



Funded by
UK Government



Renfrewshire Employability Grants Programme

Delivery Period April 2024 – March 2025

Key Information, Guidance, and Sources of Useful Data

The aim of this grants programme is to support people to move toward, into, and within work. To do this, we need to help local people to develop the skills and confidence employers are looking for. To reach those people, we all need to work together at a local level to provide the best possible services to those who need them most.

RUTH COOPER, ECONOMIC DEVELOPMENT MANAGER, RENFREWSHIRE COUNCIL AND CHAIR OF RENFREWSHIRE LOCAL EMPLOYABILITY PARTNERSHIP

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1. Introduction and context

The Renfrewshire Employability Grants Programme aims to support unemployed, economically inactive and low paid people to move towards, into, and within work. It recognises that to help local people to develop the skills and confidence employers are looking for we all need to work together at a local level to provide the best possible services to those who need them most.

There have been, and will continue to be, changes in how employability support is funded in Scotland. Both the Scottish and UK Governments are choosing to distribute funding at a more local level and through a Local Employability Partnership (LEP). This partnership decides on the local priorities and areas for action, and also ensures that local employability providers continue to have the opportunity to access funding for services through a co-commissioned process. The key Scottish Government policy framework for this approach is called **No One Left Behind (NOLB)**, and this will guide the future direction and delivery of employability services in the years to come.

In Renfrewshire the strategic partnership is the **Renfrewshire LEP** consisting of partner agencies from the Renfrewshire Community Planning Structure. The LEP is chaired by Renfrewshire Council, and has met as an active partnership for around 12 years. Its purpose is to support the implementation of local and national employability policy through collective leadership, joint planning, and co-commissioning. Working closely with local delivery partners, the partnership seeks to make the best use of resources available to deliver effective needs-led employability services that help Renfrewshire residents make a successful transition towards employment.

This information document and the application form will be published on the Renfrewshire Local Employability Partnership pages on the Invest in Renfrewshire website – https://investinrenfrewshire.com/?page_id=20188&preview=true from Tuesday 9th January 2024. Deadline for applications is midnight on Friday 2nd February. (Further details on the full timetable of the grants application process are contained in section 5).

The Renfrewshire Employability Grants Programme

In 2021, RLEP agreed to establish an Employability Grants Programme for Renfrewshire to support a co-commissioned approach to employability for future years and this was approved through the Renfrewshire Council Leadership Board in September 2021. This is the 3rd annual grants programme for the period April 2024 to March 2025. It will continue to fund provision that:

- Augments the employability provision delivered by DWP, Skills Development Scotland, Renfrewshire Council's Invest Employability Services, and other partners.
- Adds value to the funding and other resources already available locally and creates opportunities for innovation and collaboration.
- Supports the aims and objectives outlined in the Renfrewshire Economic Strategy, the Renfrewshire Economic Recovery Plan, and No One Left Behind.

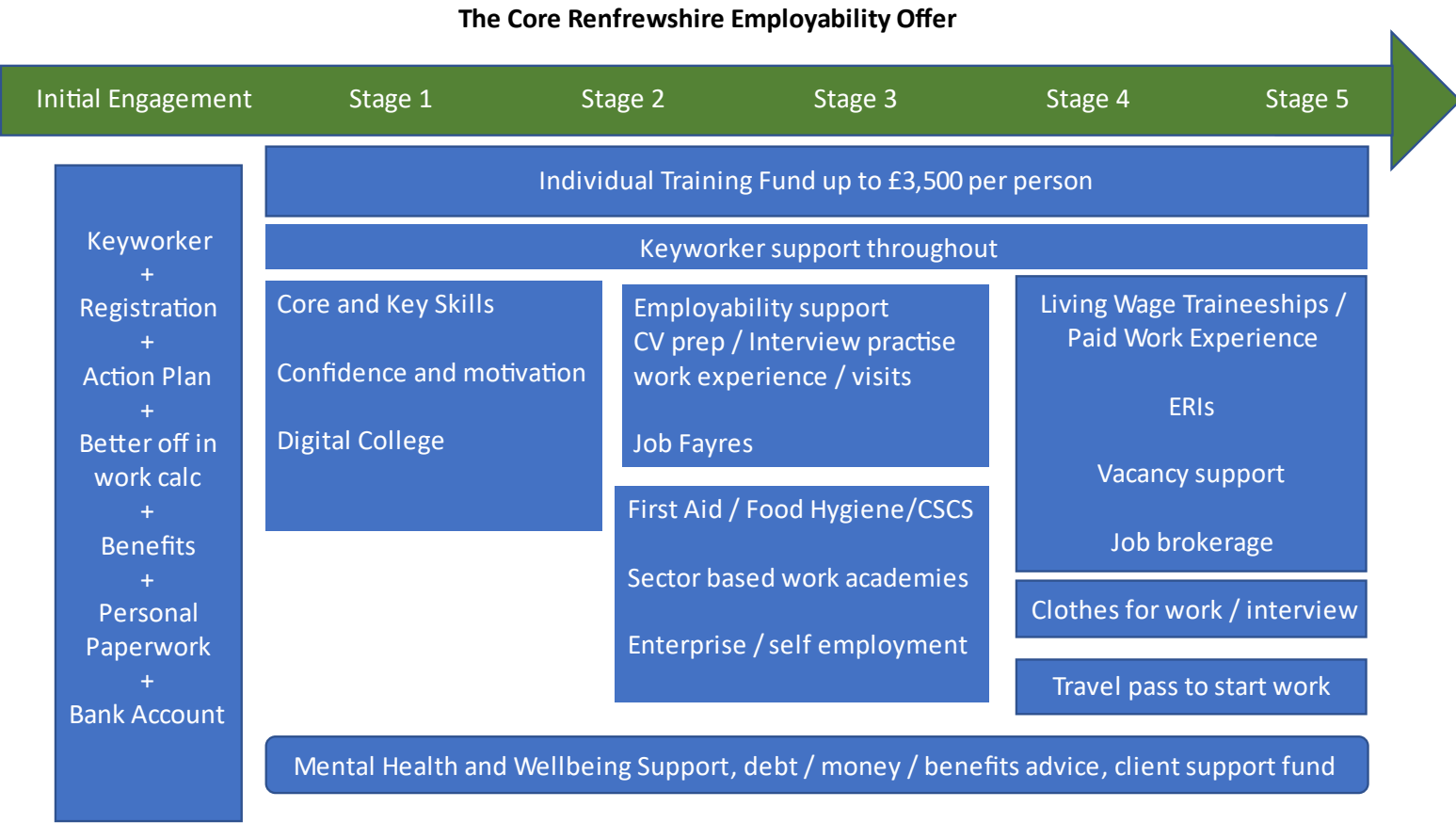
At this point in time, we anticipate a budget of around £820k however, as funding is not yet confirmed, this figure may change.

Funds that will contribute to this round are as follows:

Period	Grant Sources
2024/25	Renfrewshire Council Employability Funding Scottish Government No One Left Behind (NOLB), and Child Poverty (Parental Employment Support) UK Government Shared Prosperity Funding

The Renfrewshire Core Employability Offer

The Grants Programme is designed to compliment and augment a core Renfrewshire Employability Offer delivered by Renfrewshire Council’s ‘Invest’ team. This service is summarised in the diagram below.



2. Our Grant Outcomes and Principles

The Renfrewshire Employment Grant Programme will contribute to **4 key outcomes**:

- **Reduce unemployment and economic inactivity levels.**
- **Reduce the gap in unemployment/employment rates for targeted geographies and groups.**
- **Ensure that our residents have the appropriate skills and are suitably prepared and informed to match those required by local businesses and others within reach.**
- **Contribute to reducing child poverty through increasing income from employment for (low income) parents**

6 NOLB principles that will underpin the delivery expectations for all provision supported via the Renfrewshire Employability Grants Programme.

1. Provide flexible and person-centred support.
2. Be more straightforward for people to navigate.
3. Be better integrated and aligned with other services, particularly with health, justice, and housing provision.
4. Provide pathways into sustainable and fair work.
5. Be driven by evidence, including data and the experience of users.
6. Support more people – particularly those facing multiple barriers – to move into the right job, at the right time.



In addition, all providers supported through the grants programme will need to evidence how their service/provision reflects the Scottish **Employability Service Standards** <https://www.employabilityinscotland.com/news-events/news/employability-service-standards-published/>

These standards were established to ensure a level of consistency across Scotland - without negatively impacting on local flexibility to deliver for people accessing services, or in a way that reflects local labour markets. The Standards set out a number of expectations, but partners can implement many of these in a variety of ways. Organisations should go further if there is the capacity and desire to do so.

Each Standard should not be viewed in isolation. There are areas of overlap, but delivered together, these are designed to achieve the common purpose of delivering better outcomes for users.

All delivery partners will also be required to provide copies of the Renfrewshire Employability Services Customer Charter to all participants. This sets out what service users can expect when accessing employment services, what employment services will do to achieve this and how users can ensure the commitments are being met. Copies will be supplied. <http://investinrenfrewshire.com/wp-content/uploads/2023/11/Employability-Customer-Charter-leaflet-2.pdf>

All providers are also required to comply with the following **additional principles** that the RLEP feel are critical in providing the best support to people to enable progress towards sustainable outcomes.

- ✓ Services should be configured around the needs of the clients, rather than delivery partners.
- ✓ Face to face provision should be the being the main delivery model, unless the target group or individuals request or require otherwise.
- ✓ Services should be delivered locally (within Renfrewshire).
- ✓ 'Travel to work' opportunities should be considered with participants to help overcome barriers (both physical and perceived), and to support access to opportunities out-with their local area, across Renfrewshire and the wider Glasgow City Region.
- ✓ Grant recipients should demonstrate how they will become an active partner in an integrated Renfrewshire employability offer, making use of the Renfrewshire Local Employability Partnership resources such as training and development activity and events, and Renfrewshire Practitioners and Delivery Partners forums.
- ✓ Applicants should also make use of the RLEP web pages within the Invest Renfrewshire website and associated social media platforms to advertise activities and promote regular good news stories. This will include posting all provision funded through the grants programme on the Skills and Training network portal <https://skillstrainingnetwork.org/invest-in-renfrewshire/> . More information and training on this will be made available with grant award documentation.
- ✓ Grant recipients should ensure that the design of services has considered the needs of those with protected characteristics.
- ✓ Services provided with grant support should provide additionality to existing provision available in Renfrewshire with connectivity, where permissible, to established provision and building progression routes into Further/Higher Education, Modern and Graduate Apprenticeships and other appropriate provision, as well as supporting access to employment.
- ✓ Provision must not put at risk participants current eligibility for benefits, or lead to a reduction in their overall income.

3. What Type of Provision are we looking for?

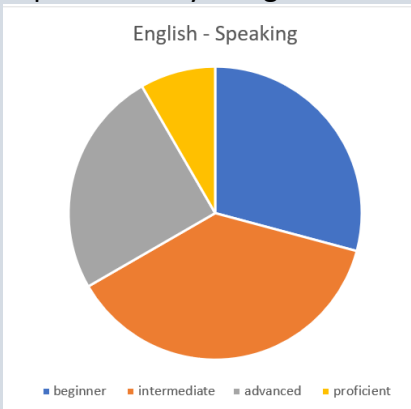
This grant programme will support **provision across all 5 stages of Renfrewshire's employability pipeline** for unemployed and economically inactive Renfrewshire residents, particularly those furthest from the labour market and/or for whom the current employability service provision does not fully meet their needs. It will also support provision for low-income parents to help them progress within work and increase their income.

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Engagement	Support to overcome barriers	Vocational activity	Employer engagement and job matching	In work support and aftercare

Having undertaken significant engagement with a wide range of stakeholders and analysed local data including the performance of the first 2 rounds of grant funded programmes, the LEP has identified 8 priority themes and 12 areas of employability related support that it would like to co-commission through this grants programme .

This also takes cognisance of our core employability services in the area supported through other budgets/statutory provision (as outlined on page 3). **The LEP Grants funded provision must be complementary to this.**


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Priority Groups/Themes	Rationale/evidence of need /useful data	Pipeline Stages	Fundable Provision	Indicative Budget and Places
1. Refugees/ asylum seekers with poor or no English language skills	<p>Housing, employability, college and community learning services report an ongoing high demand for English language support and waiting lists.</p> <p>A recent survey of Ukrainian working age adults resettled in Renfrewshire highlighted that half of recipients requested language support, and the chart below shows the different levels of ability across this group.</p> <p>Employability services report that poor/low English language skills is the main barrier to employment experienced by refugees.</p> 	1/2	<p>1.1 Programmes that develop the English language skills of refugees, asylum seekers, or other minority groups seeking employment.</p> <p>This support could be ESOL type provision, or other evidenced means of supporting improved language skills for those seeking employment.</p>	<p>£15k</p> <p>40 places.</p>
2. Unemployed (or low income) residents requiring vocational skills to progress into employment	<p>The LEP recognises the need to provide vocational skills training in sectors where there are likely to be vacancies over the coming year.</p> <p>The aspiration of the LEP is to support those gaining vocational skills to progress into related and sustainable work opportunities in Renfrewshire, or within other reasonably accessible travel to work areas.</p>	3/4	<p>2.1 4-12 week vocational skills programmes/sector based work academies, which are linked to local employers and evidenced work opportunities. Delivery must include 2 weeks work experience and guaranteed interviews.</p>	<p>£140k</p> <p>120 places</p>

3. Unemployed people or low-income residents wishing to pursue self-employment	There is an ongoing demand for self-employment support, particularly from people whose circumstances make self-employment a more realistic and sustainable employment option e.g. parents and carers, people with health conditions etc.	3-5	3.1 Self-employment training programme/s that will enable participants to establish their self-employment businesses and give them an opportunity to test trade. In addition to specialist training, mentoring will be key to success.	£46k 20 places
4. Unemployed or economically inactive people with disabilities or long-term conditions	<p>1% of the population is on the autistic spectrum and 1/3 also have an intellectual disability (2018 research). Our profiling of 950 Invest/LEP clients since April shows:</p> <ul style="list-style-type: none"> ❖ Autistic Spectrum Disorder / Condition 42 ❖ Sight /hearing/speech impairment 29 ❖ Learning difficulty 66 ❖ Learning disability 31 ❖ Other developmental disorder 13 ❖ Physical disability 47 <p>Whilst the employment rate in Renfrewshire is higher than for Scotland, the Disability Employment Rate (EA Core and work limiting disability) is 50.8% compared to 55.2% for Scotland.</p> <p>(Please note that the LEP recognises there is insufficient local data available to establish a clear plan of provision for people with disabilities/long term conditions and is addressing this).</p>	1-5	<p>4.1 All stage supported employment programme for people (all age) with autism or a complex learning/physical disability who wish to progress into paid employment.</p> <p>The programme should include at least 1 week of work experience.</p>	£100k 25 places
5. Unemployed or low paid parents/kinship carers.	<p>Child Poverty is a huge challenge. Around 20% of our children live in poverty (5,759 children), and around half will be living in a household where someone works. We are particularly keen to engage the following child poverty target groups who are most likely to experience poverty.</p> <ul style="list-style-type: none"> • Families with a disabled person • Parents with three or more children • Parents with babies under 1 • Young Parents (under 25) 	All stages considered	5.1 Innovative approaches to engaging and supporting unemployed/economically inactive or low paid parents/kinship parents (with children 0-18yrs) towards, into, and within employment. This could include lived experience /action research programmes as well as stage 2-5 provision. The aim is to support awareness amongst parents of how work can pay for families, and encourage engagement with more formal employability programmes or with employers.	£100k 100 places

	<ul style="list-style-type: none"> Minority ethnic parents Lone parent families <p>Although our employability services are supporting many parents, we know there are far more parents who could benefit from employability support. Service proposals that indicate new mechanisms to engage this group will be particularly welcome.</p>		<p>Activity proposed may be for (a) unemployed parents/kinship carers, or (b) low paid working parents/kinship carers.</p> <p>Any focus on one or more of the child poverty target groups outlined to the left and/or a particular geographic area/community (e.g. the more deprived communities in Renfrewshire) should be highlighted in the proposal.</p>	
<p>6. Unemployed or economically inactive Renfrewshire residents whose mental health is negatively impacting on their ability to engage with employability support; progress towards or into employment; and/or sustain employment or training.</p>	<ul style="list-style-type: none"> The most recent NOMIS data (Jul 22 - Jun 23) shows that 10,800 Renfrewshire residents are economically inactive due to long-term sickness. This figure fluctuated between 6,000-8,000 pre-Covid, and was at its lowest (5,200) at the beginning of the pandemic. It sharply rose to 13,500 by mid-2022. Although the most recent figure is a decrease, it is still high at 41% of the total economic inactivity figures (in contrast to 32% for Scotland and 27% for the UK) NOMIS do not provide data on the types of health conditions. However, the UK ONS reported that between June 2019 and June 2022, economic inactivity due to long-term sickness was most common due to “other health problems or disabilities”, “mental illness and nervous disorders” and “depression, bad nerves or anxiety”. During this period there was a 41% increase in “other health problems or disabilities” and a 22% increase in “mental illness and nervous disorders”. <p>Repeated evidence from Employability Services suggests a significant proportion of clients have mental health</p>	n/a	<p>6.1 Delivery of training to employability staff to increase their confidence and ability to support clients experiencing issues with their mental health.</p> <p>6.2 Delivery of specialist mental health support to employability clients who require a mental health therapeutic intervention as part of their journey towards employment, or to help to sustain work, training or education.</p> <p>Grant applications are sought from organisations with mental health expertise and experience, local knowledge, and access to local delivery locations.</p>	<p>Up to £80k (all provision)</p> <p>Minimum 30 staff training places</p> <p>Minimum 250 participants</p>

	<p>issues that impact on their ability to engage and progress towards and into employment.</p> <p>Waiting times for mental health interventions varies across services from several weeks to months, and some services require a GP referral which can be a barrier for some people.</p>			
7. Criminal Justice experienced population	<p>Across Scotland, men account for 96% of people in custody and women 4%. People aged 16-17 account for less than 1% of the prison population, with those 18-20 making up 2%.</p> <p>In 2022-23 around 100 individuals undertook diversionary activity as an alternative to prosecution in Renfrewshire, and approximately 350 new community orders commenced.</p> <p>At the end of March 2023, around 100 individuals were subject to statutory throughcare in the community in Renfrewshire.</p> <p>In November 2023 there were c300 individuals in custody across Scotland who identified Renfrewshire as their home. In November around 20 were released into the community.</p> <p>In Scotland, approximately 1 in 3 men and 1 in 10 women of working age have a criminal conviction.</p> <p>Invest is Renfrewshire Council's employability service and out-with the statutory providers, the main employability service in the area.</p> <p>Since April 2023, 117 people with convictions have been supported by Invest, of whom 82 are supported by 2 specialist CJ key workers.</p> <ul style="list-style-type: none"> • This is 9.3% of all clients receiving support from Invest this year. • For those receiving targeted support only 4% were female and 20% under the age of 25. 	<p>Stage 2</p> <p>Stage 2-5</p>	<p>7.1 Delivery of stage 2 employability programme specifically targeting people with experience of the justice system and who require a nurturing approach to identify their personal value, development, and employment aspirations.</p> <p>7.2 Specialist support for people with perceived complex offences which are impacting on access to employers/jobs eg sex offences. Evidence suggests that access to specialist support and guidance to offenders and potential employers in relation to convictions and access to appropriate work experience placements will be a key aspect of delivery.</p>	<p>Up To £90k (all provision)</p> <p>20 places</p> <p>20 places</p>

	<ul style="list-style-type: none">• From those supported, 52% had been unemployed for over 12 months. 16% identified that they were care Experienced, although in most cases were over the age of 26 years old. 12% had identified that at point of registration they were homeless or living in temporary accommodation. <p>97% of those on targeted provision have a mental health issue.</p> <p>The LEP focus group findings below provide some helpful evidence of challenges and support needs.</p> <p> LEP Focus group questions.docx</p> <p>Engaging with the criminal justice experienced population is recognised as particularly challenging. Grant applicants are encouraged to clearly identify how they will do this.</p>			
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**8. Young people
16-24 years.**

This provision will support 2 sub-groups:

(a) Care Experienced young people (CEYP) ages 16-19. This will include CEYP young people returning to the authority who are not picked up by services, as well as others who have returned and then disengaged.

**(b) Young People 16-19
who have left school
and are unemployed**

16+ Data Hub data				
	Total	Age		CEYP
		16- 19	20-24	Care Experienced
Economically Inactive	497	102	395	(106)
Unavailable - Ill Health	61	23	38	(13)
Unconfirmed	2344	231	2113	(104)
Unemployed	496	185	311	(107)
Total Unconfirmed/Negative	3398	541	2857	(330)
No Postcode/Outwith Renfrewshire (Not counted in above totals)	75	21	54	(18)

- 18-24 Renfrewshire unemployment figure October 23 – 610 (4.4% , Scot 4.1%)
- It was 680 in April 23 and has fluctuated over the last six months with the October figure the lowest.
- The Annual Participation Measure (APM) has increased each year from 90.4% in 2016 to 94.7% in 2023.
- Within the APM , we can also show an improvement in relation to the number of unconfirmed, from 6.2% to 2.5% over the same time period.
- This improvement can be seen across Scotland and although we have reduced to 2.5%, this is the 7th highest level of unconfirmed across Scotland.

Stages 1-3

8.1 Intensive key worker support to CEYP young people identified by the Council and SDS through data hub reports. The key worker will work very closely with SDS, Invest and social work.

This programme will complement the current Invest, SDS youth employment resources, and other employability support in Renfrewshire.

8.2 School leavers/transition programme/s for young people aged 16-19 who have left school, and due to barriers, have not progressed into a positive destination.

The support should be person-centred and flexible and provide skills; qualifications and work experience/tasters.

Stages 2/3

8.3 Light touch employability support for unemployed/inactive young people who are not ready for more traditional stage 2/3 provision.

This may be due to a range of barriers including lack of confidence/self-esteem and mental health challenges. The objective is to build engagement and confidence to enable young people to then engage face to face with more formal employability services or opportunities.

Light Touch programmes are anticipated to be mainly delivered in groups, and

Total Youth Budget	£250k
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40 young people

100 places

36 places

	<ul style="list-style-type: none"> Of the 269 starts on LEP provision, 134 (50%) have been under 25 years, and 85 have been on targeted youth programmes. Across Invest and LEP provision, of 956 clients receiving support by October, 394 (41%) were under 25 yrs. 	Stage 1/2	should be between 4- 12 weeks. Delivery can be online, face to face, or a hybrid approach. This incorporates a need for online support for young people who struggle to leave their homes.	
Estimated budget - £821k, total places - 771				

4. Additional Information for Applicants

Interested providers can submit multiple proposals if they believe they have the skills, experience and capacity to deliver these effectively. A separate application will be required for each programme/service, aligned to each type of support outlined above.

In addition to the specific priority groups targeted through the work areas above to be supported through this fund, we would expect all delivery partners to make particular efforts to ensure their programmes reach:

- Care experienced young people.
- People living in our 5% most deprived communities (see priority areas below).
- Refugees and asylum seekers.
- People with other barriers to employment – housing; health issues; disability etc.

The LEP is keen that potential grant applicant partners use their expertise, local knowledge and links with other partners and employers to develop creative and innovative proposals that they have confidence will meet gaps in service delivery, engage and recruit attract the relevant target groups, and progress participants into a positive outcome. In support of this, partners will be required to deliver provision from accessible facilities within Renfrewshire.

Priority Areas

Unemployment affects people across all areas of Renfrewshire however there are communities more impacted than others. Whilst the grant programme will support provision open to the priority groups above regardless of where they stay, there is also a need for provision targeting our most deprived communities (SIMD 2020).

Details of the 5% most deprived datazones are provided in section 7. 17 Renfrewshire datazones that fall into the 5% most deprived either in the overall SIMD ranking or the employment ranking. These datazones are mainly in areas in Paisley and there are others in Johnstone, and Linwood.

Benefits Conditionality

We want to safeguard the benefits and entitlements of residents taking part in activity supported through this grant programme. We will expect applicants to show an understanding of the individual needs of course attendees, giving consideration to possible benefit impacts and ensuring there is no risk to entitlements by the take up of any employability initiative.

Providers should ensure they have had a recent dialogue with DWP to clarify/remove any potential benefit impacts your proposed programme may have.

Payment of Training Allowances to Eligible Young People

All young people not in receipt of Universal Credit or an Educational Maintenance Allowance, who take part in Grants funded provision must be paid a training allowance of £60/week (subject to hours and attendance) **for any programmes/courses of 10hrs or more per week**. Providers providing provision for young people eligible for a training allowance must have the necessary payment systems in place.

All participants regardless of age should also be able to claim reasonable travel expenses and where relevant, be provided with lunch/refreshments.

Applicants should outline how they will administer these requirements and include in the project budget.

Addressing the Key Challenges and Gaps

The employability services and provision being applied for should be:

- Appropriate for the age and stage of the target participant group.
- Proportionate to the numbers of unemployed.
- Delivered locally in facilities that are accessible to all.
- Needed locally and not duplicating existing provision (including the core offer outlined on page 3).
- In line with current and future labour markets, skills requirements, and job vacancies.

Section 7. provides further information and data sources that applicants should consider as part of their evidence gathering process to inform their proposal.

5. Application Process and Decision Making

Delivery Timescales/Key Milestones

The 3rd round of the Renfrewshire Employability Grant programme will provide funding for delivery of services **from 1st April 2024 to the 31st March 2025**.

Milestone	Date
Grant opens for applications	Tuesday 9 th January
Information session for potential applicants	Monday 15 th January 2pm – 4pm, via Teams
Application deadline	Midnight, Friday 2 nd February
Assessment process	Monday 5 th February - Friday 1 st March

LEP approval of assessment recommendations	w/c 4 th March
Application outcomes notified	w/c 4 th March
Commissioning meetings	Monday 11 th March – end March 24 (depending on proposed start date)
Award letters issued	From Tuesday 12 th March
Training for Hanlon and portal	March/April (depending on proposed start dates)
Delivery Starts	From the 1 st April 24.
Ongoing monitoring meetings/delivery partner meetings/ other promotional activity to maximise engagement and referrals	Tbc
Delivery end	End March 2025

This information document and the application form will be published on the Renfrewshire Local Employability Partnership pages on the Invest in Renfrewshire website – https://investinrenfrewshire.com/?page_id=20188&preview=true from Tuesday 9th January 2024

Who is Eligible to Apply?

Third, public, private and further/higher education sector organisations are all eligible to apply.

If you are applying as a partnership, the lead partner should apply, and detail partners involved under question 2b. The lead partner would be solely responsible for the overall management and delivery of the project, including budget management and monitoring and reporting requirements.

All funded delivery partners will be expected to deliver their work in line with Scottish Government Fair Work First principles.

([Fair Work First: guidance - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/fair-work-first/guidance/pages/default.aspx))

Completion of a Fair Work Self Evaluation form will be required providing evidence of payment of the Real Living Wage to all staff or be working to implement this within a limited timescale.

What Makes a Good Application?

- ✓ Observe the **word limit of 500 words** for each question.
- ✓ Please do not attach appendices or documents as these will be deleted.
- ✓ Please consider the scoring criteria below when writing your application.
- ✓ Please write succinctly and in plain English. Use short sentences and avoid acronyms and jargon. There is no need to use formal or flowery language.
- ✓ Being as specific as you can
- ✓ Assuming the reader knows nothing about your organisation, track record and project - even if you have received local funding before to do similar work.
- ✓ Ideally you will provide a clear picture for the reader of what you intend to deliver, how you will do this, and what difference it will make to participants as well as how it contributes to the grant programme strategic outcomes detailed in section 2 above.

- ✓ Fully consider the 6 NOLB principles and our additional local principles also outlined in section 2 when designing your project and when describing/evidencing this in the application.
- ✓ Provision of a strong rationale to show both the need for the services, that there will be a demand from local people to take part in the provision, and that you have a clear idea how to engage them. (Identifying, recruiting and sustaining engagement of the number of participants stated is the responsibility of the organisation receiving a grant - albeit that local agencies such as the DWP, Invest in Renfrewshire (Renfrewshire Council) and Skills Development Scotland staff will refer some clients).

Eligible Spend

Only direct delivery costs will be considered as eligible grant expenditure, and a maximum of **10% of total staff costs** can be included in the cost breakdown for management and administration costs.

Applicants should clearly show the calculations for each cost outlined, including for each member of delivery staff involved.

Decision Making

An Assessment Panel will manage the assessment and scoring procedures following the Council's grant processes. Membership of the Assessment Panel will be drawn from strategic partner organisations represented on the LEP including:

- Department of Work and Pensions (DWP)
- West College Scotland
- Skills Development Scotland
- Renfrewshire Chamber of Commerce
- NHS Greater Glasgow and Clyde
- Engage Renfrewshire
- Developing the Young Workforce (West)
- Various Renfrewshire Council Departments

For Grant work themes 1,4,5,6,7 and 8, the relevant LEP sub-groups will be asked to assess the applications and will make recommendations to the Assessment Panel. For all other applications, at least two individuals from LEP partners will assess applications and make recommendations to the assessment panel. The LEP panel agree a moderated score for each with recommendations to the LEP.

LEP sub-group/Panel members will be required to declare any conflict of interest which will be registered, and appropriate action taken eg a panel member submitting a grant proposal will not be involved in the assessment of their proposal.

The LEP will make final recommendations for grant to Renfrewshire Council with the Economic Development Manager, as Lead Officer for the LEP and the Grant Funding from Scottish Government, signing off the grants and overseeing payment, monitoring and reporting.

Scoring Criteria

Section		Relevant application form questions and weighting	
1	Project rationale - evidence of need including – evidence from lived experience engagement	Section 3, questions 1.b,4a,4b	20%
2	Project content and delivery	Section 3, questions 2a - 2e	15%
3	Knowledge, (including local knowledge) expertise, previous experience, past performance.	Section 3, questions 3a-3d	15%
4	Participant engagement and accessibility and inclusivity of provision.	Section 3, questions 4a - 4d	15%
5	Output and outcome target and fit with grant outcomes	Section 3, question 5 and section 4	15%
6	Good and added value	Section 3, Question 3c, Section 5, question 1 and 2, Section 6, Section 7	20%

Each section will be assessed on the basis of:

Score	Assessment Criteria
10	Excellent Quality that surpasses the requirements of the Renfrewshire LEP. Indicates an excellent application with detailed evidence and no weaknesses.
8	Good Quality that meets the requirements of the RLEP with good evidence throughout and few weaknesses.
6	Reasonable Quality that meets the requirements of the RLEP. The response is generally good, but lacks sufficient detail in places, which highlights a number of weaknesses.
4	Poor Quality which poses reservations for the RLEP. Lacks convincing detail of the supporting evidence and/or has substantial weaknesses.
2	Unacceptable Quality which poses serious reservations for the RLEP. Limited or no detail of the proposed approach and/or has substantial weaknesses.
0	No submission/submission not relevant

Notification of Successful Applications

Application outcomes including grant award letters will be issued as per the timeline above. Full details of the payment process and terms and conditions of grant, including monitoring and reporting requirements will be included.

The Provider shall provide employability services in the volumes, outputs of services and financial profiles set out in each award of grant **which could be different from the application submitted.**

Any other changes to the programme including a change in what was specified in grant applications will require approval in advance.

6. Grant Payment Process

Grant payments will generally be paid quarterly in arrears against the actual costs of delivery and not the grant award level. A payment schedule will be discussed with the applicant, and this will be reflected in the grant award letter.

Applicants will be required to submit claims quarterly as a minimum. All claims must be supported by the required proof of spend and activity to date. Applicants will be required to invoice Renfrewshire Council after the claim has been approved. Payments will be processed through Renfrewshire Council's normal accounting system and payment to applicants will be by BACS.

7. How will we Monitor and Evaluate the Grants Programme?

Performance Management

The key performance indicators for the programme (below) are outlined in the application form and replicate the current Scottish Government outcomes for current grant funds. They also contribute to the grant programme outcomes:

- **To reduce unemployment**
- **To increase income from employment for low-income families.**
- **To reduce economic inactivity**

All participants must meet **all** of the following eligibility conditions:

- Reside in Renfrewshire
- Have the right to live and work in the UK
- Of Working Age (16* – 67) With the exception of 15 years who are within 6 months of the school leaving date and who are identified as being at risk of not moving on to a positive destination.

Given we are also commissioning mental health support and 'Light touch/engagement' support , we have included additional indicators to reflect this (highlighted in yellow).

Delivery partners will be expected to outline in more detail how they will measure and track the outcomes and impact for participants.

Performance Indicators
Outputs – The service will deliver
How many people will start
How many individuals will attain an accredited qualification
How many individuals will engage with a mental health/wellbeing support programme (theme 6)
How many individuals will undertake a work /volunteering placement as part of the programme
Outcomes – Number moving into positive destination within 12 weeks from completion
Participants successfully completed programme of support.
Participants reporting improved mental health and wellbeing on completion of support (theme 6)
Participants progressed onto more formal employability support (theme 8, light touch support)
Participants commenced employment/self-employment.
Participants commenced a Modern/Graduate Apprenticeship.
Participants entering full time FE/HE/Training (expected to last one academic year).
Participants progressing into a part time/full time FE/HE/Training (less than one academic year and can include further LEP training).
Improved Labour Market position - increase in rate of pay for low-income household.
Participants supported into a formal volunteering programme.
None of the above – to be detailed.
Sustainability – Number in a positive destination up to 52 weeks later – For LEP to track and monitor

Successful projects may have additional outputs and outcomes which they will also monitor and report on.

Personal information will be gathered and recorded by the grant recipient for the following purposes:

- To provide quantitative performance data on registrations, progressions and positive outcomes to inform service delivery adjustments and improvements.
- To provide qualitative performance data in the form of case studies.
- To contribute to the national No One Left Behind Shared Measurement Framework once published

Providers will be expected to keep (and to share with Renfrewshire Council) some key data on the employability participants journey and outcomes and equalities data using the Hanlon Client Management System. A data sharing agreement will be issued to successful applicants alongside the Grant Award letter. More information on this will be made available to successful applicants alongside the grant paperwork and full training will be provided where required.

Throughout the delivery period monitoring visits/meetings will be scheduled with all providers involving a Compliance Officer from Renfrewshire Council and/or The LEP Partnership Coordinator. These visits/meetings will check that the project has been implemented as described, that financial records associated with the project are in order, that publicity arrangements and equality and sustainability policies have been complied with. Performance will be discussed and any issues identified will require to be addressed through clear improvement actions.

Where the applicant is unable to demonstrate sufficient progress towards achieving agreed outputs and targets, future funding may be withheld or reduced. Further details will be outlined in the terms and conditions.

Monitoring can also identify successful elements of projects. Monitoring is vital in enabling RLEP to gain greater insight into individual projects, but also to ensure and verify that the funds have been spent as envisaged and acknowledged correctly.

Reporting Requirements

Renfrewshire Council will run reports from the MIS at a project and programme level on a quarterly basis, which alongside qualitative evidence provided by providers including case studies will be reported to the RLEP and to the Scottish Government.

All providers will be required to submit half year and final year end reports – a template will be provided for this.

Evaluation and Continuous Improvement

It is likely that an independent evaluation will be commissioned which will include evaluations of each of the projects supported via the programme alongside an evaluation of the process and collective impact. Grant recipients will be required to provide information and staff /management time to engage with the appointed contractor/s. Information on the process will be shared to recipients when available.

In addition, grant recipients will be required to establish their own evaluative processes to drive continuous improvement and monitoring processes will include grant recipients evidencing how they do this and to what effect. This will be discussed both individually at review meetings and collectively at Renfrewshire Employability Delivery Partners Forum meetings and development sessions.

The Scottish government has developed a Continuous Improvement tool-kit for use by LEPs and individual employability delivery organisations and grant recipients- <https://www.employabilityinscotland.com/news-events/news/no-one-left-behind-the-young-person-s-guarantee-continuous-improvement-toolkit/>

7.Key Data and Local Strategic Documents to Support Grant Applicants

Section 3 has highlighted by theme/priority group key data and intelligence to inform your proposal. Much of this comes from the following sources, which may help you further in outlining the need and demand for your proposed project. Much of the statistical information provided is at a full Renfrewshire level. Applicants may want to supplement this information with their own knowledge of working with specific target groups - identifying local needs through their own

experience of delivering employability services, and proposing services which they are confident will be used by, and are useful to, the client groups to improve their employability outcomes.

NOMIS - <https://www.nomisweb.co.uk/reports/lmp/la/1946157429/report.aspx?town=Renfrewshire>. NOMIS provides key and regularly updated data on unemployment and claimant counts at Renfrewshire and national levels. This includes key data on economic inactivity levels, and breaks down most data by gender, age, and priority geographic areas.

SDS Regional Skills Assessment - <https://www.skillsdevelopmentscotland.co.uk/what-we-do/skills-planning-alignment/regional-skills-assessments/>. These documents contain a wealth of labour market data, including key data on school leavers via the Annual Participation Measure. This is broken down by age, gender, disabilities, and priority datazones. Employment forecasts to 2025 for Renfrewshire and the wider Glasgow City Region are also included.

SDS Sectoral Insights <https://www.skillsdevelopmentscotland.co.uk/what-we-do/skills-planning-alignment/sectoral-skills-assessments/> - these provide insights on 17 sectoral insights at the Scottish level

The Scottish Index of Multiple Deprivation (SIMD) – <https://www.gov.scot/news/scottish-index-of-multiple-deprivation-2020/> The SIMD ranks small areas (datazones) in Renfrewshire in order of deprivation, and can assist in targeting employability interventions on priority areas.

Report of the ‘Changing Lives Together’ conference (Oct 23) <https://investinrenfrewshire.com/rlep-news/>

Report of the ‘Re-connecting our Services and Communities’ (No One Left Behind) conference (June 2022) <https://investinrenfrewshire.com/wp-content/uploads/2022/07/Renfrewshire-Employability-Partnership-Conference-2022.pdf>. The conference aims were to provide an insight into the changing employability landscape and Renfrewshire’s economic position including how employability can help to tackle child poverty and other inequalities. It was an opportunity to learn from stakeholders working within and out with the field of employability about how the local partnership needs to change/develop employability services to attract and support more people and help them realise their potential.

Renfrewshire LEP engagement research – 4 pieces of recent LEP research have gathered more experience of the needs of service users in key categories. (if you have problems downloading these please go to this link where they are also available)

(A) A focus group with young people (July 2023).



Research
summary.pdf

(B) Youth Menti engagement



menti feedback -
young people - 2023.

(B) Youth and Parent survey.

<https://ypguaranteerenfrewshire.com/survey-results>

(D) A focus group on the challenges facing employability clients with convictions.



LEP Focus group -
criminal convictions

Renfrewshire Community Plan 2017-2027 - https://www.renfrewshire.gov.uk/media/4598/Our-Renfrewshire---Renfrewshires-Community-Plan-2017-2027/pdf/Community_Plan.pdf?m=1506695136457. This provides the overall strategic vision of local partners in Renfrewshire, and where employability sits within other priorities.

Renfrewshire Economic Recovery Plan - <https://www.renfrewshire.gov.uk/article/11041/Setting-out-Renfrewshires-road-to-recovery>. This details wider partner efforts to support the local Renfrewshire economy post Covid-19

Any further questions or if you are having problems opening any of the links please contact:

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