and money management advice will be available to support clients who have moved from benefits into work and may need ongoing support around managing money and debt. Vocational skills training for low skills and low waged employees. Specific training to up-skill around self employment and business start-up.

The pipeline approach will offer a package of tailored support depending on the needs of the individual. The areas where demand has been greatest and continues to require additional resources are outlined below. Additional funding will ensure the following activities are enhanced and expanded:

- Employability training and work preparation - accredited pre-employment training to build confidence and develop basic life and core skills, including ICT, Certificate of Work Readiness, literacy and numeracy.
- New Opportunities in East Lothian – a programme to remove barriers to returning to employment or starting employment for the first time by engaging participants in a short course, building personal confidence to learn, developing IT skills and providing qualifications for those who have few or no recognised qualifications (e.g. SQA units in employability, communication and numeracy/certificated first aid and food hygiene). A work experience placement will be supported with access to career guidance and further learning opportunities through a multi agency approach to enable participants to build their employability skills.
- Digital Inclusion and Employability – a programme of ICT, employability skills, and debt advice to tackle financial inclusion issues due to recent and continued welfare reform. Learners will develop core and transferable skills via attendance at outreach courses throughout the county.
- Vocational training and work placements – a Skill for Work Programme is a learning programme for East Lothian residents to explore, build on and gain accreditation on the skills, knowledge and attributes needed to flourish in the Early Education and Social Care employment sectors. The learning programmes encourage participants to become motivated to progress into further training and educational experiences. This will include building on core skills such as literacy, numeracy and ICT.
- English for Speakers of Other Languages – a programme of ESOL provision (ESOL Employability and ESOL Outreach) provided throughout the county. Provision is for a largely rural demographic of migrant workers and settled ethnic minority residents who benefit from the flexibility of the programme due to shift work patterns, family care responsibilities, their level of English and travel difficulties. The programme has employability prospects as a core aim. Learners can gain SQA level qualifications.
- Accredited employment qualifications - A programme of support for unemployed people who require specific industry standard qualifications e.g. CSCS, SVQ in construction, care etc.
- East Lothian Apprenticeship Programme – develop an apprenticeship programme to support employers in the private, public and 3rd sector create sustainable quality apprenticeships in a range of trades and occupations. A programme of support for young people embarking on an apprenticeship. The programme is for young people aged 16 – 19 years old who will receive on-the-job training accompanied with study and an accredited qualification.
- Pre-employment Support, Employer Engagement and Job Matching – a programme of support designed for clients who are job ready but still require support to access appropriate employment. Activity will focus on employer support, engagement and job matching. This will involve supporting client's source vacancies through a range of employers, supporting employees through submitting CV's, application forms and preparing clients for real interviews. Individually tailored work experience placements

designed to provide a realistic insight into the working environment, whilst providing ongoing support by Employment Support Workers.

- East Lothian Employer Recruitment Incentive – a wage subsidy incentive scheme for local private and 3rd sector organisations that are able to create a quality sustainable job and recruit an unemployed young person will be able to receive grant support for a period of 6 months.

All clients will be thoroughly assessed to identify their characteristics, barriers to employment and pipeline stage. Individual Action Plans will be developed and will include a mix of interventions either through 1-2-1 or group sessions. Support will enable clients to increase their knowledge, skills, and qualifications, and ultimately gain employment.

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

The fundamental aim of the pipeline is to provide a range of tailored support for different groups of young people and adults on their journey toward and into sustained employment. East Lothian's pipeline will provide quality support for people seeking employment. The Strategic Intervention and subsequent Pipeline and Challenge Fund Operations will support additional clients with multiple barriers to employment.

Individuals with multiple barriers to employment will be supported with ESI funded activity. Services will target individuals with two or more of the following barriers:

- Above 54 years of age
- Armed Forces Veteran
- Asylum seeker
- At risk of becoming NEET
- Criminal convictions
- Disability
- From Employment Deprived Areas
- From Remote Rural Areas
- From Rural Areas
- Homeless or affected by housing exclusion
- Living in a jobless household
- Living in a jobless household with dependent children
- Living in a single adult household with dependent children
- Long-term physical illness/ condition
- Long-term Unemployed
- Looked after young person
- Low income employed
- Living in a household with children in poverty
- Low skilled
- Material Deprivation
- Mental health issues
- Migrants, people with a foreign background, minorities (including

- marginalised communities such as the Roma)
- No or Limited work experience
- Primary carer of a child/children (under 18) or adult
- Primary carer of older person
- Refugee
- Substance related conditions
- Underemployed

The strategic intervention will create services specifically targeting those with multiple barriers. Activity will work to overcome an individual's barriers and focus on developing and equipping them with the skills, qualifications and experience to enter the labour market. Once they are able to and do enter the labour market the unemployment level in the area will decrease. The individuals that will have been supported will reduce their levels of poverty, social and economic exclusion that many currently face. It will aid economic growth in the local area which in turn will be beneficial to the regional and national economy.

3. Do I need to undertake a Combined Impact Assessment?

High Relevance	Yes/no
The policy has consequences for or affects people	Yes
The policy has potential to make a significant impact on equality	Yes
The policy has the potential to make a significant impact on the economy and the delivery of economic outcomes	Yes
The policy is likely to have a significant environmental impact	No
Low Relevance	
The policy has little relevance to equality	No
The policy has negligible impact on the economy	No
The policy has no/ minimal impact on the environment	Yes
If you have identified low relevance please give a brief description of your reasoning here.	
The Strategic Intervention and subsequent Operations do not aim to tackle any environmental issues and any actions will have no or minimal impact on the environment.	

If you have answered yes to high relevance above, please proceed to complete the Combined Impact Assessment. If you have identified a low risk, please ask the Head of Service / Project Lead

4. What information/data/ consultation have you used to inform the policy to Date?

Evidence	Comments: what does the evidence tell you?
Data on populations in need	<p>Scottish Index of Multiple Deprivation 2016, NOMIS, SLAED National Benchmarking Indicators</p> <p>The analysis of ward and datazone statistics, based on the 2016 Scottish Index of Multiple Deprivation (SIMD), has highlighted significant levels of inequality across East Lothian. Whilst overall East Lothian is not an area with high levels of deprivation compared to Scotland as a whole, there are significantly higher levels of deprivation and inequality across different parts of the county. This can often be masked by the portrayed image of East Lothian as an affluent area.</p> <p>East Lothian's population has continued to grow and is forecast to grow by 23.3% between 2012-2037. The increasing population of East Lothian will continue to place demand on existing services. East Lothian needs to effectively manage and meet the increasing demands of the growing population, especially the growing youth population. Whilst the county's population has been improving the school leaver destination has also been improving (up to 95%). With the current economic climate young people need to be equipped with improved employability skills, qualifications and core skills to compete in the local job market.</p>
Data on service uptake/access	All services within East Lothian Works monitor service uptake and access. A management information system is used to monitor service usage. Service data is collated on a quarterly and annual basis.
Data on quality/outcomes	As above.
Research/literature evidence	<p>Europe 2020</p> <p>Scotland's National Performance Framework & Economic Strategy</p> <p>Developing the Young Workforce</p> <p>The East Lothian Community Planning Economic Development Strategy</p>

	The East Lothian Plan 2017-2027 Scottish Index of Multiple Deprivation 2016 NOMIS
Service user experience information	NA
Consultation and involvement findings	There has been ongoing stakeholder engagement and consultation around the key issue of employability and services for clients with multiple barriers to employment via the community planning partnership group, Connected Economy Group. As a result a general consultation has occurred with public, private and 3 rd sector agencies working within East Lothian. The recently updated East Lothian Plan has informed these discussions, the key challenges we face and how these should be addressed.
Good practice guidelines	We meet other Local Authorities on a regular basis who have a strategic pipeline at SLAED Employability Group and the SLAED European Group meetings to learn from their experiences and best practice.
Other (please specify)	NA
Is any further information required? How will you gather this?	NA

5. How does the policy meet the different needs of / impact on groups in the community?

	Comments – positive/ negative impact
Equality Groups <ul style="list-style-type: none"> • Older people, people in the middle years, young people and children • Women, men and transgender people (includes issues relating to pregnancy and maternity) • Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, 	<p>The Strategic Intervention and subsequent Pipeline and Challenge Fund Operations will create a holistic approach to employability provision in East Lothian. It recognises that individuals with certain characteristics require extra support and guidance. There are instances when specific interventions are needed to drive change. The Strategic Intervention</p>

<p>mental health 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 	<p>identifies that people with multiple barriers (e.g. young people, long term unemployed, people with a physical or mental health issue, ethnic minorities, lone parents etc.) to employment are less likely to have the skills, knowledge, qualifications, and/or experience to access the labour market.</p> <p>The pipeline identifies the need to develop support services for people with multiple barriers to ensure they are able to make that transition from unemployment to employment or self employment. This will result in a positive impact on people with multiple barriers.</p>
<p>Those vulnerable to falling into poverty</p> <ul style="list-style-type: none"> • Unemployed • Single Parents • Pensioners • Looked after children • Those leaving care settings (including children and young people and those with illness) • Homeless people • Carers (including young carers) • Those involved in the criminal justice system • Those living in the most deprived communities (bottom 20% SIMD areas) • People with low literacy/numeracy • Others e.g. veterans, students 	<p>The Strategic Intervention and subsequent Operation Applications will tackle East Lothian's unemployment by improving the journey for unemployed/underemployed clients to employment. It will include assisting vulnerable people to ensure they are more capable of securing work and lifting themselves out of poverty or preventing falling into poverty.</p> <p>Those vulnerable people the Strategic Intervention and Operation applications will aim to prevent falling into poverty are:</p> <ul style="list-style-type: none"> • Above 54 years of age • Armed Forces Veteran • Asylum seeker • At risk of becoming NEET • Criminal convictions • Disability • From Employment Deprived Areas • From Remote Rural Areas

	<ul style="list-style-type: none"> • From Rural Areas • Homeless or affected by housing exclusion • Living in a jobless household • Living in a jobless household with dependent children • Living in a single adult household with dependent children • Long-term physical illness/ condition • Long-term Unemployed • Looked after young person • Low income employed • Living in a household with children in poverty • Low skilled • Material Deprivation • Mental health issues • Migrants, people with a foreign background, minorities (including • marginalised communities such as the Roma) • No or Limited work experience • Primary carer of a child/children (under 18) or adult • Primary carer of older person • Refugee • Substance related conditions • Underemployed <p>The Strategic Intervention and Operation Applications will have a positive impact on those who are in poverty or vulnerable to falling into poverty.</p>
Geographical communities	The Strategic Intervention and Operation Applications is a holistic

<ul style="list-style-type: none"> • Rural/ semi rural communities • Urban Communities • Coastal communities • Business community 	<p>approach to employability and it will enable provision throughout East Lothian (covering EL rural and urban areas) for all participants with multiple barriers to employment. Hence it will ensure the needs of people who live in rural or urban areas have access to provision.</p> <p>There are, however, areas of high deprivation in East Lothian. The analysis of ward and datazone statistics, based on the 2016 Scottish Index of Multiple Deprivation (SIMD), has highlighted significant levels of inequality across East Lothian. Whilst overall East Lothian is not an area with high levels of deprivation compared to Scotland as a whole, there are significantly higher levels of deprivation and inequality across different parts of the county. This can often be masked by the portrayed image of East Lothian as an affluent area.</p>
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6. Are there any other factors which will affect the way this policy impacts on the community or staff groups?

No.

7. Is any part of this policy/ service to be carried out wholly or partly by contractors?

If yes, how have you included equality and human rights considerations into the contract?

There is no part of the current strategy or action plan that will be delivered by contractors. In the future if any new proposals are developed that require such input, then equal opportunities will be considered as part of the procurement / contract arrangements.

8. Have you considered how you will communicate information about this policy/ policy change to those affected e.g. to those with hearing loss, speech impairment or English as a second language?

As per council procedures we can provide information in user-friendly versions in other formats on request and also provides signers and interpreters.

Services arranged include:

- Interpretation in wide range of world languages
- Phone interpretation
- Translation
- BSL signing
- Lip-speaking
- Note-taking
- Braille

The service is provided by accredited interpreters and translators. We also provide all frontline staff with language charts, which help clients with no English to identify their own language, so that we can arrange interpretation support for them.

https://www.eastlothian.gov.uk/directory_record/257129/interpretation_and_translation_service

9. Please consider how your policy will impact on each of the following?

Health and Social Care Objectives	Comments
Social: Equality, Health and wellbeing	
Promotes equality of opportunity e.g. improves access to and quality of services	Positive impact – people throughout EL will have increased opportunities, improved vocational / employability training opportunities, increased employment opportunities.
Promotes good relations within and between groups and tackles harassment	No impact identified.
Promotes participation, inclusion and self control over decisions	Positive impact - the Strategic Intervention and Operation Applications contains initiatives to increase employability skills and provide improved vocational training opportunities. It recognises the need to support people to have the skills they need to ensure they can make the transition to a positive destination, e.g. training,

	education, or employment.
Builds family support networks and community capacity	No impact identified.
Reduces crime and fear of crime	No impact identified.
Promotes healthier lifestyles including <ul style="list-style-type: none"> • diet and nutrition, • sexual health, • substance misuse • exercise and physical activity. 	No impact identified.
Environmental	
Reduce greenhouse gas (GHG) emissions in East Lothian (including carbon management)	There is no anticipated impact
Plan for future climate change	There is no anticipated impact
Pollution: air/ water/ soil/ noise	There is no anticipated impact
Protect coastal and inland waters	There is no anticipated impact
Enhance biodiversity	There is no anticipated impact
Encourage resource efficiency (energy, water, materials and minerals)	There is no anticipated impact
Public Safety: Minimise waste generation/ infection control/ accidental injury	There is no anticipated impact
Reduce need to travel / promote sustainable forms of transport	There is no anticipated impact
Improves the physical environment e.g. housing quality, public and green space	There is no anticipated impact
Economic	

Maximises income and /or reduces income inequality	Positive impact - the Strategic Intervention and subsequent Operation Applications contains initiatives to increase employability skills for clients with multiple barriers to employment increasing their opportunities to find, secure and sustain employment which in turn will maximise income and reduce inequality.
Helps young people into positive destinations	Positive impact - The Strategic Intervention and subsequent Operation Applications recognises the need to support young people with multiple barriers to employment to have skills and opportunities that will ensure that they are able to make the transition into a positive destination.
Supports local business	Positive impact – an aim of the Strategic Intervention and Operation Applications is to deliver an Employer Recruitment Incentive which will improve local employer engagement, support businesses to take on young people and provide vital opportunities for young people with multiple barriers to employment.
Helps people to access jobs (both paid and unpaid)	Positive impact - The Strategic Intervention and subsequent Operation Applications contains specific initiatives to improve employability skills for people with multiple barriers to employment.
Improving literacy and numeracy	Positive impact - The Strategic Intervention and subsequent Operation Applications contains specific initiatives to improve literacy and numeracy skills for people with multiple barriers to employment.
Improves working conditions, including equal pay	There is no anticipated negative impact.

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

This strategy is not a qualifying PPS.

11. Action Plan

Identified negative impact	Mitigating circumstances	Mitigating actions	Timeline	Responsible person
NA	NA	NA	NA	NA

12. Sign off by Head of Service/ NHS Project Lead

NAME: *Resley R Brown*

DATE: *18/11/19.*

CHIEF OPERATING OFFICER.