

# Public Document Pack



County Hall  
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NP15 1GA

Wednesday, 8 September 2021

## Notice of meeting

# Special Meeting Economy and Development Select Committee

Thursday, 16th September, 2021 at 10.00 am

County Hall, Usk with Remote Attendance

## AGENDA

**THERE WILL BE A PRE MEETING FOR MEMBERS OF THE COMMITTEE 30 MINUTES  
PRIOR TO THE START OF THE MEETING**

Item No	Item	Pages
1.	Apologies for Absence.	
2.	Declarations of Interest.	
3.	Employment and Skills - To scrutinise progress of the employment, skills and apprenticeship programmes.	1 - 40

**Paul Matthews**

**Chief Executive**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillor Jeremy Becker	St. Mary's;	Liberal Democrats
County Councillor Alan Davies	Green Lane;	Independent
County Councillor David Evans	West End;	Welsh Labour/Llafur Cymru
County Councillor Mat Feakins	Drybridge;	Welsh Conservative Party
County Councillor Giles Howard	Llanfoist Fawr;	Welsh Conservative Party
County Councillor Paul Jordan	Cantref;	Welsh Conservative Party
County Councillor Richard Roden	Dixton with Osbaston;	Welsh Conservative Party
County Councillor Brian Strong	Usk;	Welsh Conservative Party
County Councillor Frances Taylor	Mill;	Independent Group

## Public Information

### Access to paper copies of agendas and reports

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

### Watch this meeting online

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### Welsh Language

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

# Aims and Values of Monmouthshire County Council

## Our purpose

Building Sustainable and Resilient Communities

### Objectives we are working towards

- Giving people the best possible start in life
- A thriving and connected county
- Maximise the Potential of the natural and built environment
- Lifelong well-being
- A future focused council

## Our Values

**Openness.** We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

**Fairness.** We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

**Flexibility.** We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

**Teamwork.** We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

## Monmouthshire Scrutiny Committee Guide

### Role of the Pre-meeting

1. Why is the Committee scrutinising this? (background, key issues)
2. What is the Committee's role and what outcome do Members want to achieve?
3. Is there sufficient information to achieve this? If not, who could provide this?
  - Agree the order of questioning and which Members will lead
  - Agree questions for officers and questions for the Cabinet Member

### Questions for the Meeting

#### Scrutinising Performance

1. How does performance compare with previous years? Is it better/worse? Why?
2. How does performance compare with other councils/other service providers? Is it better/worse? Why?
3. How does performance compare with set targets? Is it better/worse? Why?
4. How were performance targets set? Are they challenging enough/realistic?
5. How do service users/the public/partners view the performance of the service?
6. Have there been any recent audit and inspections? What were the findings?
7. How does the service contribute to the achievement of corporate objectives?
8. Is improvement/decline in performance linked to an increase/reduction in resource? What capacity is there to improve?

#### Scrutinising Policy

1. Who does the policy affect ~ directly and indirectly? Who will benefit most/least?
2. What is the view of service users/stakeholders? Do they believe it will achieve the desired outcome?
3. What is the view of the community as a whole - the 'taxpayer' perspective?
4. What methods were used to consult with stakeholders? Did the process enable all those with a stake to have their say?
5. What practice and options have been considered in developing/reviewing this policy? What evidence is there to inform what works?
6. Does this policy align to our corporate objectives, as defined in our corporate plan?
7. Have all relevant sustainable development, equalities and safeguarding implications been taken into consideration? For example, what are *the procedures that need to be in place to protect children*?
8. How much will this cost to implement and what funding source has been identified?
9. How will performance of the policy be measured and the impact evaluated.

### Questions for the Committee to conclude...

Do we have the necessary information to form conclusions/make recommendations to the executive, council, other partners? If not, do we need to:

- (i) Investigate the issue in more detail?
- (ii) Obtain further information from other witnesses – Executive Member, independent expert, members of the local community, service users, regulatory bodies...
- (iii) Agree further actions to be undertaken within a timescale/future monitoring report...

### General Questions....

#### Empowering Communities

- How are we involving local communities and empowering them to design and deliver services to suit local need?
- Do we have regular discussions with communities about service priorities and what level of service the council can afford to provide in the future?

### *Service Demands*

- How will policy and legislative change affect how the council operates?
- Have we considered the demographics of our council and how this will impact on service delivery and funding in the future?

### *Financial Planning*

- Do we have robust medium and long-term financial plans in place?
- Are we linking budgets to plans and outcomes and reporting effectively on these?

### *Making savings and generating income*

- Do we have the right structures in place to ensure that our efficiency, improvement and transformational approaches are working together to maximise savings?
- How are we maximising income? Have we compared other council's policies to maximise income and fully considered the implications on service users?
- Do we have a workforce plan that takes into account capacity, costs, and skills of the actual versus desired workforce?

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**SUBJECT:** Employment and Skills Update

**MEETING:** Economy and Development Select Committee

**DATE:** 7<sup>th</sup> September 2021

**DIVISION/WARDS AFFECTED:** All

## 1. PURPOSE:

- 1.1 To present an update on the projects, programmes and other activities being delivered by the Employment and Skills Team including progress to date, performance against targets, finance and resource implications, success stories and challenges.
- 1.2 To scrutinise the community focussed draft Employment and Skills 'Plan on a Page' (Appendix 1) and proposals to re-develop the Team's web presence.

## 2. RECOMMENDATIONS:

- 2.1 To provide comments which will be considered when finalising the Employment and Skills 'Plan on a Page' and the re-development of the Employment and Skills Website.

## 3. KEY ISSUES:

### 3.1 Performance of current Programmes

- 3.1.1 The Employment and Skills Team has undergone a restructure (Appendix 2) and delivery now includes Kickstart, InFuSe and the extended Communities for Work Plus delivery team.
- 3.1.2 **Kickstart:** The team were successful in their bid to deliver Kickstart, a UK Employment programme developed in response to Covid 19. Kickstart is part of the UK Government's Covid response within their 'Plan for Jobs' and aims to create thousands of new, fully funded jobs across England, Scotland and Wales. This aligns with Welsh Government's Employability Plan in preparing for a radical shift in the world of work, responding to current and future skills gaps and providing a personalised approach to employability support. The Scheme aims to create fully subsidised, six-month work placements for individuals aged 16-24 who are claiming Universal Credit and are at risk of long-term unemployment.
- 3.1.3 **InFuSe:** the ESF funded public sector innovative future services programme will build skills and capacity for Innovation in public services across the Cardiff Capital Region. The programme commenced with Cohort Alpha, a provision testing cohort. The Cohort are now tackling a range of real-world local challenges including Decarbonisation of Council fleets; Home energy efficiency; Opportunities for energy using dog fouling; Maximising supply chains through procurement; and Asset Based Community Development. Cohort 1 will commence in October 2021 and will be driven by the biggest challenges faced by the region – particularly those linked to accelerating decarbonisation and developing supportive communities.
- 3.1.4 The Employment and Skills Team are leading on/delivering projects with an estimated value of £2.4m in the 2021-22 financial year in line with project targets and outcomes (Appendix 3) and has moved to a project-based approach, to ensure the effective management and monitoring of individual project performance, delivery, finances, risk, and impact.

- 3.1.5 Project/Programme performance has remained consistent, demonstrating strong performance across most projects (Appendix 3) which are performing either above target or within tolerance against profile. There has also been an upturn in performance over the last six months with projects that were impacted by Covid-19.
- 3.1.6 The Team has recently conducted a survey with local businesses, to assess the impact of Covid-19 which included an assessment of skills gaps from the business sector. The survey identified skills gaps which included Marketing and Online Sales; Management; Website Development; Business Systems Automation; Accountancy. These are specialist skills that sit outside of traditional scope of delivery for employability providers, we will explore specialist provision to address these skills gaps.
- 3.1.7 A subscription to the Evolutive Business Management System is currently being explored which will support business engagement activities in the future in order to achieve a wider reach. This is currently being assessed by the Team in terms of resource implications, efficiency savings and added value for the Authority.
- 3.1.8 Early work has started on the re-development of the Employment and Skills Teams digital presence, in particular the website, in order to deliver a more accessible, attractive, and user-friendly online service to Monmouthshire residents; widen the teams reach; and increase the number of engagements and enrolments achieved via digital mediums such as; website, e-forms, and social media.
- 3.1.9 The website re-development is based on the Cardiff City Council's [Intoworkcardiff](#) website, which will enable the Team to reach clients who may not normally engage with Job Centre Plus or statutory services. The website will act as a triage tool for self-referrals, promote the Team's qualifications centre, classroom, and online courses, and increase the Team's digital media reach.

## **3.2 Next Steps**

- 3.2.1 Inspire2Achieve, Inspire2Work and Skills@Work ESF funded projects will end in December 2022 with the conclusion of this EU funding stream. This presents a challenge for the sustainability of the local authorities' NEET and unemployment figures. The loss of provision coupled with the experience, knowledge and skills set of these teams will negatively impact upon Monmouthshire residents.
- 3.2.2 To address this issue, Torfaen County Borough Council are leading on an Employability Paper (CELT – Connect, Engage, Listen, Transform) on behalf of the ten Local Authorities of the Cardiff Capital Region. This Paper sets out the region's future employment and skills demands and explores how the Shared Prosperity Fund can support this going forward. The paper has been approved by the CCR Strategic Board and will be taken through all the Local Authority's Cabinet Approval process once the final version has been signed off by Chief Officers.
- 3.2.3 In the interim, a regional Community Renewal Fund bid for CELT was submitted in June for short term funding from August 2021 to March 2022 in readiness for a subsequent bid to the UK Shared Prosperity Fund in 2022/23. The purpose of the bid is to enhance the current service by; Developing a Triage system – mechanism to ensure referrals to the right support; Employing a Wellbeing Engagement Worker; Enhancing our Digital and outreach engagement; Sourcing employment opportunities in Construction and Digital; and Targeting employment support for homeless/at risk of homelessness.

## **4. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):**



- 4.1 The Assessment (Appendix 4) demonstrates that the Employment and Skills programmes comply with the well-being five ways of working, supports the well-being goals and associated activities. This is expected to have a positive impact on all groups and people with protected characteristics however the assessment also acknowledges that due to mental health and wellbeing, social and educational barriers, not every person will progress into education, employment, and training.

## 5. OPTIONS APPRAISAL

- 5.1 An options appraisal has been undertaken in Table One below.

**Table One: Options Appraisal**

Option	Benefits	Risks
Do nothing – ‘Plan on a Page’ and website redevelopment	None identified	Failure to sustain or develop the Team’s community and digital engagement will result in a failure to reach out to the residents that need employment and skills support for a better future.
Implement ‘Plan on a Page’ and re-develop website	A blended and responsive approach to community and digital engagement	Information must be relevant, community friendly and attractive to ensure residents engage, feel valued and supported.

## 6. REASONS:

- 6.1 The Employment and Skills ‘Plan on a Page’ has been developed to provide a clear and concise overview of the Team’s purpose, offer and vision. The plan draws together the consistent aims and objectives from the Team’s diverse range of projects, programmes and activities whilst retaining the bespoke and specialist support provided through the individual projects.
- 6.2 The Team restructure has provided accessible and strong leadership and management to all staff and effective financial management of projects and programmes within the service area to ensure effective project performance and compliance with funding criteria and audit requirements.
- 6.3 The Team presently have limited resources and infrastructure for engaging and communicating with businesses in Monmouthshire in an effective manner. Subscription to the Evolutive Management system will:
- Serve as the primary local business information database for the Authority;
  - Improve efficiency and capacity when liaising with businesses;
  - Capture both business and participant information to enable a ‘job matching’ process.
- 6.4 The current website format on the Monmouthshire County Council website does not allow content such as events calendars, media, and videos. This limits information the Team can present and is currently not attractive and user friendly. A re-development of the Team’s website is essential to improve digital engagement, increase enrolments in qualifications and training and ultimately ensure the Team provide the most current employment and skills information.
- 6.5 The end of ESF presents local challenges, however this also presents the Team with an opportunity to reflect on what has worked well and what needs improvement going forward, when developing a first-class delivery programme. The team recognise the need to continue

to address individual and local need, through a regional approach in order to improve efficiency, sustainability and collaborative expertise and knowledge. The Team will be taking part in a series of regional workshops to illustrate the local picture ensuring the Team are equitably resourced for the future.

- 6.6 If successful, the CELT Community Renewal Fund bid will provide an entry into the UK Shared Prosperity Fund and will enhance the Team's offer to residents by centralising the triage role within the Team and providing additional wellbeing and support resources. It also strengthens the regional working practices of the team which aligns to both local and national priorities including Welsh Governments Employability Plan.

**7. RESOURCE IMPLICATIONS:**

- 7.1 Outline cost of £4,000 for redevelopment of the Employment and Skills Website including ongoing maintenance and hosting. This will be funded through existing project budgets.
- 7.2 Evolutive business management system will cost £4000 per annum for the base system with additional costs dependent on user requirements, to be funded through existing project budgets and service area collaboration.

**8. CONSULTEES:**

Economy and Development Select Committee  
DMT – Enterprise  
Frances O'Brien – Chief Officer for Enterprise  
Cath Fallon – Head of Enterprise and Community Animation

**9. BACKGROUND PAPERS:**

- *Draft Employment and Skills Plan on a page (Appendix 1)*
- *Employment and Skills Structure (Appendix 2)*
- *Project Update 2021-22 (Appendix 3)*
- *Future Generations Evaluation (Appendix 4)*
- *Employment and Skills Presentation (Appendix 5)*

**10. AUTHOR:**

Hannah Jones - Strategic Lead for Employment and Skills

**11. CONTACT DETAILS:**

Email: [hannahjones@monmouthshire.gov.uk](mailto:hannahjones@monmouthshire.gov.uk)

# Employment & Skills: Our Plan on a Page 2021

## OUR PURPOSE

We want 'your' Monmouthshire to be a place where you feel supported, provided an opportunity to access the education, employment and skills you need to thrive throughout your working life.

## OBJECTIVES

Our plan sets out how our Employment and Skills Team intend to support individuals of working age progress by gaining the skills our economy needs:

This will be achieved by:

- Being more creative with our Social Media making it easier more engaging for you
- Keeping active within the community through our employment programmes
- Actively seeking future funding opportunities to ensure we can provide the best possible services
- Continuing our work within schools supporting those who need it most ensuring they have the same learning opportunities as their peers and are not left behind
- Working to support Young People affected by Homelessness or at risk of becoming homeless
- Increasing the range of qualifications, we offer meeting local community and business needs
- Offering opportunities to up skill or retrain, tailoring to meet both yours, your employer and future employer expectations.
- Creating apprenticeship, graduate and internship posts to meet skills gaps within the local authority and surrounding business community.

## OUR VISION

Through working with our communities, we will create an Employment and skills support network that will meet the expectations and needs that you and our local businesses deserve, further establishing Monmouthshire as one of the best places in the country to live, learn and work.

## EMPLOYABILITY SUPPORT

- Address personal and social barriers to work
- Intensive tailored support
- Gain valuable job search and job applications support
- Building and improving CVs
- Improve interview techniques and mock interviews
- Support into work and in work

## SKILLS AND TRAINING SUPPORT

- Re-train or upskill to match employment opportunities
- Gain transferable skills or re-skill
- Address Individual Skills
- Vocational training courses including Level 2 health and safety, food hygiene, personal license holders

## SPECIALIST SUPPORT

- Individual mentoring, Advice and guidance
- Mental health and wellbeing support
- Advocacy support for 16 -25 year old at risk of becoming homeless
- Access to a range of specialist services

## WHAT HAVE WE BEEN DOING?

To date, our Employment and Skills Team have engaged with 1,540 Monmouthshire Residents aged 11+.

Our employability projects have supported 214 participants aged 16+ into employment.

School based projects have supported 694 young people aged 11-18

Through our skills and qualification support for participants aged 16+, we have supported 168 participants.

Our Compass project, supports young people 11-25 facing difficulties with housing and homelessness, has supported 67 participants into more stable housing or specialist support services.

Additionally our Employment and Skills Team have worked to create opportunities within Monmouthshire County Council through the Apprenticeship Graduate and Internship (AGI) scheme.

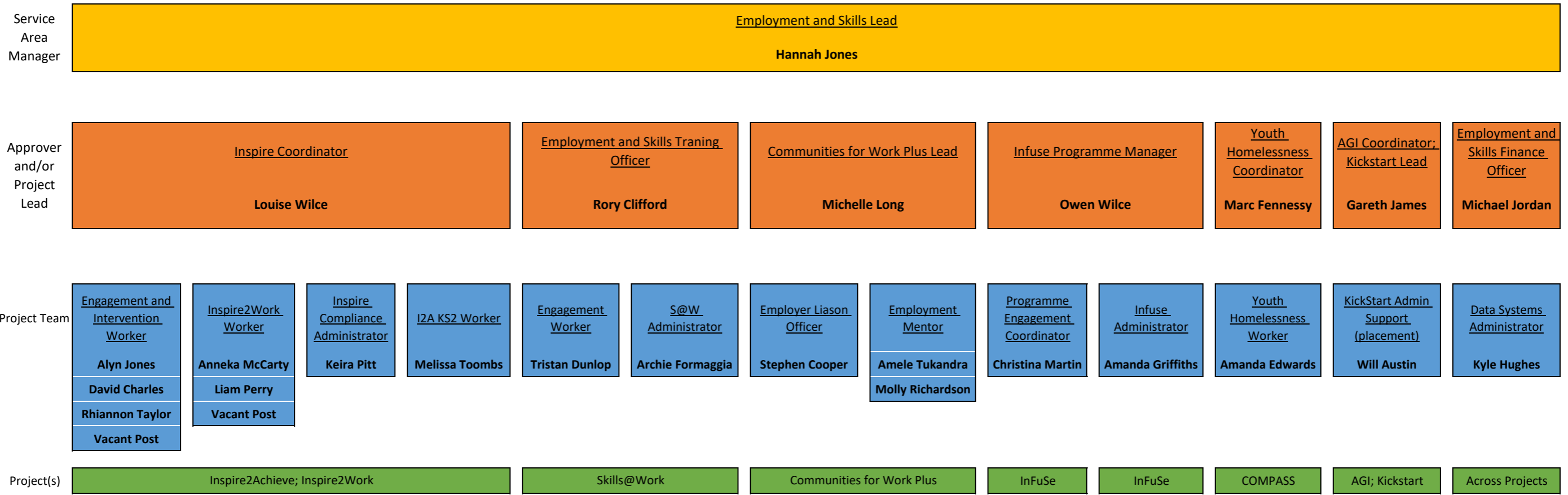
- Recruited 20 new Apprentices
- Approximately, 168 staff within MCC have signed up to apprenticeships to increase their qualifications/up-skill, 85 of these being higher level apprenticeships (Level 4/5).

Successful with a bid to deliver the UK Governments Kickstart Scheme creating 108 opportunities for participants 16 - 24 in receipt of Universal Credit

Click on the social media icons below for more information and updates:



### EMPLOYMENT AND SKILLS TEAM STRUCTURE



## Appendix 3 - Employment and Skills Project Update 2021-22

- Forecast project costs are inclusive of Grant Income and any associated Match Funding
- Total Project cost includes joint beneficiary costs where MCC is the lead
- FTE Staff based on all currently vacant posts being filled

Project	Purpose	Targets/Outputs	Progress to Date (from April 21)	Total Project Cost 2021-22 (Grant Funding Sources)
Infuse (EW and WWV)	To develop new innovation skills and capacity within the 10 local authorities in CCR by tackling regional public service challenges.	40 Participants enrolled on programme. 10 LA's Engaged. Peer network and community created. Case Studies produced. New methods explored.	19 Participants enrolled on programme 10LA's engaged Network created on Microsoft Teams 2 Case studies produced	<b>£1,150,379</b> (European Social Fund) [Lead for Regional Operation]
Inspire2Achieve	To work with young people identified as most at risk of becoming NEET (not in education, employment or training).	180 participants enrolled 37 achieving a qualification 35 entering further education/training 54 at reduced risk of NEET	67 participants enrolled 43 achieving a qualification 0 entering further education/training 45 at reduced risk of NEET	<b>£328,993</b> (European Social Fund, Youth Support Grant)
Inspire2Work	To work with young people 16-24 years old, who have been identified as not engaged in education, employment or training.	87 participants enrolled 24 achieving a qualification 8 entering further education/training 20 entering employment	16 participants enrolled 12 achieving a qualification 0 entering further education/training 19 entering employment	<b>£248,506</b> (European Social Fund, Youth Support Grant)

Communities for Work Plus	Provide employability support to Monmouthshire residents at risk of poverty	150 participants enrolled 75 participants enter employment of 16hrs or more	<ul style="list-style-type: none"> <li>• 41 clients enrolled</li> <li>• 21 job outcomes 16+ hrs</li> <li>• Elearning to 9 participants</li> <li>• Social media Video - "A Summer to remember"</li> </ul>	<b>£150,000</b> (Children & Communities Grant) <b>£114,366</b> (WG Additional CfW+ Allocation)
Skills@Work	Provide opportunities for those in work Monmouthshire residents who are looking to upskill, change career or after some general employability support	103 enrolled 120 to achieve qualifications	58 enrolled as of August 21 40 qualifications achieved as of August 21	<b>£135,736</b> (European Social Fund)
Compass & Youth Support Grant Activity	Compass aims to identify and support young people aged 11-25 that are at risk of homelessness or have become homeless; to support each in achieving and maintaining a stable and safe home environment and sustainable level of independence.	25 X KS3-4 pupils identified and to receive support.  40 X 16–25-year-olds identified and to receive support.  <b>Staff Homeless Awareness Development &amp; Training</b> 5 X Training Opportunities to be offered to Partners  Continued expansion of professional collaborations as required.	36 x KS3-4 pupils supported or still receiving support (36 Risk of Homelessness) 12 x 16-25s supported or still receiving support (11 Risk of Homelessness, 1 Homeless) 2 x Post 25s supported or still receiving support (1 Risk of Homelessness, 1 Homeless)	<b>£150,000 approx.</b>
KickStart	Provides funding to employers to create job placements for 16 to 24 year olds on Universal Credit.	Creation of 86 job placements (45 MCC; 41 external organisations)  Additional applications for placements or to act as gateway	Job opportunities now created stands at 107 (although this figure changes regularly due to DWP attrition exercises and sometimes circumstances of employers). 14	<b>£141,300</b> (DWP KickStart) [Gateway for 45 internal placements and 41 external]

		open until June 2022. Option to extend depending on internal and business community needs.	opportunities have been filled with several others pending.  DWP will start to see relaxation in house now which means we may start to see our employability projects working more closely with participants at point of referral.	These numbers will increase as further work is progressed within the authority.
Non-project Staff	Employment and Skills Lead  Apprentice Graduate and Intern Coordinator		Since April MCC has brought in 4 new apprentices, 3 new Kickstart placements and 1 new graduate into a range of different settings. For tracking and Monitoring purposes we have now arranged with Systems and Data for AGI's and Kickstart participants to have unique prefix's for ease of running reports: Apprentice – APP Graduate – GRD Kickstart – KSTART Reports will be run on a monthly basis.	-
<b>Employment &amp; Skills Total</b>				<b>£2,419,280</b>

## Appendix 4 - Future Generations Evaluation



monmouthshire  
sir fynwy

### Equality and Future Generations Evaluation

<p><b>Name of the Officer:</b> Hannah Jones</p> <p><b>Phone no:</b> 07738 340 418 <b>E-mail:</b> hannahjones@monmouthshire.gov.uk</p>	<p><b>Please give a brief description of the aims of the proposal</b></p> <ul style="list-style-type: none"> <li>To present an update on the projects, programmes and other activities being delivered by the Employment and Skills Team including progress to date, performance against targets, finance and resource implications, success stories and challenges.</li> <li>To consider the community focussed draft Employment and Skills 'Plan on a Page' (Appendix 1) and proposals to re-develop the Team's web presence.</li> </ul>
<p><b>Name of Service area:</b> Employment and Skills – Enterprise and Community Animation</p>	<p><b>Date:</b> 7<sup>th</sup> September 2021</p>

1. **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	We will engage with all young people and adults	None identified	N/A
Disability	We will meet individual needs without discrimination.	None identified	N/A
Gender reassignment	We aim to be inclusive regardless of gender / non gender specific	None identified	N/A




Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Marriage or civil partnership	We will ensure fairness and equity.	None identified	N/A
Pregnancy or maternity	Risk assessment will be in place for pregnant women ensures all health and safety measures have been addressed.	None identified	N/A
Race	We will ensure equity of opportunity regardless of race.	None identified	N/A
Religion or Belief	We will offer opportunities that will take into account peoples' religion and religious beliefs.	None identified	N/A
Sex	We will offer opportunities that will take into account individual needs regardless of sex.	None identified	N/A
Sexual Orientation	We will offer opportunities that will take into account individual needs regardless of sexual orientation.	None identified	N/A
Welsh Language	We will adhere to the Welsh Government Welsh Language Policy. We will aim to provide bilingual learning opportunities if there is a need.	None identified	N/A
Poverty	We will target people who are in work poverty or at risk of poverty for future apprenticeship opportunities	None identified	N/A





**2. Does your proposal deliver any of the well-being goals below?** Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!

<b>Well Being Goal</b>	<b>Does the proposal contribute to this goal? Describe the positive and negative impacts.</b>	<b>What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?</b>
<p><b>A prosperous Wales</b> Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>Employment and Skills continue to use resources in the best way to support young people and adults in achieving sustainable employment, improving skills levels and increasing earnings potential in the future. In terms of inward investment, Infuse will deliver a range of learning techniques and transferable skills to enable the local authority staff to identify, investigate and assess alternative solutions to the thematic challenges.</p>	<p>We will work with Managers to develop new higher-level apprentice and graduate opportunities and opportunities for existing staff.</p>
<p><b>A resilient Wales</b> Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>We will strive to maintain biodiversity and ecosystems in our working environment such as waste, recycling, minimize energy usage and efficient use of such resources, whilst also raising awareness of environmental issues and healthy lifestyles.</p>	<p>Since March 2020, staff team have worked from home as much as possible therefore significantly reducing the carbon footprint</p>
<p><b>A healthier Wales</b> People's physical and mental wellbeing is maximized, and health impacts are understood</p>	<p>Young people and adults' physical and mental wellbeing can be a barrier to education training and employment. Our support continues to remain high and consistent. We refer clients to specialist support services at the point of concern and maintain contact through.</p>	
<p><b>A Wales of cohesive communities</b> Communities are attractive, viable, safe and well connected</p>	<p>The website redevelopment will be community friendly, attractive and flexible to local need.</p> <p>Communities for Work Plus (CfW+) IT loan scheme has proved invaluable for training and employment support. All 10 chrome books have been loaned out and 3 job outcomes have been achieved from the scheme</p>	<p>To ensure the Employment and Skills team continue to focus on encouraging community cohesion as one of its social drivers.</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p><b>A globally responsible Wales</b> Taking account of impact on global well-being when considering local social, economic and environmental wellbeing</p>	<p>The two shared priorities of the Infuse programme are Accelerating Decarbonisation and Supporting, Enhancing and Transforming Communities which will improve the local, social economic and environmental wellbeing across the Cardiff Capital Region</p>	<p>.Any decisions taken will take into global wellbeing as part of the day to day processes.</p>
<p><b>A Wales of vibrant culture and thriving Welsh language</b> Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation</p>	<p>All our marketing publications and printed literature will continue to be available bilingually where appropriate. We will conform to the Welsh Language Legislation Welsh Language Wales Measure 2011 and accompanying welsh language standards.</p>	
<p><b>More equal Wales</b> People can fulfil their potential no matter what their background or circumstances</p>	<p>The Employment and Skills team will continue to effectively engage and provide support for young people and adults regardless of ethnic origin, gender, disability sexual orientation or religion to ensure all actively participate in and benefit from their apprenticeship opportunity.</p>	<p>All our policies and procedures are guided by the current local and national equal opportunities guidance and legislation.</p>

### 3. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Balancing short term need with long term and planning for the future</p>	<p>The proposal aligns with the Corporate priorities to reduce inequality and deliver a sustainable and resilient organisation.</p> <p>This will reduce the likelihood of future or continuing poverty.</p>	<p>The proposal seeks to continue to raise young people's and adults work aspirations for the future; increase skill levels and employment opportunities with the potential to earn a higher income.</p>

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	<p>The Employment and Skills Team work with partners on a daily basis to achieve common goals.</p>	<p>The Employment and Skills Team offer services within the community working with partners to the benefit of our citizens.</p>
 <p>Involving those with an interest and seeking their views</p> <p>Involvement</p>	<p>The plan on a page will provide community focussed information directing residents to our points of contact to access our support and to seek their views on individual and local employment and skills needs and respond accordingly.</p>	<p>We will be carrying out an evaluation of our ESF projects over the next 12 months as ESF draws to end to ensure our future delivery model is the best it can be for our young people and adults.</p>
 <p>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	<p>This proposal will challenge behaviours, actions and attitudes, subsequently establishing firm foundations to respond and adapt to social and economic change in the development of a modern knowledge – based economy.</p>	<p>The Infuse programme will transform public sector services developing new techniques and approaches with a clear focus and alignment to national priorities.</p>
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p>Integration</p>	<p>Employment and Skills contributes to the wellbeing goals and staff demonstrate and understand their input into the wellbeing goals whilst also considering the impact.</p>	<p>One of the key drivers of the offer is the promotion of future opportunities' and key developments will reflect that.</p>

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**4. Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Social Justice, Corporate Parenting and Safeguarding. Are your proposals going to affect any of these responsibilities?**

	<b>Describe any positive impacts your proposal has</b>	<b>Describe any negative impacts your proposal has</b>	<b>What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?</b>
Social Justice	This proposal will reduce the number of residents that are living in poverty offering supportive measures to improve their future chances of securing higher earning employment, improve skills levels and sustaining employment.	None identified	N/A
Safeguarding	Safeguarding is a priority and we have an excellent relationship with children and adult services. All Employment and Skills staff and volunteers have completed the Safeguarding level 1.	None identified	N/A
Corporate Parenting	All Care Leavers have guaranteed interviews to all MCC vacancies including apprenticeships. We aim to provide a tailor package for Care Leavers which is flexible to their needs and circumstances.	None identified	N/A

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**5. What evidence and data has informed the development of your proposal?**

This report is founded upon following:

- The team work to deliver the NEET (not in education, employment and training) agenda and the AGI (Apprentice Graduate and Intern) strategy at a local level, their work also aligns with the skills for the future agenda at a regional and national level.

**6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

It is anticipated that this change will have a positive impact on peoples' social, emotional, health and wellbeing, education and skills. This will develop their resilience and improve their life chances. This proposal does acknowledge that due to personal, social and educational barriers, not every person will progress in their employment.

**7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do	When are you going to do it?	Who is responsible
<ul style="list-style-type: none"> <li>• To implement Employment and Skills plan on a page</li> </ul>	September 2021	Hannah Jones
<ul style="list-style-type: none"> <li>• To re-develop and launch Employment and Skills website</li> </ul>	December 2021	Hannah Jones

**8. VERSION CONTROL: The Equality and Future Generations Evaluation should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision-making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.**

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1	E & D Select committee	7 <sup>th</sup> September 2021	

# Employment & Skills Update

## E&D Select Committee

7<sup>th</sup> September 2021



# Contents

- Purpose
- Project Update
- Business Engagement
- Apprentice Story
- Employment & Skills Successes
- Challenges
- Future Developments
- Employment & Skills Plan on a Page

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## Employment & Skills Presenters

- Hannah Jones - Employment and Skills Strategic Lead
- Gareth James - AGI Coordinator
- Stephen Cooper - Employment Liaison Officer
- Archie Formaggia - Skills@Work Administration Apprentice
- Will Austin - Kickstart Administrator



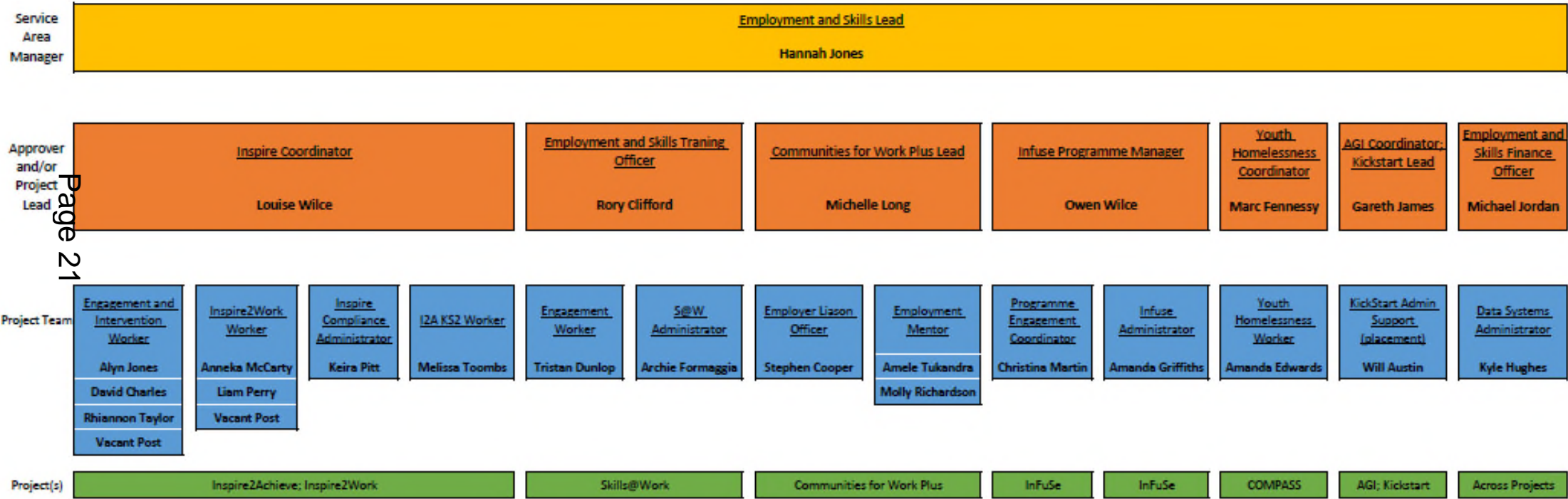
# Employment & Skills Team

- Employment and Skills aims to support children, young people and adults to engage in education, training and employment.
- We will provide the opportunity to gain new skills, retrain, upskill and achieve the right qualifications for future career aspirations.
- We will develop and support apprenticeship, graduate jobs and internships across the authority.
- We will work with our most vulnerable offering appropriate interventions for a safe, prosperous and healthy life.
- We aim to work with our local businesses, employers and communities on a local and regional basis providing innovative pathways to thrive and succeed.



# Employment & Skills Team Structure

## EMPLOYMENT AND SKILLS TEAM STRUCTURE



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To support young people in Year 6 who are identified as at risk of becoming NEET from an early age by providing emotional and behavioural support .

Funded until **December 2022**

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Numbers of Year 6 into 7 children to be supported during transition this academic year 21/22.

Chepstow - 10

Caldicot - 42

King Henry VIII - 43

Monmouth - 36

# KS2/3 Transition

## Focus:

Early Intervention Tool

Needs led support

Attendance, Wellbeing and Behaviour improvement focus

Transition support through first term

ELSA/THRIVE Intervention

## Networking

School Clusters

Early Help Panel

PRS

Multi-agency meetings.



# Ysbrydoli Gyflawni Inspire Achieve

To support young people aged 8-18 who are identified as at risk of becoming NEET (not in education, employment or training (NEET) in Monmouthshire.

Funded until **December 2022**

## Delivery Team :

- Louise Wilce (Co-ordinator)
- Rhianon Taylor (King Henry)
- Alyn Jones (Monmouth)
- Dave Charles (Caldicot)
- Melissa Toombs (KS2)
- Vacancy (Chepstow)
- Keira Pitt (Admin)

## Enrolments & Outcomes

- Total Young People supported since Apr 2016 – 705 (745)
- Year 11's into Education/Training – 153 (64)
- Qualifications Achieved – 204 (174)
- Participants at Reduced Risk of NEET - 345 (358)

## Focus:

- Needs led support
- Qualifications - BTEC Workskills/Personal & Social Development with Year 10/11
- Support to improve Attendance, Attainment, Behaviour, Wellbeing
- Support with Post 16 destination transition

## College Course Uptake

Multi-Skills (Construction)

Childcare

Hair & Beauty

Animal Care

Health & Social



# NEET Figures 2016-2020

	Year 11	Year 12	Year 13
2016	16 (2.0%)	6 (1.3%)	8 (1.9%)
2017	10 (1.4%)	7 (1.4%)	8 (2.1%)
2018	12 (1.6%)	2 (0.5%)	6 (1.4%)
2019	10 (1.3%)	4 (1.0%)	5 (1.3%)
2020	11 (1.4%)	7 (1.5%)	14 (3.9%)

Number of students  
(Percentage of cohort)

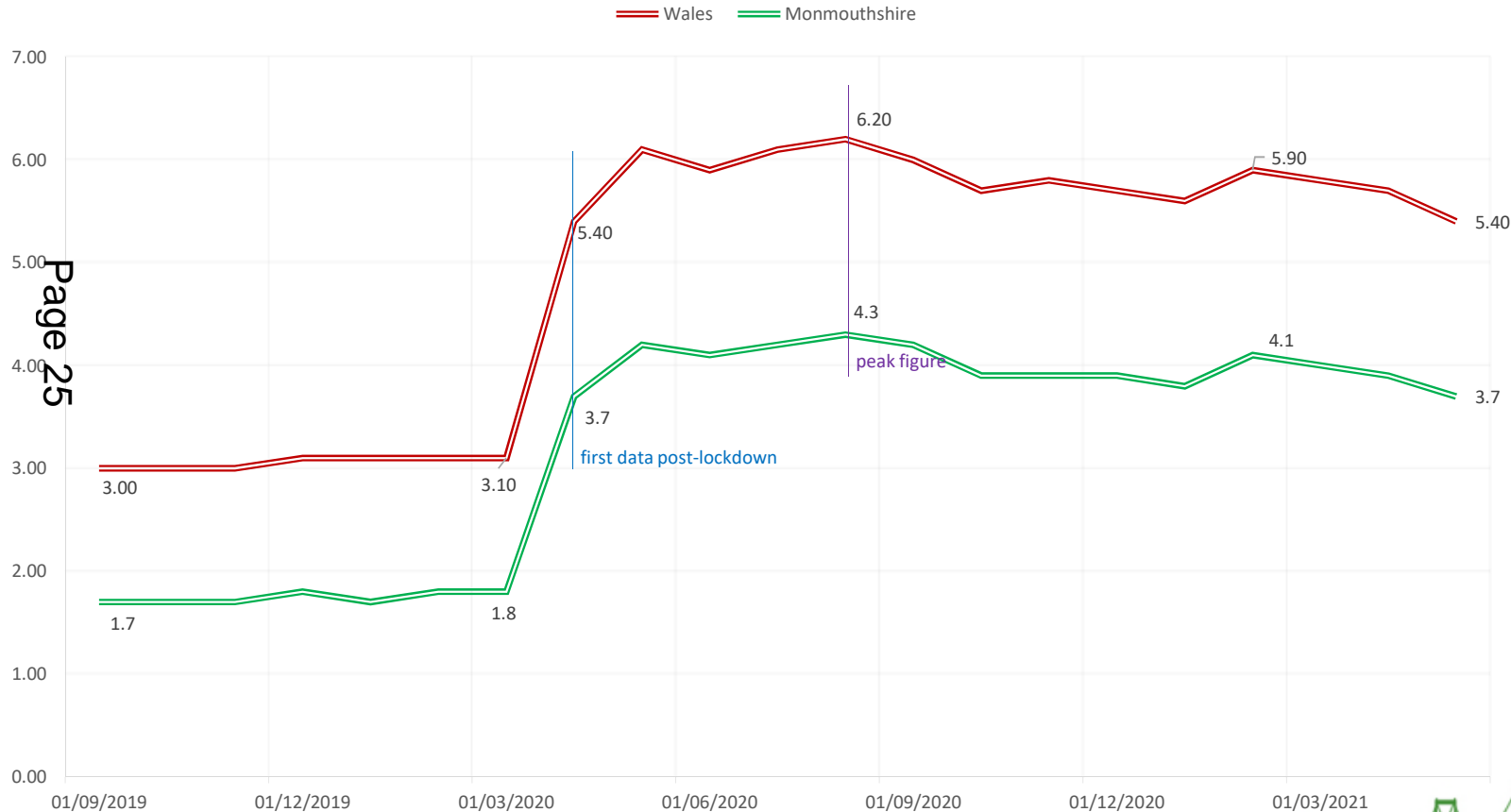
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Our NEET strategy currently under review with the following partners:  
Careers Wales, EPC, Schools, CYP, PRS



# Unemployment Stats

PERCENTAGE OF WORKING AGE PEOPLE WHO ARE CLAIMING JOB SEEKER'S ALLOWANCE OR UNIVERSAL CREDIT



The Claimant Count is a measure of the number of people *claiming benefits principally for the reason of being unemployed*. The Claimant Count does not attempt to measure unemployment. However, since the people claiming benefits are generally a particular subset of the unemployed, the Claimant Count can provide a useful indication of how unemployment is likely to vary between areas and over time.



To support young people aged 16-24 who are not in education, employment or training (NEET) in Monmouthshire.

Funded until **December 2022**

## Delivery Team :

- Page 26
- Louise Wilce (Co-ordinator)
  - Anneka McCarty (Engagement)
  - Liam Perry (Engagement)
  - Keira Pitt (Admin)
  - Vacancy

## Enrolments & Outcomes

- Total Young People supported since Apr 2017 – 306 (367)
- Participants into Education/Training – 41 (54)
- Qualifications Achieved – 64 (96)
- Participants into employment - 104 (102)

## Focus:

- Needs led support
- Qualifications
- Employment Support – Job Search, CV/Job Applications
- Education/Training - College, Work Based Learning, Apprenticeship opportunities

## Employment Sectors Entered

- |                |           |
|----------------|-----------|
| Business Admin | Labouring |
| Hospitality    | Retail    |
| Childcare      | Logistics |

## Courses Entered

- |                |                      |
|----------------|----------------------|
| Multi-Skills   | Animal Care          |
| Childcare      | Health & Social      |
| Business Admin | Art & Creative Media |





To support residents aged Aged 16 and over who live in Monmouthshire who are Unemployed/ on Zero hours and those Furthest from the labour market and in/on the edge of poverty.

Funded until **March 2022**

**Delivery Team :**

- Michelle Long (Lead Community & Employment Mentor)
- Amele Tukundra (South Mentor)
- Molly Richardson (North Mentor)
- Stephen Cooper (Employment Liaison Officer)

**Enrolments & Outcomes**

- Participants enrolled - 269 (275)
- Participants into work – 119 (122)

**Focus:**

- Needs led support
- Training (Face to Face/E-Learning)
- Employment Support – Job Search, CV/Job Applications, Interview skills.
- Self-Employment Support –Purchasing equipment, networking with other organisations.

**Employment Sectors Entered**

- |              |                 |
|--------------|-----------------|
| Retail       | Security        |
| Hospitality  | Self-Employment |
| Care         | Logistics       |
| Construction | Cleaning        |



# Sgiliau Skills @ Gweithle Work

Working to upskill those in employment who live and work in Monmouthshire.

Funded until **December 2022**

## Delivery Team :

- Rory Clifford – Project Lead
- Tristan Dunlop – Engagement Worker
- Archie Formaggia – Admin Apprentice

## Enrolments & Outcomes

- Participants enrolled - 183 (227)
- Participants gaining qualifications – 81 (90)

## Focus:

- Needs led support
- Qualifications (Internal/External Delivery)
- Employment Support – Job Search, CV/Job Applications

## Employment Sectors Supported

- Retail
- Hospitality
- Care
- Construction
- Leisure



Compass aims to identify and support young people aged 11-25 that are at risk of homelessness or have become homeless to support each in achieving and maintaining a stable and safe home environment a sustainable level of independence and personal wellbeing.

Funded until **June 2022**

#### Delivery Team :

- Marc Fennessy
- Amanda Edwards

#### Enrolments & Outcomes

- Total number of YP supported since April 2019 - 126
- 28 YP supported housed with supported accommodation
- 20 successfully referred to supporting agencies

#### Focus:

- Needs led support
- Prevention of homelessness aged 11-25
- Multi Agency Networking
- Advocating for young people

#### Working Alongside:

Social Services

Housing Options Team

Housing Authorities

Charities

Third Sector





# Apprentice, Graduate and Intern Strategy Kickstart

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AGI - The strategy sets out a clear direction required to deliver on the council's responsibility to provide apprentice, graduate and intern opportunities to grow the organisation's skills base

Kickstart - This is part of the UK Government's Covid response and in their 'Plan for Jobs' and aims to create thousands of new, fully funded jobs across England, Scotland and Wales

Lead – Gareth James

Outcomes:

- Currently 19 apprentices across MCC
- 3 graduate opportunities created
- Collaboration with ABUHB on Decarbonisation
- Successful bid to deliver DWP Kickstart programme
- Circa 168 existing staff undertaking apprenticeships
- 15 candidates started Kickstart opportunities



To build skills and capacity for Innovation in public services across the CCR.

Funded until **December 2023**

### Regional Management Team :

- Owen Wilce
- Christina Martin
- Amanda Griffiths
- Michael Jordan

### Engagements

- Cohort Alpha – 19 participants
- Forecast 50 participants for Cohort One

### Focus:

- To make innovation and change instinctive in public services
- To teach and permit public service officers to innovate when faced with wicked challenges
- To support multiple layers of hierarchy to undergo Infuse for maximum lasting impact across the region
- To provide tools, methods, resources for adaptable continued use
- To create an alumni for future collaboration and shared learning

### Challenges Cohort Alpha are working on:

- Decarbonisation of council fleets
- Home energy efficiency
- Opportunities for energy using dog fouling
- Maximising supply chains through procurement
- Asset Based Community Development



## Business engagement

- Liaising with local businesses and employers for potential job opportunities for our clients.
- Understanding and responding to current and future labour market demands on a local and regional basis.
- Mobilising the needs of our clients and businesses across Gwent with our LAs CfW+ colleagues.
- Developing Evolutive. (Business Data Management System)
- Job matching – CSCS Labourers into Wilkinson in Magor
- Actively involved in the local business forum – attending Chambers of Commerce events.





# Apprentice Story - Archie Formaggia



I applied for the role at Monmouthshire Council because I wanted to gain valuable experience of working in a local authority, while obtaining an accredited qualification that will enable me to continue my professional development.

I have thoroughly enjoyed my time at MCC so far. The Employment & Skills Team have been very welcoming and I have felt included right from the start.

The best part of my role is helping members of the public achieve one of our qualifications in order to help them find work or advance to higher roles in their work.

One of the skills that I am developing in the role is my competency with marketing and social media. Prior to this role, I had no experience in this field. Since coming into the role, I have been very successful in using social media to promote our courses to Monmouthshire. For instance, I have generated 25 referrals for our projects via social media.

I hope to complete my qualification and then either continue on at MCC or look for further opportunities within the council or other public sector organisations in Wales.



# Apprentice Story - Will Austin

Applied for the role of Employment & Skills Administration at MCC intent on learning new skills in a dynamic environment. I was keen to exercise what I had learned from my Modern History degree and adapt to new challenges to help promote my own development. I was inspired to get involved with MCC as I learned more about the vast scope of projects that they implement in schools and local businesses in the community.



Organisational skills have benefited significantly from the demand to keep on top of the administration of Monmouthshire Kickstart schemes. What stands out most about the role is my responsibility to help coordinate several projects simultaneously, such as marketing for Compass, MCC's homelessness prevention programme. I am gaining excellent exposure to the array of community ventures at MCC, and on top of this, I am appreciating the feel of settling into an exceptionally welcoming and diverse work team.

I hope to pursue a career in finance. Currently, I am looking to gain as much new knowledge of the sector as possible, and to help this, the Skills@Work team have set me up on a remote learning course as an introduction to the world of financial services. I am extremely grateful for MCC's continued support with this course and I am thoroughly enjoying the learning process so far.



# Employment & Skills Successes -

- Continuing to offer blended support through all projects alongside increased face to face engagement.
- Delivering regular work-related courses for S@W/CFW/I2W participants, which has helped people into work.
- Seen an increase in number of people into work over the last 6 months
- Establishing contacts with local employers to job match with project participants.
- Raised profile of Kickstart and created 108 opportunities for employment, 15 candidates have started to date. Engagement events planned at JCP to increase support
- Frequent community “pop-ups” leading to greater community engagement and increased referrals
- Infuse project delivery commenced May 2021 with ‘Cohort Alpha’ with participants now looking at real world challenges
- Working with 10 Local Authorities developing future employability and skills model.



# Challenges

- Participant engagement
  - We have relied on traditional referral pathways (job centre, partners)
  - Develop alternative referral pathways (digital, social media, website)
  - Increased community based outreach
- Business Engagement
  - Reaching business in Monmouthshire
  - Developing a base of business contacts
  - Build relationships with businesses to create employment opportunities for clients/participants
  - Identifying skills gaps and skills needs
  - How can we meet local skills needs?
- Sustainability of funding
  - End of WEFO Funding / European Social Fund for Skills@Work, Inspire2Achieve and Inspire2Work in 2022 (approx. 350k per annum)
  - Annually awarded grants such as Communities for Work Plus (Children and Communities Grant), Compass (Youth Support Grant)
  - Exploring future funding opportunities under the Cardiff Capital Region (CELT, UK Prosperity Fund)
- Loss of expertise / specialist knowledge
  - Staff uncertainty around project renewal and end of fixed term contracts
  - Equipping staff with transferable skills and qualifications
  - Supporting staff to pursue their career ambitions
- Employment and skills opportunities for young people
  - Employing local young people for local jobs
  - Creating more opportunities within the local authority for apprentices, graduates and interns
- Future Economy
  - Understanding future skills needs within Monmouthshire and responding to those needs
  - Transport networks and decarb agenda



# Employment & Skills Team

Our Vision : (FUTURE DEVELOPMENTS)

- Early intervention and prevention
- Delivering flexible employability support as close as possible to our citizens
- Supporting the current workforce to restart or reskill following unemployment or furlough
- Harnessing the potential of lifelong learning to grow our digital, advanced engineering and green skill base and support the foundational economy to thrive
- Driving opportunities for our young people to train, work and live in the county
- Understanding and responding to future skills needs
- Digital engagement, connection, inclusion and blended learning
- Regional and national collaboration – CCR/Regional Skills Partnership



# Employment & Skills: Our Plan on a Page 2021

## OUR PURPOSE

We want your Monmouthshire to be a place where you feel supported, provided an opportunity to access the education, employment and skills you need to thrive throughout your working life.

## OBJECTIVES

Our plan sets out how our Employment and Skills Team intend to support individuals of working age progress by gaining the skills our economy needs:

This will be achieved by:

- Being more creative with our Social Media making it easier more engaging for you
- Keeping active within the community through our employment programmes
- Actively seeking future funding opportunities to ensure we can provide the best possible services
- Continuing our work within schools supporting those who need it most ensuring they have the same learning opportunities as their peers and are not left behind
- Working to support Young People affected by Homelessness or at risk of becoming homeless
- Increasing the range of qualifications, we offer meeting local community and business needs
- Offering opportunities to up skill or retrain, tailoring to meet both yours, your employer and future employer expectations.
- Creating apprenticeship, graduate and internship posts to meet skills gaps within the local authority and surrounding business community.

## OUR VISION

Through working with our communities, we will create an Employment and skills support network that will meet the expectations and needs that you and our local businesses deserve, further establishing Monmouthshire as one of the best places in the country to live, learn and work.

## EMPLOYABILITY SUPPORT

- Address personal and social barriers to work
- Intensive tailored support
- Gain valuable job search and job applications support
- Building and improving CVs
- Improve interview techniques and mock interviews
- Support into work and in work

## SKILLS AND TRAINING SUPPORT

- Re-train or upskill to match employment opportunities
- Gain transferable skills or re-skill
- Address Individual Skills
- Vocational training courses including Level 2 health and safety, food hygiene, personal license holders

## SPECIALIST SUPPORT

- Individual mentoring, Advice and guidance
- Mental health and wellbeing support
- Advocacy support for 16 -25 year old at risk of becoming homeless
- Access to a range of specialist services

## WHAT HAVE WE BEEN DOING?

To date, our Employment and Skills Team have engaged with 1,540 Monmouthshire Residents aged 11+.

Our employability projects have supported 214 participants aged 16+ into employment.

School based projects have supported 694 young people aged 11-18

Through our skills and qualification support for participants aged 16+, we have supported 168 participants.

Our Compass project, supports young people 11-25 facing difficulties with housing and homelessness, has supported 67 participants into more stable housing or specialist support services.

Additionally our Employment and Skills Team have worked to create opportunities within Monmouthshire County Council through the Apprenticeship Graduate and Internship (AGI) scheme.

- Recruited 20 new Apprentices
- Approximately, 168 staff within MCC have signed up to apprenticeships to increase their qualifications/up-skill, 85 of these being higher level apprenticeships (Level 4/5).

Successful with a bid to deliver the UK Governments Kickstart Scheme creating 108 opportunities for participants 16 - 24 in receipt of Universal Credit

Click on the social media icons below for more information and updates:



Any questions?



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