

## Best Value Review of Employability Services – Route Map and Action Plan

Key Theme	Purpose	Roles	Key tasks	Key Stakeholders	Timeframe
<b>Creation of Employability Management Group</b>	<ul style="list-style-type: none"> <li>Driving employability agenda across all Council services</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring awareness of, and support for, frontline staff</li> </ul>	<ul style="list-style-type: none"> <li>Identify lead senior officer and members</li> <li>Agree remit</li> <li>Agree reporting process to Chief Executive and others</li> <li>Seek political champion for employability</li> </ul>	Employability Management Group	Within three months
	<ul style="list-style-type: none"> <li>Developing shared vision of employability</li> </ul>				
	<ul style="list-style-type: none"> <li>Joining up core services' employability spend</li> </ul>				
	<ul style="list-style-type: none"> <li>Investing in engagement and assessment</li> </ul>				
<b>Adoption of employability as key driver across all services</b>	Council as funder and provider of outreach services	<ul style="list-style-type: none"> <li>Developing services which join up services of the Council and other organisations, e.g. Disability</li> </ul>	<ul style="list-style-type: none"> <li>Early presentation to management team of key services</li> <li>Engagement of key staff and services plus housing, planning, etc</li> </ul>	Employability Management Group	Within six months aligned with Council Service Improvement Planning Process)
		<ul style="list-style-type: none"> <li>Identify and appraise other opportunities for joining up services</li> </ul>			
		<ul style="list-style-type: none"> <li>Identifying range of Council employees who engage with priority clients and initial referral routes of these clients</li> </ul>			
		<ul style="list-style-type: none"> <li>Ensuring accessible jobs within Council for priority clients</li> <li>Ensuring these opportunities are embedded within procurement process</li> </ul>			
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<ul style="list-style-type: none"> <li>Identify appropriate jobs for priority clients</li> <li>Identify realistic "stepping stone" opportunities</li> <li>Ensure access to these jobs for people from priority groups and areas</li> <li>Engagement of HR and Procurement teams</li> </ul>					
<ul style="list-style-type: none"> <li>Identify appropriate jobs for priority clients</li> <li>Identify realistic "stepping stone" opportunities</li> <li>Ensure access to these jobs for people from priority groups and areas</li> <li>Engagement of HR and Procurement teams</li> </ul>					

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	As a planning authority, ensuring travel is minimised and creation of sustainable communities		•	Sustainable Communities Group	
	Council as funder and driver of employability	• Aligning employability spend with partners' to create coherent approach		Core services Estates and management department	
		• Co-ordinated, partnership approach to employer engagement		Fife Economic Forum	
		• Maximising property and service co-location opportunities		Asset Management Group	

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<b>Review Council's role as deliver of employability provision</b>	Consider delivery options and agree single or combination of options	• Review appropriate role of Council	<ul style="list-style-type: none"> <li>• Review benefits of Council deliver vs external delivery</li> <li>• Review potential for other organisations to deliver</li> </ul>	Employability Management Group	

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	Consider potential of third sector to deliver employability		<ul style="list-style-type: none"> <li>Identify current Council activity that could be transferred easily (or piloted) to voluntary sector to deliver</li> <li>Identify potential third sector organisations</li> <li>Consider single or consortium-based approach</li> <li>Develop capacity of third sector</li> <li>Identify support – staff, investment, systems, etc – needed by third sector for this role</li> </ul>	Employability Management Group	12 months
	Consider viability of alternative delivery mechanisms, e.g. arms length organisations, business partnership		<ul style="list-style-type: none"> <li>Consider viability and identify benefits of each mechanism</li> <li>Study visit to other LA areas</li> <li>Identify range of other partners</li> <li>Assess most appropriate mechanism</li> </ul>	Employability Management Group sub group of core personnel Health Sector Jobcentre Plus SE Fife Colleges	12 months

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<b>Investment in outreach, engagement, referral</b>	Raising awareness among frontline staff	<ul style="list-style-type: none"> <li>Confirming Council's lead role</li> </ul>	<ul style="list-style-type: none"> <li>Support Fife Employability Framework Conference for frontline staff</li> <li>Invest in long-term staff development programme</li> </ul>	Employability Management Group and wider array of partners	12-18 months

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	Creating local presence		<ul style="list-style-type: none"> <li>• Identify current local presence</li> <li>• Scope potential for transferring this to other areas</li> <li>• Identify options for developing new local presence – in which communities?</li> <li>• Consider role of Opportunity Centres</li> <li>• Review potential to scale-up or transfer operational areas of Opportunities Out There approach</li> <li>• Commitment to staff development</li> <li>• Understand and agree referral routes and protocols</li> </ul>		
	Co-locating services		<ul style="list-style-type: none"> <li>• Appraisal of existing co-located services</li> <li>• Study visit to other areas, e.g. Strathbrock Centre</li> <li>• Identify potential premises and role of Opportunity Centres</li> </ul>		

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<b>Measuring and managing performance</b>	Produce and agree performance management framework		<ul style="list-style-type: none"> <li>• Agree common hard and soft indicators across core services</li> <li>• Engage with Fife Employability Service to ensure linkages and common understanding</li> </ul>	Development and Community Services	Within three months
<b>Opportunity Centre Review</b>	To clarify role and maximise potential of Opportunity Centre network in Fife Employability Framework		<ul style="list-style-type: none"> <li>• Clarify aims and objectives</li> <li>• Clarify relationship and joint working agreements with Careers Scotland and other agencies operating from Centres</li> <li>• Appraise actual / potential contribution to co-located service centres</li> <li>• Agree performance measures</li> </ul>	Development Services	Within six months