**Kent Employment Support Protocol Group Meeting Action Decision Log – 8th September 2017, RBLI Village, Aylesford**

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| **Present**: William Miller, Amicus Horizon Limited & Chair; Rebecca Smith, KHG; Sara Hutchinson, TCHG; Alec Mohun-Smith, Orbit; Keeley Atkinson, West Kent Communities;; Sarah Hampton, Southern Housing Group  **Apologies**: Claire Griffiths, West Kent Extra; Caroline McBride, Golding Homes; ; Sahil Khan, Southern Housing Group; Garnet Johnson, Groundwork; Ian Long, MHS Homes; Victoria Taylor & Richard Soffee, Orbit; Yvonne Pick & Taseef Younas, Hyde; Liz Rickaby, RBLI  **Visitor**: David Roberts, Porchlight | | | | | |
| **Meeting Date** | **Reference** | **Notes** | **Action/Decision** | **Lead Person** | **Timescale** |
| 08/09/17 | Welcome & Introductions | Introductions noted. WM provided background to the sub group and the work around the protocol. |  |  |  |
| 08/09/17 | Porchlight Aspirations Project | DR is working on a BBO Project, the Aspirations Project, (European Social Funded/Big Lottery Funded project for the South East). Porchlight is the lead partner for this project in Kent Medway and East Sussex, North Kent Mind and Runway Training are delivery training of various sorts through the Porchlight project. Porchlight recognise that Social Housing is key to the partnerships and links made through such projects. DR is a Coordinator across Kent but focus on targeted areas, DR is working in the DGS area of Kent and his colleague is working in areas of Kent.  The focus is on those with mental health issues that is preventing them from living well, this can be self-diagnosed or a recognised diagnosed mental health illness/issue. DR is keen to understand all the BBO projects across Kent so that necessary referrals to other projects can be made. BBO’s in Kent include – RBLI, Social Enterprise Kent, Sussex Community Development Association, Gingerbread and 4SX.  Aspirations is about intensive support and action to support members of the community experiencing mental health, including supporting people to attend meetings, providing financial support and tailor made projects/support. Porchlight are trying to engage with those who are isolated or disengaged, internal referrals are not being taken from within other parts of the Porchlight organisation.  The target over the project period is 703 for Porchlight. There are 35 within the first active quarter. Colleagues queried about who is the most appropriate referral regarding mental health, as some colleagues are currently referring to Live Well. Live Well differs across the areas in Kent.  Eligibility for Aspirations is 18+ but there is a current focus on 25+, trying to capture hard to engage adults, they have to be unemployed, a British Citizen with right to work, not engaged in regular volunteering, or not engaged in a service that meets their needs so there may be a need to have conversation with an individual about their support needs. The journey time for participants is based on the individuals need but aiming for 3-6 months, Live Well is based upon sessions. Aspirations is a two year project so have to succeed in achieving move on from the service    Participants will set their own objectives and Porchlight will agree that achievable and smart. There are figures about employment (13%) and a similar percentage for those to find/participate job activity. The Aspiration Project is not a push like other BBO’s around employment. WM questioned capacity of the project as there is potential for Kent housing providers to share referrals for the project. If criteria and eligibility is clear, with priority locations set housing providers can assist with referrals. Residents can self-refer to the programme too.  Evaluation, monitoring and feedback, SaraH would like to understand if there is a protocol to share outcomes from the referrals made. AMS suggested developing an information sharing protocol between providers. WM suggested a similar co-ordination between other providers of BBO projects. | **DR to provide RS with an electronic version of the leaflet circulated at meeting.**  **DR to provide clarity about eligibility for the project and target/prime locations for referrals, both more formal to facilitate an introduction or through self-referrals.**  **Potential sites for Porchlight to target*: TCHG – Tunbridge Wells main stock in East Kent, specifically Dover (Dover Big Local); SHG – Dover, Margate, Canterbury, Ashford, Folkestone – specifically Margate; WKE – focus would be Gillingham (working jointly with Moat), Gravesend, Swanley and Sittingbourne. Orbit – focus would be Thanet and in Hastings in East Sussex; Optivo – Sittingbourne & Sheerness.***  **Trail referral arrangements will be for TCHG, West Kent Communities, SHG, Orbit and Optivo.** | **DR**  **DR**  **DR** | **ASAP**  **29/9/17**  **N/A** |
| 08/09/17 | ESG Report & Next Steps | RS shared a draft report ahead of the meeting; this covers the whole period of the protocol and this was the opportunity to finalise the summary report.  Case Studies for 16/17 – with a very short example of employment support focus, including photos.  WM suggested using deadline for case studies and photos for amendments to the report. RS will not chase those not at the meeting for information. The report requires a front cover photo, colleagues to share an appropriate image with RS for use. WM will provide a cover summary of the protocol and this will be shared with the report to relevant colleagues. There will be a steer about the future of the sub group. | **RS to establish if SHG have provided stats over the whole period of the protocol and add accordingly. RS to share template for collection.**  **Deadline for case studies is as per stats deadline.**  **RS to look at report Friday 15 or following week to then share final report with WM** | **RS/SH**  **ALL**  **RS** | **By 14.9**  **By 14.9**  **By 22.9** |
| 08/09/17 | Mapping work with KCC | RS shared a request to confirm corresponding Postcode data from the Employment Support Unit at KCC at the last meeting. The response has been limited due to complexities of obtaining the postcode data. | **For those interested in exploring synergies with the Employment Support Unit at KCC send RS the postcode info. RS and WM will then contact Mark and Alicia with info about potential locations for synergies.** | **ALL** | **By 22.9** |
| 08/09/17 | Work & Health Programme Commissioning | WM updated that there was a coordinated approach in Kent to the programme commissioning, this was unsuccessful. Shaw Trust, G4S and Ingeous are the three prime contractors of the original five, who are delivering the work and health programme over the next five years. Contracts to be issued in November to commence in April 2018. This is for those who are job ready with health and/or mental health as a barrier. Optivo, Hyde and Clarion have contacted the prime contractors about linking with housing providers around delivery but limited feedback on these conversations. One of the three will be awarded significant funding for a work programme. | **WM to liaise with LR and colleagues at Clarion and Hyde about connections for contract partners in November 2017.** | **WM** | **By 15.9** |
| 08/09/17 | RBLI BBO Project Update | LR was unable to attend but provided a written update. RBLI are part of the ESG so links are established. BBO – Brighter Futures Programme, which is similar to Aspirations but do not offer home visits. Work Routes is for those who are seeking employment but need support, Brighter Futures is for those who are more hard to reach or not seeking employment.  Gingerbread – Optivo are part of a supply chain for this project, this is employment support for single parents, with low targets.  Sussex Community Development Association – WM and AMS to make links with this project. | **RS to provide these electronically.**  **RS to email both Lesley Collins and Liz Rickaby to share email contact details for ESG to help with referrals or support from HA’s**  **WM will liaise with Gingerbread about whether they require support from other providers in specific areas and feedback accordingly.** | **RS**  **RS**  **RS** | **By 15.9**  **By 15.9**  **By 15.9** |
| 08/09/17 | Groundwork | Groundwork has undergone a merger and significant restructure, Garnet has now moved on from Groundwork. | **RS to liaise with Groundwork about new point of contact for KHG and/or Housing Providers** | **RS** | **By 15.9** |
| 08/09/17 | Optivo Enterprise Project Update | Optivo awarded funds and programme green light, in mobilisation phase between now and Jan 2018, then deliver over three years from Feb/March. The programme delivers and integrated training pathway, more support for residents in starting business/micro enterprise. £8 mill project including European funding and match funding from partners, will engage 6000 residents across England and France. There was a funding gap that has been filled by six local partners, with local delivery arrangements to be decided by end of 2017. | **WM will continue to correspond on progress accordingly.** | **WM** | **As required** |
| 08/09/17 | New Joint Work Opportunities | New employment support initiatives/funding – there is limited funding outside the work and health programme funding. AMS advised that he has had an email about supply chain opportunities via Gingerbread – vocational training opportunities across two clustered areas, including Kent.  Big Lottery are realigning currently, there could be new programmes from their next phase. GUAC have been liaising with Big Lottery about the role of housing providers within the design stages of any new programmes.  Is the area of **Social Value** and how to engage with supply chains for employment support the new focus and create employment opportunities/jobs skills and employment? Apprenticeship and lead co-ordination on this would be KCC. SHG are offering paid work placements within their maintenance department for a 16 week period.  WM suggested it was still relevant to consider a **housing/health employment support work stream**. WM has liaised with the Health lead at Swale BC who is keen to assist with connections for any potential projects. AMS stressed that we should be aware of the Work and Health Programme and not to duplicate and identify gaps in the provision.  **Working with Ex-offenders** was discussed at a previous meeting and the impact of offenders returning to households and successfully stabilising the home environment. KA advised that there is no centralised collation of data about where offenders are placed from or moving to. SEETEC are a provider working within the prisons and WM advised that Peter Walkerly is the new Head of Business. This could be addressed through a small T&F Group. | **WM to link with Gingerbread supply chain opportunities week commencing 11.9 and will share feedback with colleagues.**  **Potential for coordination discussion amongst KHG membership about apprenticeships and how to manage this through the construction/development side of housing provider business.**  **This is marked for potential ESG work plan.**  **WM to share contact details for Peter with KA and KA to make contact about potential work stream** | **WM**  **WM**  **RS**  **WM/**  **KA** | **By 15.9**  **As required**  **By 15.9** |
| 08/09/17 | Key Messages to KHG & Partners | WM to draft cover paper with RS for the protocol brief, with a recommendation to formally wrap up as a sub group. To then identify new key work streams and task group with key representatives, working over an agreed short term period, providing workshops and agreed outcomes.  Social Impact is important to be carried by Kent Housing Group, this will be a key message from the sub group to the main KHG. | **WM and RS to note**  **WM to instigate an introduction between AMS and Talent Match** | **WM/**  **RS**  **WM** | **By 15.9**  **By 15.9** |
| 08/09/17 | AOB | No AOB noted |  |  |  |

***Thanks noted to RBLI for hosting and providing refreshments***