



**Economic Resilience & Employment Third Sector Forum**  
**Thursday 22<sup>nd</sup> February 2018**  
**10am – 12pm**  
**CVS Falkirk and District Offices**

**Present:**

David Gardener (DG) (Chair)	CVS Falkirk and District
Stacey Munro (Minute Taker)	CVS Falkirk and District
Calum Renton (CR)	CVS Falkirk and District
David Stewart (DS)	Falkirk Foundation
Diane Stewart (DS)	FDAMH Training Academy
Hazel Taylor (HT)	Cyrenians
Jean Halliday (JH)	Cyrenians
Leah Thom (LT)	Action on Hearing Loss
Lynda Ross-Hale (LRH)	Cyrenians
Martha O'Carroll (MO)	Cyrenians
Pamela Smith (PS)	ETU – Education and Training Unit
Sandra Garner (SG)	TCV
Lesley Young (LY)	Re-Union Canal Boats
Sandra Murphy (SM)	Cyrenians

**Apologies:**

There were no apologies for this meeting.

**1. Welcome and Apologies**

The Chair welcomed forum members to the meeting and introductions were made. There were no apologies.

**2. Review of Previous Minutes – 16.11.17**

The minutes of the previous of the previous meeting were approved as an accurate record.

**3. Employability Programmes in Falkirk**

PS informed the forum that she was in attendance to raise awareness, consult and involves those in the third sector about the employability programmes which are available in Falkirk.

**Fair Start Scotland (FSS)**

The main points of the presentation relating to the Fair start project were as follows:

- FSS is a fully devolved employability service
- Is contracted to 9 package areas, Forth Valley is smallest of these
- Falkirk is the only local authority led bid, in partnership with Stirling and Clackmannanshire Councils,
- The service starts on the 1<sup>st</sup> April 2018,
- There has been a lot of work completed around local integration to existing services, with weekly meetings.



- Will be an initial three-year contract, but will be five due to the support for those starting in year three.

The key eligibility criteria for the service will be as follows:

- Long term unemployed for two years or more
- Anyone with a disability
- Anyone with health conditions
- Early entry groups, such as, Carers and ex-offenders
- Must be ready for job entry within 12 months

The existing employability services are:

- Employability Fund
- Apprenticeships
- SERI
- College and Falkirk Council provisions
- ESF employability pipelines, with recruitment incentives
- Lottery Funded and other grant funded third sector services.

The contract will support pre-employment support for 2 years. With 3 levels of support based on the needs of each person, each person using the service understands it is voluntary participation. Each customer will go through a 10 stage journey before finishing the service.

The customer journey is split into 10 stages and will be completed over 2 years; the stages are as follows,

- Pre-Start – Stage 1 to 3
- Initial Engagement – Stages 4 and 5 – Week 1 to 3
- Assessments and Planning – Stage 6 – Week 4 to 8
- Pre work Support/Interventions – Stages 7 to 9 – Week 9 – 52
- In Work Support – Stage 10 – 52 Weeks support.

### **Project Search**

Project search is a one year transition programme providing employability, training and support for young people with learning disabilities to help the acquire necessary skills to gain competitive employment. The model runs over an academic year between September and June, they will be students and will experience real work, participate in skills training and are supported by a job coach.

The Education and Training Unit (ETU) are the licence holder to deliver this project within the Falkirk area. Forth Valley Royal Hospital is the main project search site, with Forth Valley College providing the learning. The job coach will be provided by Falkirk Council with Intern opportunities being provided by NHS Forth Valley and Serco. A typical day each participant can expect to experience



will include classroom settings as well as worksites, with a chance to review the day and plan ahead at the end of each day.

Project pilot will be made up of 12 individuals initially between the ages of 18 and 24, and who are not currently participating in any other publicly funded provisions. They must live in the Falkirk area and have some sort of registered learning disability and be able to participate in work-based learning and seeking paid employment. Each individual must be able to undertake work experience with limited supervision, be able to work independently and within a team effectively, they must also be able to progress into a job within 9 months of starting this project.

The timeline of implementing this project is as follows:

- Information event – 19<sup>th</sup> March
- Applications – 26<sup>th</sup> March – 20<sup>th</sup> April
- Assessment Day – 1<sup>st</sup> May
- Interviews – 23<sup>rd</sup> and 24<sup>th</sup> May
- Successful applicants agreed – 28<sup>th</sup> May
- Offers made – 4<sup>th</sup> June.

#### **4. Third Sector Partner Updates**

##### **Falkirk Foundation**

DS informed the forum members that they are currently at stage 4 in the pipeline, with the general programme finishing soon. They are starting the 5<sup>th</sup> apprenticeship through ETU, with 3 community coaches in the area. They currently have 3 people within the stadium over the age of 25 out of the 10 they have through the employment programme. From the 1<sup>st</sup> April they will have the Woodlands Games Hall and a new pitch at Comely Park.

##### **Cyrenians - PPS Project**

MO informed the forum members that the PPS project is there to help reduce barriers for those with convictions and to provide support in the criminal justice programme. It is also there to help people already in employment with criminal convictions to be able to keep the position they have and to help those with convictions to access the necessary services they need.

##### **TCV**

The first coastal project within TCV starts on Monday, and has 8 trainees under the age of 24. The recent modern apprenticeships have seen 7 move on and 1 move into employment. SG also informed the forum members that they do not pay trainee wage, they provide a national minimum wage to those in these projects. There is still volunteering opportunities available within TCV, further information can be accessed through SG.

##### **Re-Union Canal Boats**



They are currently moving out of the building in Camelon and into the main cabin. There are still opportunities for the canals and supporting business development, LY is hoping to work back with Employability services in the coming year.

### **FDAHM**

Forum members were informed that there are currently 12 professional sessional trainers with a mental health background with FDAHM. There are 12 courses available however they are also in very high demand. FDAHM deliver bespoke courses within primary and high schools and nurseries. It was also noted that it has been challenging going into organisations to talk about health and wellbeing and is an issue that should be addressed.

### **CVS – Aspiring Communities**

CR informed forum members that he and the other aspiring communities' staff within CVS Falkirk will be working in the deprived areas of the local authority. CR will be focusing on Denny and Camelon areas himself. The role is essentially to find what gaps are there within the current service provision and to help fill them, to ensure the communities are self-sufficient. He will be looking at what is already working well in some areas that can be used in other areas. They will be taking more of the CVS core themes into the communities they work in, anyone who may work well with any of the aspiring communities staff should get in touch with the office to find out what collaboration work can be done.

### **5. Review of Terms of Reference**

DG informed the forum members that the terms of reference were due to be reviewed at this meeting. No comments were made and the terms of reference were passed for this year.

### **6. Role of Forum Rep**

DG advised all forum members that there were two members who put themselves forward to be the forum representative, who were Linda Ross-Hale and Sandra Garner.

It was noted that LRH is the representative for the safer communities' forum, and it would be ideal to have a different person representing each forum.

The forum members agreed and SG was approved as the representative.

### **7. Update from CVS Falkirk**

#### **Funders Fayre**

There are less than 3 weeks to go until Falkirk Funders Fayre on Tuesday 6th March, 10am – 3pm at Bowhouse Community Centre in Grangemouth.

The Funders Fayre offers the local third sector the chance to meet with a diverse range of national and local funders.

As in previous years, more than 20 funders will be at the event and this year a representative from the new Scottish Fundraising Standards Panel will also be

in attendance.

In addition, we are delighted to announce new funders Firstport and RS Macdonald Charitable Trust, who will be attending the Funders Fayre for the first time.

For further information, or to book your place at the Falkirk Funders Fayre, please visit the [Eventbrite](#) page.

Alternatively, contact CVS Falkirk by phone: 01324 692000, or email: [info@cvsfalkirk.org.uk](mailto:info@cvsfalkirk.org.uk)

### **Equal and Accessible Materials Focus Group**

We at CVS Falkirk are always looking to ensure our materials are as accessible to all members of the Falkirk community as possible. As part of this, we are looking to hear from anyone with additional support or equality requirements.

We are holding a focus group on Tuesday 27th February from 2:30pm at the CVS Falkirk office, Callendar Business Park, Callendar Road, Falkirk, FK1 1XR, and invite anyone with any sensory, physical or language and communication needs to join us and contribute their views on the publications we produce.

Refreshments will be provided at the focus group, which will involve discussion around a few key questions regarding how accessible you find our materials and publications across different areas.

If you would like to participate in this focus group, please contact Laura Jamieson by phone: 01324 692003, or email: [laura@cvsfalkirk.org.uk](mailto:laura@cvsfalkirk.org.uk)

Alternatively, if you are not able to attend but would like to take part in the discussion, please contact us at the details above.

The CVS Falkirk office fully accessible; however, should you have any concerns about attending, please do not hesitate to contact us.

### **Upcoming Forum Meetings**

Three other third sector forums are meeting over the next month.

The Voluntary Sector Children's Services Forum (VSCSF) will take place on Thursday 1st March, and the theme for this meeting will be the effects that changes in budgets have on the provision of services. There will also be a discussion around nominations for the roles of forum chair and vice-chair.

The Third Sector Community Transport Forum will meet on Thursday 8th March, where there will be a discussion about the current provision of Community Transport in Falkirk, and what communities might need in the future.



The Tackling Poverty & Inequalities Forum will meet on Thursday 22<sup>nd</sup> March, with Janette Hastings from DWP attending to provide an overview and update on Universal Credit Full Service here in Falkirk.

All these forum meetings will be held 10am – 12pm here at the CVS Falkirk office, with more information, including the agendas and minutes of previous meetings available on the dedicated forum webpages on the CVS Falkirk website.

### **EFQM Quality Standard Information Session**

CVS Falkirk, in partnership with Quality Scotland, will be hosting an information session on the internationally recognised [European Foundation for Quality Management](#) (EFQM) excellence model.

The session will take place on Tuesday 20th March 2pm – 4pm at the CVS Falkirk office, Callendar Business Park, Callendar Road, Falkirk, FK1 1XR.

The session will offer third sector organisations an opportunity to learn about the EFQM excellence model and how it can be used to implement quality improvement. Organisations will also learn about the accreditation process.

Places are limited, and booking is essential.

To book your place, or for further information, please contact Tariq Mahmood by phone: 01324 692004, or email: [tariq@cvsfalkirk.org.uk](mailto:tariq@cvsfalkirk.org.uk)

Alternatively, for further information on EFQM, visit the [Quality Scotland](#) website.

### **CVS Falkirk CEO Vacancy**

CVS Falkirk are currently recruiting a Chief Executive Officer.

The position is full-time, with a salary of circa £40,000. We're looking for someone who, as a visionary leader and motivator, can lead the organisation through its next stage of development.

The position is accountable to a Board of Trustees, and is responsible for working with the Board to ensure clear strategic direction, driving the organisation's vision, mission and strategic aims, developing operational plans, demonstrating competent financial management and compliance, managing the resources that deliver against these.

The closing date for applications is Sunday 18th March, with more information available on the CVS Falkirk website.

## **8. 3 Key Messages**

The three key messages from this meeting were as follows:



- Third sector providers often see each other as competitors, when all organisations have something valuable to offer if they work together, more communication is encouraged to help this evolve.
- Third sector is already a key part of employability services in Falkirk and are seeing high levels of transition from employment programmes to employment.
- Fair Start Scotland – Still opportunities for third sector to be involved. There may be opportunities for the third sector to be involved in other council led employability services.

#### **9. AOCB**

There was no AOCB.

**Date of the next meeting is Thursday 24<sup>th</sup> May 2018**

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